



1224 Mill Street Bldg. B, East Berlin, Connecticut 06023

Office: 203.568.2444 Fax: 203.841.1057

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 inspected, cleaned, and prepared for a new resident.
3. **Age.** A person must be 18 years of age and qualify financially to sign a lease. Each person over the age of 18 must complete a rental application, pay a nonrefundable screening application fee, and be a party to the lease.
4. **Roommates.** Each roommate must complete an application. Each applicant will be qualified separately. The income requirements may be combined.
5. **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 Department of Housing and Urban Development (HUD) and Fair Housing laws. According to the general guidelines, we allow two persons per bedroom. For example, a one-bedroom apartment could house two people, and a two-bedroom apartment could house four people.
 - A. **Exception:** Depending on the size of the bedrooms and apartment, we may consider the HUD acceptable Building Official and Code Administrators (BOCA) guidelines to allow one or more additional person to occupy an apartment according to square footage, which states: Every dwelling unit must contain a minimum gross floor area not less than 150 square feet for the first occupant and 100 square feet for each additional occupant. Every room occupied for sleeping purposes by one occupant shall contain at least 70 square feet of floor area and every room occupied for sleeping purposes by more than one person shall contain at least 50 square feet of floor area for each occupant.
6. **Firearms** - No firearms may be discharged on the premises. If a gun is owned, a gun permit is required as by state law and be safely stored.
7. **Drugs** - No illegal drugs are allowed on the premises. We will not rent to illegal drug users.
8. **Smoking Policy.** Due to the increased risk of fire, increased maintenance costs, and the possible health effects of secondhand smoke, we have adopted a no-smoking policy.
9. **Pet Policy.** Unless a trained pets (serviced animal) is required for disable applicant/tenant, pets will be considered with written permission, signed pet policy addendum, and nonrefundable \$125/per pet fee.
10. **Renters Insurance.** All applicant are required obtain renters insurance from a reputable insurance policy provider and provide copy of policy before date of move in.
11. **Application process.** We evaluate every apartment application in the following manner. You must submit a rental application, answer all questions on the form, and pay the non-refundable application fee. We will determine, from your responses to the application questions, whether you qualify for the apartment you are applying for. If you do not, your application will be rejected. If you do, we will proceed with the application process and check your credit report, employment and rental references to confirm that they meet our rental criteria. This process takes one to two business days. If you do not meet our rental criteria from your background and credit history, you will be informed of the application denial at this point. If you meet our criteria, we will approve your

application, request a holding deposit within 7 days of notice of approval, and set lease agreement date.

A. **Holding Deposit.** A holding deposit, no less than 1 months rent, will be non-refundable until move in date and must be received within 7 days of notice of application approval or 48hrs of Housing Assistance approval (if applicable) along with the signed Master Lease and Addendums. Once received, the apartment/house will be removed from the market for rent as unavailable and reserved for you for move-in according to signed lease agreement. With a holding deposit, we will hold the unit for a total of 10 days from date of apartment/home availability. Once physically moved in as agreed on the master lease, your holding deposit will become refundable and serve as your security deposit that will be returned according to the Master Lease agreement. We will rent available apartment to applicants in the order that their applications are approved and holding deposit received.

B. **Rental Criteria.** To qualify for an apartment you must meet the following criteria:

C. **Income.** Combined monthly income of all tenants must be at least three times the monthly rent. You must be able to prove at least one year of employment immediately preceding the date of your application. If you have been a full-time student at any time within the past year, we will require you to have your lease guaranteed. If you are unemployed or recently employed, you must provide proof of a source of income (such as a hiring letter). If self-employed, a verifiable tax statement showing earnings from the previous year must be provided.

D. **Rental history.** You must have satisfactory payment history or mortgage payment history. If you have ever been evicted or sued for any lease violation, your application may be rejected. If the eviction was due to reasons other than cause or non-payment, it may be disregarded if explained in detail and confirmed by the owner of the property.

E. **Credit history.** Your credit record must currently be satisfactory. If it is not, your application may be rejected. The following are considered unacceptable within 2yrs:

- Four (4) or more 30-day delinquencies.
- Three (3) or more 60-day delinquencies.
- Any combination of four (4) 30-day or 60-day delinquencies.
- One (1) 90-day or greater delinquency, charge off, collection, skip, or civil suit.
- Any repossession, tax lien, or bankruptcy.

• **Guarantors/Co-Signer.** 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 or co-signer must complete application, nonrefundable screening fee, and pass screening process required as a qualified guarantors.

12. Criminal history. A criminal background check will be performed. The application will be rejected for any of the following criminal related reasons that have occurred at any time prior to the application date.

- Felony conviction
- Misdemeanor conviction involving crimes against persons
- Any illegal drug related conviction
- Any prostitution related conviction
- Any sex related conviction
- Any terrorist related conviction
- Any cruelty to animals related conviction
- Any of the above related charges resulting in "Adjudication Withheld"
- Active status on probation or parole resulting from any of the above

Or, if within the seven (7) years prior to the application date, there has been a misdemeanor conviction involving crimes against property.

"I hereby authorize **Heaven State Properties, LLC.** to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I understand that subsequent consumer reports may be obtained and utilized

under this authorization in connection with an update, renewal, extension or collection with respect or in connection with the rental or lease of a residence for which this application was made. I hereby expressly release **Heaven State Properties, LLC.**, and any procurer or furnisher of information, from any liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state, and/or federal government agencies including without limitation, various law enforcement agencies.”

Signature _____ Date _____