EQUAL HOUSING OPPORTUNITIES

**Fair Housing Policy**

Woodland Creek Rentals and its employees, are committed to following the Federal Fair Housing law by respecting the diversity and differences within our customer base by providing equal professional services to all, without regard to race, color, religion, sex, handicap, familial status, national origin or other protected status.

Woodland Creek Rentals, through advertising and media inform that everyone is welcome and no one is excluded once the resident selection guidelines have been met. Woodland Creek Rentals, will additionally inform our clients and customers about their rights and responsibilities under the fair housing laws.

**Non-discrimination Statement**

Woodland Creek Rentals complies with the Fair Housing Act that prohibits housing discrimination to certain persons under each law. No qualified person will be denied housing or otherwise discouraged from obtaining housing at Woodland Creek Rentals, because his/her status under these laws.

**Rental and Application Policies**

Effective 8/18/2020

**Basic Rental Terms:** Each applicant must meet basic rental terms which includes rent, security deposit, tenancy start date and the maximum number of occupants for property. The application fee, along with a completed rental application allows our staff to quickly begin the application process, and get an answer back to you in a timely manner. If for some reason you are not approved under our rental standards, or you choose to withdraw your application before you are approved, application fee is non-refundable. Properties will continue to be showable and listed on the market until a lease is signed. Lease is to be signed by all parties within 24 hours of approval notification or deposit will not be refunded and property will be offered to the next prospect in line.

**Showing Instructions and Identification:** A Woodland Creek Rentals associate will show any future tenants available properties. All visitors must present a current Government issued Photo ID (i.e. State Issued Driver’s License, State issued Photo Identification Card, current Passport, current United States Military ID Card or VISA issued by US Immigration and Naturalization Services). A copy of all applicant(s) photo IDs will be made and retained at the time of application. If the unit is occupied, we are required to give a 24-hour notice to the current tenants prior to showing.

**Occupancy:** A maximum of two persons per bedroom. Per apartment home. (Example: 1/1 = 2 persons; 2/2 = 4 persons; 3/2 = 6 persons)

**Additional Occupants:** Only those who have submitted a rental application, along with any listed minor dependents, may live in the rental. We define minor dependents as any legal dependent under the age of 18. Any dependent 18 years of age or older will be required to complete an application. Any proposed additional residents, other than minor dependents, must complete an application and be approved prior to occupying the property.

**QUALIFYING STANDARDS**

**Rental/Mortgage History:** We will speak with current and prior landlords. Applicants who are first-time tenant and prior history is living with a friend, relative or other with no rent paid, the address must match all prior histories on credit report. 24 months rental history is required and will be verified on present and previous residence. No applicants will be approved with a recorded eviction during the previous 7 years.

**Credit History:** An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one which reflects past or current bad debts, late payments or unpaid bills, liens, judgements or bankruptcies. Applicants must have a verifiable credit score of 600 or above from credit reporting agency.

**Income:** All applicants must show a verifiable income source proving applicant makes 3 times the monthly rental rate. We will need proper verification of this, showing 12 month YTD income. This will also be verbally verified by Woodland Creek staff. In the event of self-employment, applicant(s) must provide proof of income via the last year’s tax return or a Certified Public Accountant’s certification of income. Married applicants will combine income to qualify.

If applicant(s) have no current employment, one or more of the following conditions must be met: (a) Applicant(s) must provide the most recent 3 months bank statements showing consistent balance equivalent to rental obligation for entire lease term. (b) Proof of Social Security, Retirement or Disability Income proving more than 3 times the monthly or annual rental rate.

**Guarantor:** A Guarantor is permitted if the applicant is a full time college student that does not qualify on their own. If Guarantor is used, they must reside in the United States. Guarantor must qualify based not only on the proposed rent amount for the applicant’s apartment, but the combination of the proposed rent plus their own housing obligation, in addition to previous rent or mortgage, credit, criminal and employment history.

**Conditional Approval:** Typically, conditional approvals come along with an increase in security deposit and first and last month’s rent due up front. If applicant is conditionally approved the remaining required deposit is due no later than by 5 PM the following business day, after approval notification. If entire deposit is not submitted within 24 hours, the property will be made available to the next prospect in line.

**Non-US or US Citizens without a SSN or ITIN:** Applicants must provide a valid Passport and must include at least one (1) appropriate U.S. Citizenship and Immigration Service (USCIS) document, as specified below.

U.S. Citizenship and Immigration Services (USCIS) documents (must be valid unexpired document) as follows:

Certificate of Naturalization, Certificate of Citizenship, I-551 Stamp contained in valid foreign passport, I-94 card contained in valid foreign passport, Alien Registration Receipt card (Resident Alien Card), Temporary Resident card, Employment Authorization card, Refugee Travel document, Foreign students with an F1 Visa status must show USCIS document I-20 and verification of current enrollment in a US school.

Applicant must pay one (1) month additional deposit equivalent to one (1) month “market” rent and a bond of $250 (two hundred fifty dollars). Property must also obtain proof of income.

**Criminal History:** All applicants should list any and all criminal convictions on the application. We strive to rent to applicants who demonstrate a history of honest, non-violent behavior and will not, to the best of our abilities rent to anyone whom we reasonably conclude poses a current, direct threat to persons or property. We will complete a criminal background check on all applicants. All criminal history will be looked at on a case by case basis.

**Notification:** Applicants will be informed of the status of their application by telephone within seven (7) business days (Monday – Friday) from submitting application and processing fee. Management cannot be held responsible for inaccuracies contained in any information, and is not allowed to provide details to the applicant regarding said information.

**Falsifying or withholding information on Application:** This is grounds for denial on your application, or immediate eviction if the application was inadvertently approved and the applicant has moved in**.**

**Reasonable Modifications/Accommodations Policy**

No qualified individual with disabilities will be excluded, solely on the basis of disability from participation in or the benefits of programs or activities administered by Woodland Creek Rentals. We will provide reasonable accommodations to all applicants, residents, and employees who need such accommodation to be able to enjoy the benefits of the housing and employment provided by Woodland Creek.

Request for modification/accommodation must be in writing and accompanied by verification from a doctor or other medical professional, or other qualified third party who, in their professional capacity, has knowledge about the person’s available information. When additional information is necessary. Woodland Creek Rentals will notify the person seeking the modification/accommodation about what information is needed and offer a reasonable time to provide the information. If, after a reasonable period of time, the requester fails to provide the necessary information, Woodland Creek Rentals may base the decision on the available information.

Woodland Creek adheres to the Department of Housing and Urban Development Guidance on Service Animals and Assistance Animals for People with Disabilities and will evaluate each request on a case by case basis, in a timely and professional manner.