

Fairfax Apartment Homes



STATEMENT OF RENTAL POLICY As of June 12, 2007

Welcome to our community. Before you apply to rent an apartment, please take the time to review this Statement of Rental Policy. For the purpose of this document, the term "applicant" is defined as the person or persons who will be signing the Lease as the "Resident;" the term "occupant" is defined as the person or persons who are authorized occupants under the Lease. Some criteria apply to the applicants only; other criteria apply to all occupants. An applicant must be 18 years of age or older to qualify as a resident. Please note that these are the current rental criteria for this community; nothing contained herein constitutes a guarantee or representation that all residents and occupants currently residing here have met these requirements. There may be individuals who began residing at this community prior to these particular criteria going into effect; additionally, the ability to verify whether these requirements have been met is limited to the reliability of information received from applicants and outside services used.

EQUAL HOUSING: Fairfax Apartment Homes is an Equal Housing Opportunity Provider. We do business in accordance to the Federal Fair Housing Act and Michigan Elliott Larsen Civil Rights and do not discriminate against any person because of race, color, religion, sex, handicap, familial status, national origin, age and marital status. Additionally, we provide housing in accordance with all other state or local laws if those laws provide greater protection than the Federal Fair Housing Act.

APARTMENT AVAILABILITY: Applications for apartment homes will be accepted on a first come – first serve basis and are subject to the availability of the particular apartment type requested. "Availability" does not necessarily mean that an apartment will definitely be available for occupancy by an applicant at the estimated date. "Available" apartments include those where a "Notice to Vacate" has been submitted by an existing resident indicating an intention to vacate on or about a certain date. Under certain circumstances, we will permit current residents who are not in default of their lease to withdraw or change their notice of moving. Other circumstances not necessarily under management's control may also delay the date of availability of an apartment. In addition, an apartment may not be considered available because it is about to be placed under contract as an application has been made and a deposit placed to hold the apartment. If the applicant's credit is not approved or if the applicant fails to sign a Lease by the specified date, then the apartment would again become available. Whether a particular unit or type of apartment is available can vary significantly within several hours or a day.

QUALIFYING CRITERIA FOR RENTAL OF AN APARTMENT HOME

INCOME: The gross monthly income must equal 4 times the monthly rent per household. If a Lease Contract Guarantor is required or authorized, the Guarantor gross monthly income must equal four times the monthly rent in order to qualify as a Guarantor. All monthly income will be verified.

CREDIT: A complete investigation of credit history of each applicant will be made and will require a satisfactory rating.

RESIDENCE HISTORY: Present and previous residence will be verified for all applicants and proposed occupants. We must obtain verification of a satisfactory rental history for the past two years, which includes timely rent payments, proper notice of cancellation or non-renewal, no outstanding balances or history of lease violations. All applicants who have been previously evicted will be declined. The head of the household must be 18 years or older, physically occupy the apartment and meet all criteria.

EMPLOYMENT HISTORY: Previous and current employment history will be verified. Allowances from other sources of income such as alimony, child support, retirement income, commissions or tips will require written verification. In the event, the applicant is self-employed, written verification of two year's income (such as tax returns) must be provided.

FEES/DEPOSITS: Each applicant(s) shall pay a non-refundable application fee \$35.00 for verification of information and credit approval. A good faith security deposit of \$165.00 must be submitted with the Application for Residency. If the application is accepted, \$165.00 good faith security deposit will be applied toward payment of the entire security deposit, and if for any reason management decides to decline the application, management will refund the good faith deposit in full. If the application is approved and the applicant fails to sign a lease or take occupancy of the premises on the agreed date, management may retain the good faith deposit as liquidated damages for the amount of rent lost and any expenses incurred due to the cancellation.

Security Deposit Requirement:
\$165.00 up to 1 ½ months rent (depending on Application Qualification score.)

