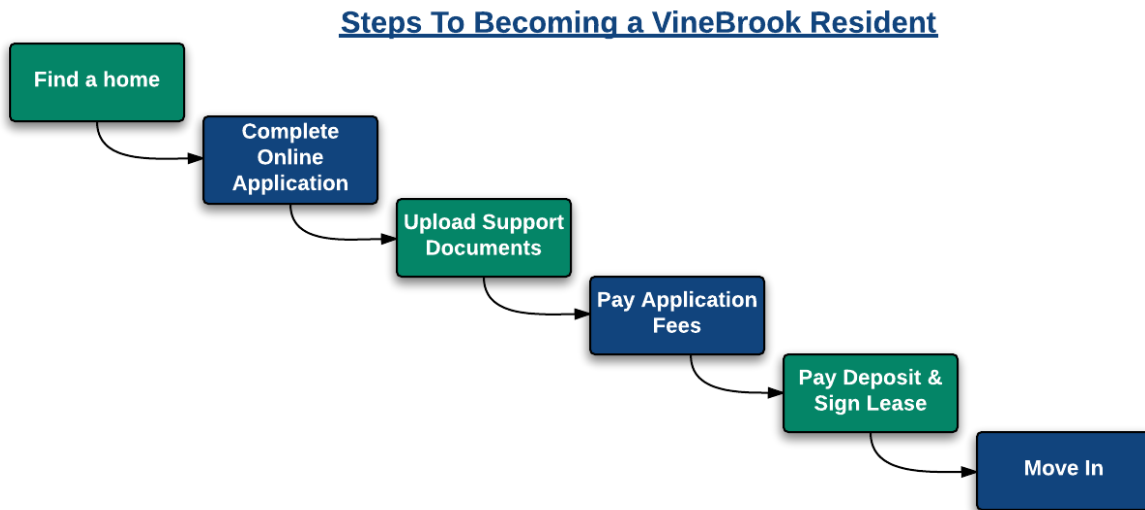


## RENTAL APPLICATION PROCESS AND RESIDENT SELECTION CRITERIA

We are thrilled that you have found a VineBrook Home that you would like to call your own. What follows in this document is information about our Rental Application Process and Rental Qualification Criteria.



### RENTAL APPLICATION PROCESS

1. VineBrook Homes utilizes a paperless rental application process. In order to apply for a rental home visit [VineBrookhomes.com](http://VineBrookhomes.com) and click on the apply link. Our rental application can be completed from any PC, MAC, Smartphone, or Tablet that has internet access. For your convenience, you may also complete the rental application at one of our local offices.
2. Once you have completed the rental application, uploaded the support documentation, and paid your application fees, we will begin to review your application package.

**NOTE:** *Once you select the home you would like to apply for, it is important that you understand the home you selected will remain as available inventory until the entire application process, including uploading documents and paying your application fees, is completed.*

3. If your rental application is approved, we will contact you to confirm your Move-in Date and Time. After we confirm the Move-in date we will send you a Move-in Cost Sheet along with a copy of your Lease Agreement. You will have 48 hours to sign your lease and to pay any applicable deposit(s) to secure your home. If you do not sign your Lease Agreement and pay the applicable deposit(s) within 48 hours, we

will cancel your application and the home will return to available inventory, and any application fees paid will be forfeited.

4. Finally, on your Move-in Day we will meet you at your home or in our office to review the Original Condition Report of the home, collect the remaining funds required for Move-in, review your Resident Service online account, and to give you the keys to your new home.

### RENTAL QUALIFICATION CRITERIA

1. **AGE** – each occupant 18 years of age or older, and anyone deemed an adult under applicable law, who will be living in the home will need to submit a rental application and pay an application fee.
2. **IDENTIFICATION** – all applicants must present a valid government-issued photo identification. All persons signing the Lease Agreement will be required to show the same photo identification that was uploaded during the application process at the time of Move-in.
3. **INCOME VERIFICATION** – the combined household income of all applications must be a minimum of 3x the monthly rent. To verify income, we require the following documentation be uploaded as part of your rental application:

Status	Documentation
Currently Employed	Pay stubs from the past 4 pay periods
Employed (starting new job)	Offer letter on official company letterhead
Self-employed	Income tax returns from the past 2 years
Retired	Bank statements from the past 3 months
Other	Bank statements or other supporting documents from the past 6 consecutive months. Examples include, but are not limited to, bonus payments, checking/savings accounts, child support payments, commissions, disability, GI benefits, pension, social security, or tip income.

