

MIAMI VILLAGE APARTMENTS STATEMENT OF RENTAL POLICY

1. We are an equal opportunity housing provider. We fully comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.
2. **Apartment availability policy.** Apartments become available when they are ready to rent. A vacant apartment will not be deemed available until it has been cleaned, repainted, and prepared for a new resident. We update our list of available apartments as each apartment becomes available. An apartment that was unavailable in the morning may become available later that same day. The collection of a Security Deposit guarantees an apartment unit.
3. **Occupancy guidelines.** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment. In determining these restrictions, we adhere to all applicable fair housing laws. We allow two persons per bedroom.
4. **Application process.** We evaluate every apartment application in the following manner. You must submit a rental application and answer all questions on the form. We will determine whether, from your responses to the application questions, if you qualify for the apartment you are applying for. IF you do not, we will reject your application. If you do, we will send our application to our screening company, which will check your credit report and perform a background check and confirm that it meets our criteria. If you meet our rental criteria, we will approve your application. This process will take one to two days. We will rent available apartments to applicants in the order that their applications are approved.
5. **Rental Criteria.** To qualify for an apartment at Miami Village, you must meet the following criteria:
 - a. **Income.** Your monthly gross income must be at least three times the monthly rent. We reserve the right to waive this if your income varies up to \$150.00. If you have been a full time student at any time in the past year or you will be a full time student, we ask that you have a credit history for us to evaluate, a lease guaranteed, or you may pay the last month of the lease at move in.
 - b. **Rental History.** You must have satisfactory rental references. If you have ever been evicted or sued for any lease violations, we will reject your application within two weeks.
 - c. **Credit History.** Your credit history must currently be satisfactory.
 - d. **Guarantors.** If you do not meet one or more of the above criteria, you may be able to qualify for an apartment if you can get a third party to guarantee your lease. The guarantor must pass the same application and screening process that you must pass, except that we will deduct the guarantor's own housing costs before applying his or her income to our income standard.
6. A Security Deposit may be accepted prior to approval, if applicant is rejected, the security deposit is fully refunded. If the applicant cancels, the security deposit is forfeited. Management reserves the right to reassign apartment units.
7. Lease paperwork should be signed by all adult applicants. Keys will not be disbursed to the new resident until all parties have signed (i.e. all residents and co-signors if applicable).