

RESIDENT ACCEPTANCE POLICY

NANCYOHOMES LLC

PURPOSE

1. To provide a standardized guideline for admitting residents to properties managed by NancyOHomes LLC.
2. To ensure that all applicants are treated fairly and equally.
3. To eliminate the possibility of discrimination in rental decisions.

To ensure that only responsible tenants, who will pay rent on time and maintain the rental property, are accepted at NancyOHomes LLC.

SCORING

Each applicant's screening report shall be reviewed for two types of adverse information:

NEGATIVES AND TERMINALS. If three or more **NEGATIVE** items are found in a report, with no extenuating circumstances, the applicant shall be declined. If anyone **TERMINAL** item is found, without extenuating circumstances, the applicant shall be declined.

CONDITIONAL ACCEPTANCE

In the event that an applicant's screening report contains more than one, but less than three **NEGATIVES**, the applicant may be approved through conditional acceptance with an additional deposit requirement. Applications approved with **EXTENUATING CIRCUMSTANCES** will also be considered conditionally accepted and may require an additional deposit requirement.

NEGATIVES: The following items shall be considered negative items:

- Any credit account that has more than one 30-day late payment in the last three years.
- Any credit account that has any 60-day late payment in the last three years.
- Any credit account that has any 90-day late payment in the last three years.
- Any credit account that is currently rated more than 30 days late.
- Any credit account which is rated as having gone to collection.
- Any collection, judgment, bankruptcy or lien.
- Any landlord reference that includes more than one late rent payment in the past 12 months.
- Any instance of a damage deposit which was not returned due to damage to the rental unit.
- Any instance of proper Intent to Vacate Notice not being given to a landlord.
- Any instance of lease being broken by the applicant.
- Any employment situation which is temporary or seasonal in nature, or in place less than 6 months.
- Any written notices for complaints from current or previous landlords.
- Any band reference which shows more than one NSF check in the previous 12 months.
- Any landlord reference that cannot be verified.
- Any applicant with less than 2 years of previous rental history (not including friends or relatives as references)/

TERMINALS: The following items shall be considered terminal, and shall be sufficient to decline application:

- Any open bankruptcy (a bankruptcy to which new claims can still be added).
- Any collection filed by a property management company, landlord or mortgage company.
- Any collection file by a utility company (electricity, gas, water, sewer, refuse).
- Any eviction or Unlawful Detainer action.

- Any current 3-Day notice.
- Any income level (or combined income level in the case of married applicant's, but not in the case of co-applicants) which is less than 2 ½ the rent of the unit applied for.
- Any instance where income of at least 2 ½ times the rent of the unit applied for cannot be verified. Income cannot be combined unless you are married.
- Any conviction for the selling of drugs, or possession of drugs with intent to sell.
- Any conviction for any crime against a person or property.
- Any employment reference which states that the applicant will be terminated in the near future where the potential income drops below the minimum qualification requirement.
- Any gross distortion of the truth by the applicant on the written application or an incomplete application.
- Any undisclosed addresses.
- Any non-response from the applicant for additional information after three days.

EXTENUATING CIRCUMSTANCES:

- **Medical Bills in Collections.**
- **Student Loans in Collections.**
- **Foreclosure of Pre-Foreclosure Status on Mortgage.**

Should you feel that your situation warrants special consideration due to some extenuating circumstances other than those listed above, you may submit your request in writing with your application. This request must be made prior to completing the application process and must include an explanation of your circumstances and any supporting documentation necessary.

In the event that your application is denied and you wish to dispute the denial, you must put your dispute in writing. Denial Disputes will not be discussed on the telephone or in person. The rental premises will not be held off of the market during the denial dispute.

ANTI-DISCRIMINATION: No applicant shall be declined for residency on the basis of their race, sex, religion, marital status, familial status, age, or by any other method of discrimination by treating one person or group different than other persons or groups who have the same characteristics, or by any laws, legal codes or regulations that prohibits discriminatory practices

If you have any questions, please feel free to inquire within.

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