

## ICI RENTAL POLICY

All vacant or on-notice units are offered on a first-come first-served basis to qualified applicants without discrimination, regardless of applicants' race, color, religion, sex, sexual orientation, age, marital status, parental status, national origin, physical handicap, mental disability.

### Qualified Applicants

1. To be considered a "qualified applicant," a prospective tenant must show an acceptable credit history, a good tenant history, and earn approximately three times the amount of rent, no felony convictions or misdemeanors which involve moral turpitude (I.E.; selling, manufacturing or distributing of a controlled substance, prostitution, theft, etc). Proof of income is required.

### The Application

2. Each prospective tenant must complete an application to rent and pay an application fee of no more than \$35.00 depending on the location of the property. American Tenant Services will process the application. When there is more than one prospective tenant over 18 years of age who plans to live in the apartment, each one must pay a separate application fee.

### Approved Application

3. If American Tenant Services approves an application, it will so notify property within 48 hours. Applicants must pay all deposits within 24 hours of the time of the approval, in order to hold the unit until the date of occupancy.
4. If applicant fails to pay the deposit within the 24 hours provided, they will lose that available unit. Approved applicants will be offered the next available unit of their choice when the deposit is made.

### Co-Applicants

5. An applicant who fails to provide proof of sufficient income, has short employment history, has little, unverifiable credit, minor items of derogatory credit, or short rental history may apply or reapply with a qualified family member or qualified responsible party as a co-applicant on the application to rent, even if the co-applicant will not live on the premises.
6. The co-applicants must then be qualified by the same guidelines as a prospective tenant, sign the rental agreement, and be legally responsible for the lease until the tenant leaves the premises.
7. Each co-applicant must pay a separate application fee.

As described in the ICI Rental Policy and as set forth at number 11 below, under specified circumstances, one of these requirements may be waived.

8. Applicants may use a co-applicant in the event that their income is not sufficient, or they have short employment histories, or they have minor items of derogatory credit, or no verifiable credit history, or they have little or no rental history. Co-applicants must pay a separate application fee and qualify under the same standards, which apply to applicants.
9. American Tenant Services will notify the manager within 48 hours whether the tenant has been approved or denied.
10. All denied applicants will be notified by ATS in writing of the reason for their denial. The denial will be sent within 48 hours provided the applicant has given the proper address and information. The written denial will contain addresses and phone numbers for ATS, Experian (TRW), and the Unlawful Detainer Registry in case the applicant disputes material reported.
11. ATS will reconsider the applicant if additional information can be provided to prove credit worthiness. For example:

### **Provides Equal Housing Opportunity**

## **ICI RENTAL POLICY**

- A. Applicants whose income is less than approximately three times the amount of the rent may be considered on a combination of the following factors. (1) their income is stable and verifiable (for example, Social Security or Pension Income), (2) they have few or no debts, (3) they have established, long-term credit history which is good, (4) they have excellent rental references for the past three years.
- B. If an applicant has a good, verifiable rental history and a good verifiable income, ICI will consider applicants who have filed bankruptcy provided proof of discharge is supplied.
- C. Where other qualifications are strong, ICI will review evictions more than five years old.

### **Waiting List Policy**

- 12. In the event there are no available units to rent, the property rental staff or manager will place prospective tenants' names on a waiting list, provided that the prospective tenants have told the manager that they meet the requirements stated above.
- 13. The waiting list shall be maintained on site at all times and contain information regarding the name of the prospect with both home and work telephone numbers. The list shall be maintained for a period of not less than 60 days. Attempts will be made to contact persons on this list to fill vacancies as they occur on a first-come first-serve basis.
- 14. The waiting list form will be available for inspection at all times.

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