



TENANT SELECTION CRITERIA

All applicants must meet the following criteria for acceptance set forth in this Tenant Selection Criteria. All applicants are required to provide either a social security number or an individual taxpayer identification number issued by the U.S. Internal Revenue Service in accordance with Virginia Code § 55.1-1200 of the Virginia Residential Landlord and Tenant Act. In addition, all applicants must sign the Agency Disclosure form as required by Virginia law. Submitting false, misleading and/or inaccurate information and/or documentation or omitting any such relevant information or documentation may be grounds for rejection of this application or for termination of any subsequent lease agreement entered into by the parties hereto.

Management strictly adheres to all federal, state and/or local fair housing laws and regulations. Applicants will not be rejected on the basis of race, color, religion, national origin, sex, elderliness, familial status, source of funds, sexual orientation, gender identity, military status, or disability. To that end, Management prohibits any discriminatory housing policies and/or practices so as to protect and to ensure the peace, health, safety, prosperity, and general welfare of all applicants and residents of this community.

Should you have any questions about this Tenant Selection Criteria or about the application process in general, please do not hesitate to ask the Property Manager, who will be pleased to assist you.

The following are standard categories and requirements that will be considered during the review of your leasing application.

Applicant's Verification:

Please be aware of the following:

All individuals eighteen (18) years of age or older (or legally emancipated), who will be residing in the leased premises, will be required to be leaseholders and, therefore, must submit a separate application for review, consideration, and possible approval prior to occupying the dwelling unit. All members in the applicant's household must provide a declaration of U.S. citizenship or appropriate documentation of eligible non-citizen status. This documentation must be provided before the individual or household member will be allowed to occupy a dwelling unit. Such documentation of eligible non-citizen status may be a passport with a stamped current U.S. Visa and attached Form I-94, or an Individual Taxpayer Identification Number, or in the case of a non-citizen student, a Form DS-2019 - Certificate of Eligibility for Exchange Visitor (J-1) Status, or a Form I-20, Certificate of Eligibility for Nonimmigrant Student (F-1) Status.

A Social Security Number or other such verification must be given before the individual or the household member will be allowed to occupy a dwelling unit.

- Applicants must disclose social security numbers (SSNs) for all family members at least 6 years of age and older, or, if no SSN has been assigned, the member must certify that no SSN has been assigned.
- The documentation necessary to verify the SSN of an individual, who is required to disclose his

or her SSN, is a valid SSN card issued by the Social Security Administration. Also, the following are acceptable: driver's license with SSN; identification card issued by a federal, state, or local agency; a medical insurance provider, or an employer or trade union; earnings statements on payroll stubs; bank statements; Form 1099; benefit award letter; retirement benefit letter; life insurance policy; or court records.

- If the applicant cannot supply the original Social Security card and supplies one of the documents listed in the previous bulleted item, the applicant must also certify that the document provided is complete and accurate.
- In lieu of an SSN, a non-citizen applicant may present a passport with a stamped current U.S. Visa and attached Form I-94, or an Individual Taxpayer Identification Number, or in the case of a non-citizen student, a Form DS-2019 - Certificate of Eligibility for Exchange Visitor (J-1) Status, or a Form I-20, Certificate of Eligibility for Nonimmigrant Student (F-1) Status.

Credit History:

A credit report will be conducted for each applicant at the applicant's expense. A signed release from the Applicant may be necessary to obtain this information.

Any application may be rejected based on present and past adverse credit report for any one (1) of the following:

- A. Any one (1) judgment-not remedied or satisfied in full.
- B. Any one (1) (single account) credit obligation, which is three (3) months or more delinquent and not remedied.
- C. Any one (1) personal bankruptcy.
- D. Any one (1) foreclosure of real estate.
- E. Any one (1) voluntary or involuntary repossession of material or personal property.
- F. Any one (1) suit not remedied or a suit pending not remedied.
- G. A Credit Score below 600.

A consistent, severe or recent history of deficiencies in overall credit or in rent payment, which indicates that the individual will be unable or will otherwise fail to pay when due rent for the subject dwelling unit and other financial expenses and obligations relative to occupancy of said dwelling unit or the absence of any history of timely payment of rent and other financial obligations, unless the individual can show good cause for such absence, may be grounds for rejection of the application. Pursuant to Virginia Code § 55.1-1203(D), Management shall consider any evidence of an applicant's status as a victim of family abuse, as defined in Virginia Code § 16.1-228, to mitigate any adverse effects of an otherwise qualified applicant's low credit score. Further, Management shall not take any adverse action, as defined in 15 U.S.C. § 1681a(k), against an applicant for tenancy based solely on payment history or an eviction for nonpayment of rent that occurred during the period beginning on March 12, 2020, and ending 30 days after the expiration or revocation of any state of emergency declared by the Governor related to the COVID-19 pandemic, June 30, 2022.

