

## **Resident Selection Guidelines**

Highgates Management is a property management company that prides itself on excellent customer service and providing quality housing to its residents.

Highgates Management provides housing on an equal opportunity basis. We do not discriminate on any basis including, but not limited to race, religion, color, sex, familial status, national origin, handicap, disability, or sexual orientation.

### **Application Process**

#### **Fees**

1. Applications are \$50.00 for the first adult (any person over the age of 18) and \$50.00 for each additional adult.
2. A \$250.00 Admin fee will be collected at the time of application or at the move-in appointment.
3. Application and admin fees are non-refundable.
4. If an applicant seeks reconsideration within thirty (30) days of denial, no additional application fee will be due but additional time may be needed to process the application.

#### **Required Information**

1. A rental application is not considered complete until it has been signed.
2. An applicant must answer all questions on the form completely and honestly. Incomplete applications will not be processed.
3. A copy of each applicant's driver's license or other government-issued identification for all adults. I.D.s will not be retained by Highgates.
4. Proof of any income. Adequate proof includes three (3) most recent paycheck stubs, 6 months' worth of bank statements, a letter from an employer (This must include your name, hire date, wage rate, and your employer's contact information), awards letters for any additional income i.e. scholarships, child support, SSI, etc. (Note: tax return eliminated). If an applicant is self-employed, they must include a copy of their two (2) most recent federal tax returns. Income must show at least 2.75 times the amount of rent. Guarantors or Co-signers can be considered but must have proof of 5 times the amount of rent and excellent credit.
5. The application is not considered complete until it is signed and the fees outlined above are paid.

#### **Application Review**

Each application will be reviewed in the following manner:

1. Highgates will determine if the information provided in an applicant's application meets Highgates' applicant screening criteria outlined below. If not, Highgates will decline the application.
2. If applicant does, Highgates will verify your household's income/employment, check your credit report through Weimark or another similar service, perform background check, and verify there are no disqualifying factors. If necessary, Highgates may verify employment and/or rental history.
3. If any of the verifications do not confirm that you meet Highgates' criteria, Highgates will decline your application.
4. We will strive to process all applications within 48 hours, provided we have received the documents referenced above. However, it may take up to several days depending on how quickly Highgates is able to verify the information you have provided.

5. If an application is denied, an applicant will be notified in writing and will be provided with the reason(s) that the application was denied.
6. If an application is denied, an applicant may request an application be reconsidered with additional consideration, such as a higher security deposit or the addition of a co-signer.
7. If an applicant seeks reconsideration within thirty (30) days of denial, this must be requested in written form. No additional application fee will be due but additional time may be needed to process the application.
8. If the applicant falsifies any part of the application, Highgates will deny the application.

#### **Application Approved**

1. Highgates will continue to accept applications on a unit until the deposit is received.
2. Once an applicant is accepted, the security deposit is due immediately to secure the unit. At that time, a move-in date is scheduled.
3. Deposits can not be taken on the same day as the move-in date unless otherwise approved by a manager.
4. When determining a move-in date, any applicants moving in on the 25th of the month or later are required to pay next month's rent at the move-in appointment.
5. Deposits are non-refundable to residents who opt not to take a unit.

#### **Applicant Screening Criteria**

Screening criteria must be applied consistently to all applicants. Consideration of extenuating circumstances will be considered in the screening process but must be approved by a manager. All credit and background checks are completed through Weimark or other approved services.

All applications will be reviewed to make sure the applicants meet Highgates criteria for each of the following:

1. Income/Debt;
2. Credit History;
3. Criminal History;
4. No other automatic disqualifiers.

#### **Income/Debt**

1. Highgates will evaluate the application based on the combined household income of the applicants.
2. For a deposit on one (1) month's rent, an applicant's gross income must be at least 2.75 times the rental amount on the requested unit. This is called the Rent/Income Ratio and is calculated by dividing the gross income by the rent. For example, if a person is applying for an apartment renting for \$1,000.00 and makes \$2,750.00, the rent ratio is  $\$2,750.00/\$1,000.00 = 2.75$  rent ratio.
3. If an applicant has a rent ratio of 2.75, the applicant will only be accepted on income grounds if the following have been satisfied:
  - a) Landlord verification for same or similar rent obligation has been obtained;
  - b) Applicant has satisfactory credit (above 600);
  - c) Deposit is paid in full and begins at 1 month.
  - d) If unable to obtain (a), (b) and (c), applicant has qualified co-signer.
4. An applicant with less than 2.75 rent ratio is not eligible.