OCCUPANCY: Our community limits the number of occupants based on the apartment size according to the following guidelines:

- ◆ 1 Bedroom – Two Occupants
- ◆ 2 Bedroom – Four Occupants

A unit occupancy is not to exceed two persons per bedroom, plus a child who is less than six months old and who sleeps in the same bedroom with the child's parent, guardian, legal custodian, or person applying for that status. If the number of people applying for a single apartment exceeds the property's guidelines, the application will be rejected for that particular size of apartment. If a resident, who has a newborn less than six months old at the time of rental application or lease renewal, moves into an apartment that, once the newborn reaches the age of six months, violates the occupancy guidelines, the resident is required to either (1) move into another available apartment which has more bedrooms leased at the current market rent; or (2) move out. Rent for the larger apartment will be the current market rent for that particular apartment and a transfer fee will be due. For the purposes of this occupancy policy, a "family" shall consist of the following persons: one or more individuals (who have not attained the age of 18 years) being domiciled with: (1) a parent or another person having legal custody of such individual or individuals; or (2) the designee of such parent or other person having such custody, with the written permission of such parent or other person. The term "family" shall also apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years. Our policy is to conform to local and state requirements to the extent that they require a different standard than stated here.

HOLD HARMLESS ACKNOWLEDGMENT: Resident agrees that Management does not promise, warrant or guarantee the safety and security of Resident, Resident's family and occupants or Resident's personal property against the criminal actions of other residents or third parties. Furthermore, Management shall not be liable for any damage or injury to Resident, Resident's family and occupants or to any person entering the premises or the building of which the leased premises are a part, for injury to person or property arising from theft, vandalism or casualty occurring in the premises or the buildings; the term "premises" is defined to include any common areas, lakes and the surrounding area. Resident agrees to indemnify and hold harmless Management from all claims, costs and expenses arising from injury to person or property. Each Resident has the responsibility to protect him or herself and to maintain appropriate insurance to protect his/her belongings. Residents should contact an insurance agent to arrange appropriate insurance protecting their personal property. Resident shall at all times maintain Renter's Insurance including adequate fire, casualty and liability insurance to insure against the risks described above. Insurance coverage maintained by Management does not protect Resident from loss of personal property by theft, fire, water damage and other perils. Resident is responsible for maintaining appropriate vehicular or automobile insurance coverage.

NOTIFICATION STATUTES: For your information, you may obtain information about sexual offenders and/or predators in the State of Michigan by contacting The Public Sexual Offenders Registry (PSOR) at the Michigan State Police, Criminal Justice Information Center, Identification Section, 7150 Harris Drive, Lansing MI 48913, (517) 336-6292 or on the web at www.mipsor.state.mi.us .

VEHICLES: Parking space is limited in our community. Each household is permitted 2 passenger vehicles. Commercial vehicles and recreational vehicles are not allowed.

PETS: Cats are allowed (2 maximum). **A \$100.00 non-refundable pet fee is required per cat and a \$100.00 deposit is required.** Dogs are allowed (1 maximum, with written documentation that the dog will not exceed 30 pounds). **A \$100.00 non-refundable pet fee and a \$100.00 pet deposit will be required.** All pet fees are to be paid in full prior to move-in. A pet fee of \$25.00 per pet is due monthly. Pets will be subject to visual inspection and all community policies and you will be required to sign a separate Pet Addendum. Service animals assisting a handicapped person are allowed and no pet deposit or pet fee is required.

FLOTATION BEDDING SYSTEMS/WATER TANKS: Flotation bedding systems (waterbeds) or fish water tanks over 50 gallons will be allowed on any floor only if a copy of the current renter's insurance policy naming Owner and Manager as additionally insured is maintained in the resident file.

SATELLITE DISH: We allow the installation of one satellite dish per apartment in accordance with FCC and local access laws. Not all of our apartments are suitable to satellite reception and we cannot guarantee that satisfactory transmission will be received. There are limitations on how and where a satellite dish can be installed and the appropriate addendum must be signed. An additional general security deposit of \$150.00 will be charged and a copy of the liability insurance in a coverage amount of \$25,000 will also be required.

TRANSFER POLICY: If a resident would like to transfer to another apartment within the community a \$400.00 transfer fee along with a written 30-day notice is required. Residents must fulfill at least six months of the current lease agreement in order to transfer. Each resident moving into the new apartment must complete a new application and qualify for the new apartment. The applicable deposits and fees that are charged may vary from community to community. The security deposit CANNOT be transferred from one apartment to another and all agreements under the current lease agreement must be honored including paying back rental concessions.

Applicant Signature Date

Applicant Signature Date

Authorized Representative: _____ Date: _____



Please list all persons that will occupy the residence.