4. **CREDIT REPORT**– a credit report will be completed for each applicant to verify credit worthiness. Income plus verified credit history will be entered into an application scoring model to determine lease eligibility. Conditions that can hurt eligibility include but are not limited to inquiries, collections, foreclosures, charge-offs, repossessions, late payments, an absence of credit and delinquency. Open bankruptcies will result in an automatic denial.
5. **CRIMINAL HISTORY** – a criminal background check will be completed for each applicant. Applicants will be denied for felony or misdemeanor offenses, including but not limited to crimes against children, sex-related offenses, homicide, kidnapping, some crimes against persons and

property and drug sales, manufacturing or distribution, and any other felonies within the past 10 years.<sup>1</sup>

- 6. **OFAC** – an Office of Foreign Assets Control (OFAC) search report will be completed for each applicant. Any applicant that appears on an OFAC list will be automatically denied.
- 7. **OCCUPANCY GUIDELINES** – the maximum occupancy is two persons per bedroom, plus one additional person per home. For example:

# of Bedrooms	Max # of Occupants
2	5
3	7
4	9
5	11

- 8. **PETS** – No more than two pets are allowed per home. Aggressive dog breeds including but not limited to Pit Bull Terriers, Staffordshire Terriers, Doberman Pinchers, Rottweilers, Chow Chows, Akitas, Wolf-Hybrids, and any mix containing one of these breeds are prohibited. Livestock, farm animals (including potbellied pigs), and poisonous, dangerous, or exotic animals (such as snakes, lizards, or spiders) are prohibited. Pet rent, fees and/or deposits may be charged where applicable. Assistance animals for persons with disabilities are not considered to be pets and are not subject to the above pet restrictions. Assistance animals require advance written approval.
- 9. **VEHICLES** – depending on the home that you select there will be restrictions on the number of vehicles that can be at the home. Inoperable vehicles, commercial vehicles, boats, mobile homes, recreational vehicles, motorhomes, trailers or any vehicle larger than a standard pick-up truck are not permitted.
- 10. **UTILITIES** – depending on the home you select, certain utilities such as water, sewer, stormwater, trash, gas and electricity may be required to be put in your name. Failure to put utilities into your name effective of your Move-in day can result in a violation to the lease agreement and, if applicable, utility charges and penalties being added to your ledger.
- 11. **RENTER’S INSURANCE** – VineBrook Homes strongly encourages residents to obtain renter’s insurance for casualties such as fire, flood, water damage, theft and general liability. VineBrook Homes, LLC should be identified as an additional insured.

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<sup>1</sup> These criteria do not constitute a guarantee or representation that residents or occupants currently residing in our homes have not been convicted or given deferrals of convictions for the above-mentioned criteria. There may be residents or occupants who were approved for residency in one or more homes before these requirements went into effect or the property was purchased with a resident already in place. Additionally, our ability to verify criminal history is limited to the information made available to us by applicants and credit reporting services.

12. **HOLD FEE** – once the rental application is approved, the applying household must provide a hold fee equal to one-half of one month’s rent within 48 hours of the rental application being approved. The Hold Fee is non-refundable. The Hold Fee will be applied to any outstanding charges at the point of Move-in reducing the amount to be collected at the time of Move-in.
13. **COMMITMENT TO EQUAL HOUSING** – VineBrook Homes is committed to providing equal housing opportunities to all rental applicants regardless of race, color, religion, national origin, sex, disability, familial status, sexual orientation, lawful source of income and other protected status under applicable law.
14. **LEASE AGREEMENT** – the terms of the Lease Agreement are not negotiable. Once signed the Lease Agreement is a binding contract and by signing the Lease Agreement you acknowledge that you have read and understand the terms of the agreement and your obligations as a resident. Applicants may request a sample Lease Agreement for review after submitting a rental application, however; the sample Lease Agreement is subject to change prior to the lease being executed by the applicant without notice.
15. **FALSIFICATION OF LEASE APPLICATION** – Any falsification in an applicant’s paperwork will result in the automatic denial of the rental application and the applicant will not be given the option of reapplying. Additionally, the applicant(s) will forfeit all deposits and fees paid.
16. **USE OF INFORMATION** – the applicant grants VineBrook Homes the authorization to use the information collected in the rental application, subject to VineBrook Homes’ privacy policy available here: [Terms & Privacy](#)