Occupancy Schedule:

You will be allowed two persons per bedroom unless state and/or local building codes and/or occupancy guidelines provide otherwise, or unless certain structural housing limitations exist (for example, the capacity of septic, sewer or other such building systems dictate a limitation on the number of occupants), or unless the configuration of, or size of the bedrooms in the dwelling unit, in the opinion of Management, justifies a different occupancy limitation for a particular dwelling unit. To that end, a maximum of two residents, and/or one or more authorized occupant(s) listed on the lease agreement, are

permitted to reside in a bedroom, provided that the total number of persons residing in said bedroom complies with any local building code requirements. To that end, the current building code in Virginia requires that every bedroom occupied by more than one person shall contain at least fifty (50) square feet of floor area for each person. For purposes of this policy, the term "Resident" shall mean any person age 18 or over, who is required to be listed as a resident on the lease agreement, and an "Occupant" shall mean any person under age 18, who is required to be listed on the lease agreement. This occupancy policy will not be used to discriminate against families with children nor to ask any invasive questions of any applicant.

Adverse Criminal History:

Any application may be rejected for any current, illegal use of, and/or addiction to a controlled substance by the applicant or by any member of the applicant's household, who will be residing in the subject leased premises. Further, any record that the applicant and/or any member of the applicant's household has been convicted of the illegal manufacture or distribution of a controlled substance will be grounds for rejection of an application. Also, any evidence of current alcohol abuse, which manifests conduct that poses a direct threat to the health and/or to the safety of other tenants or to the property itself will be grounds for the rejection of an application.

Any application may be rejected for felony or misdemeanor conviction(s) that reflect acts of violence or sexual offenses. If any applicant has been placed on a mandatory lifetime registration for sexual offenses or for any other such conduct that establishes a pattern that poses a direct threat to the health and to the safety of other residents, the dwelling itself, management, and/or to the community at large will be grounds for rejection of an application. For a list of the felony and misdemeanor convictions that will be considered and the assigned time period in which such convictions will be deemed effective, please see Exhibit A attached hereto.

All applicants and any occupants will be screened for criminal histories and for registration on any federal or state sexual offender lists.

Rental History:

Any application may be rejected for present and past rental history for any one (1) of the following:

- A. Any one (1) history of having "skipped" from previous housing;
- B. Any one (1) eviction from previous housing;
- C. Any repeated late payments of rent within a 12-month period from current or past housing;
- D. Any record of disturbances of neighbors, destruction of private or public property by the applicant and/or family;
- E. Any records of disruptive or dangerous behavior;
- F. Any unsanitary or hazardous housekeeping;
- G. Any record of material noncompliance breaches of your current or prior lease agreement and/or community rules and regulations; and
- H. Any record of felony or misdemeanor convictions involving the illegal manufacture or distribution of a controlled substance as defined under federal or state law.

Employment and Income Verification:

Applicant must provide two years of employment history. If current employment history is less than two years, previous employment will be verified. Current and/or past employment will be verified, including

salary, position, length of employment, and probability of continued employment. If employment history is not available, an applicant must have a good credit history, rental reference, and a current or new verifiable employment position. The ratio between monthly income and the monthly rent requirement is 3-to-1. In the case of a housing choice voucher holder, however, Management will subtract any source of funds received from a rental assistance program from the total of the monthly rent requirement prior to calculating whether the applicant satisfies the aforesaid income to rent ratio, leaving only the amount, if any, for which the applicant will be responsible to be considered.

For those applications in which the applicant has insufficient income and/or other credit deficiencies as determined by Management, cosigners and/or guarantors may be accepted pending approval.

Per Virginia Code § 55.1-1205, if the applicant has insufficient income and/or other credit deficiencies, the applicant and management or the owner may agree that the entire monthly rent obligation due under the lease agreement be prepaid in accordance with the aforesaid code section.

Please note that any application may be rejected for any willful misrepresentation of a material fact by the applicant during the application process for the dwelling unit.

In the event an application is disapproved, the Property Manager or the Rental Agent shall notify the applicant in writing.

All information provided will be maintained as confidential and will not be produced without prior authorization in accordance with applicable Virginia Law.