Name (First, Middle Initial, Last)	Maiden Name (If Applicable)	Date of Birth	Relationship of Head Of Household	Social Security Number
1.			Head of Household	
2.				
3.				
4.				
5.				
6.				

Employment

Applicant	Co-Applicant
Employer: _____	Employer: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
Length of Employment: _____	Length of Employment: _____
Position Held: _____	Position Held: _____
Salary/Wage: _____ Per: _____	Salary/Wage: _____ Per: _____
Supervisor: _____	Supervisor: _____
Status: _____ Full-Time: _____ Part-Time _____	Status: _____ Full-Time: _____ Part-Time: _____
List average hours per week worked: _____	List average hours per week worked: _____

Total household income from all other sources (i.e. social security pension, child support, Section 8 Certificate, etc):

Source: _____	Amount: \$ _____
Source: _____	Amount: \$ _____
Source: _____	Amount: \$ _____

Do you or any member of your household engage in current illegal use or illegal distribution of a controlled substance or have you previously been convicted of the same? **Yes** or **No**

If you answered "yes" to the above question, have you successfully completed a controlled substance abuse program or are you presently enrolled in such a program? **Yes** or **No**

If "yes", please explain: _____

Have you ever been convicted of a crime, felony, misdemeanor? **Yes** or **No**

If "yes", please explain: _____

Provide asset information below:

Type of Assets	Name of Bank, Stock or Bond	Account Number	Balance/ Current Value	Rate of Interest	Dividend	Real Estate
1.						
2.						
3.						
4.						
5.						

Have you disposed of any assets in the last two years? **Yes** or **No**

If "yes", please list asset and value received: _____

Head of Household Date

Co-Applicant, Spouse/Co-Head Date



We pledge not to discriminate against applicant based on their race, color, sex, age, religion, national origin, familial status or disability.

TDD 1-800-649-3777



AUTHORIZATION FOR CRIMINAL HISTORY CHECK

NOTICE TO APPLICANTS: The information requested below is for the sole purpose of conducting a background investigation, which includes, among other things, a criminal conviction check. The existence of a prior criminal conviction will not necessarily make you ineligible for housing with Keystone Management Group. It is Keystone Management Group's policy to evaluate any adverse information obtained in the background investigation based on a range of factors including, but not limited to, rental history. Information regarding age, sex and race will not be a factor in any housing decision including.

Full Name <i>(no nicknames)</i> _____					
Maiden Names(s), Nickname(s), Other Name(s) <i>(please include dates used)</i> _____				<input type="checkbox"/> Male	<input type="checkbox"/> Female
Social Security Number _____			Date of Birth _____		
Driver's License Number _____			State _____		
Is Your Driver's License Valid? <input type="checkbox"/> Yes <input type="checkbox"/> No ⇨ <i>Please give details</i>					
All addresses for the last 7 years: <i>(Street / City / County / State / Years From-To)</i>					
In the event you do not remember the exact street address, please include a city, state and the approximate dates of residence.					
	Street Address	City	County	State	Years From-To
1.	_____ /	_____ /	_____ /	_____ /	_____ /
2.	_____ /	_____ /	_____ /	_____ /	_____ /
3.	_____ /	_____ /	_____ /	_____ /	_____ /
4.	_____ /	_____ /	_____ /	_____ /	_____ /
5.	_____ /	_____ /	_____ /	_____ /	_____ /
6.	_____ /	_____ /	_____ /	_____ /	_____ /
<i>(attach additional pages if necessary)</i>					

I expressly authorize all personnel, schools, companies, corporations, credit bureaus and law enforcement agencies to supply any and all information concerning my qualifications for employment positions applied for and the information given by me herein. In consideration for being considered for housing, I release Keystone Management Group, related entities, as well as any individual or entity providing information, from any and all liability in connection with any inquiries and investigations made, information they give and any decisions made or action taken concerning my employment based on such information. I also do not require a copy of any disclosure of the nature and scope of the investigation. I understand that any offer of apartment rental from Keystone Management Group is based upon my successful completion of the background screening. I also understand that I have a right to review all disputed information and to follow up with the law enforcement agency to clear up any discrepancies. This authorization is good for one year from the date of signing.

X	_____	_____
	Signature	Date