#### **Credit History**

Priority will be given to current credit activity over older credit activity. All rent and utilities must be paid in full. A consistent, severe, or recent history of deficiencies in overall credit or rent payment which indicates the family will be unable or otherwise fail to pay when due rent to the apartment and other expenses relating to occupancy of the apartment. Excluding medical bills and student loans, poor credit is grounds for rejection. However, a lack of credit history is not generally an automatic disqualification.

**Automatic Credit Disqualifiers**

1. Any open bankruptcy or any bankruptcy within the last two (2) years;
2. Any unpaid apartment collection or previous rent;
3. Inability to put utilities in the applicant’s name;
4. Any eviction judgment within the last five (5) years. Documentation from a plaintiff in an eviction action confirming the eviction was dismissed and all debts paid will be taken into consideration when processing the application.
5. Any false or misleading information provided by an applicant on the written application, or omission of a material fact.
6. Records of destruction, consistent late or unpaid rental obligations, evictions, police activity, or poor housekeeping habits resulting in health and safety hazards are grounds for rejection.

**Criminal History**

Highgates has established a policy to reject all applications where the applicant or any household member has engaged in certain criminal activity. The activities that will be grounds for rejection of an application are as follows.

1. Any conviction or adjudication other than acquittal within seven (7) years, which involved theft, burglary, robbery or serious crime against a person or property.
2. Any conviction or adjudication other than acquittal within seven (7) years for any acts of perpetrating domestic violence.
3. Any conviction or adjudication other than acquittal within five (5) years for the sale, distribution or manufacture of any controlled or illegal substance other than marijuana.
4. Any conviction or adjudication other than acquittal within five (5) years involving illegal use or possession of any controlled or illegal substance other than marijuana.
5. Any conviction or adjudication other than acquittal, for any sexual offense. If during the applicant’s lease Highgates discovers anyone in the household has been placed on the sex offender registry; legal proceedings will begin to terminate the tenancy.
6. Any conviction or adjudication other than acquittal, which involved bodily harm to a child.
7. Any conviction or adjudication other than acquittal, which involved animal cruelty.
8. If any of the applicants are on active probation, we will not approve the application.

**Occupancy Standards**

To prevent overcrowding and undue wear and tear to rental units, Highgates restricts the number of people who may reside in a unit.

**Bedroom Size**

- 0
- 1
- 2
- 3

**Maximum Persons per Household**

- 1 Heartbeat
- 2 Heartbeats + 1 minor
- 4 Heartbeats + 1 minor
- 6 Heartbeats + 1 minor

**Co-Signers**

If an applicant does not meet one or more of the above criteria, they may still be eligible for a rental unit if they can get a third-party to guarantee the lease. “Co-signers” or “Guarantors” must be related to at least one of the applicants. It is preferable that co-signers reside in the same state as the applicants. The co-signer must submit a written application along with the application fee and must pass the criteria of the screening/criminal process as any other applicant, and the rent ratio must exceed 5x the rent. If the co-signer cannot come to a Highgates office in person, the signed application must be notarized. All co-signers must be approved by a member of management.

**Resident Selection Guidelines Acknowledgment Form**

I have been given the opportunity to ask any questions that pertain to the Resident Selection Guidelines. I/we by signing below, certify that I/we have been informed that the Resident Selection Guidelines are available on Highgates website or that I/we may request a paper copy of the Guidelines.

X \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date:

X \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date:

X \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date:

X \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date: