

Tenant Screening Criteria Form

EQUAL HOUSING OPPORTUNITY

Rus-Mat LLC follows a policy of fair and equal treatment to all persons regardless of race, color, religion, national origin, familial status, or handicap and in compliance with all Federal, State and Local Laws. We also have a responsibility to ensure the protection of our property, the residents' right to peaceful occupancy and the owners' financial interest. With this in mind, the following rental policy has been established.

AVAILABILITY

Applications for rental properties will be accepted on a first come, first serve basis and are subject to the availability and location requested.

Rental applications are to be completed by each applicant. In case of married couples, one application is required along with the applicable processing fee. For roommates or two non-married adults, each adult occupant must complete an application and pay the applicable fee. An application must be provided for all adults occupying the apartment before it can be considered by management. Management will rely on the information outlined on the application and if any information proves to be untrue, the application or subsequent lease may be cancelled.

APPLICATION FEE

There is no application fee, however, if you are selected as the renter, you will be required to pay for a background check to verify the details of your application. This amount is non-refundable regardless of the outcome of the background check or the reason for that outcome.

QUALIFICATION STANDARDS

Rus-Mat LLC will look at the following areas when determining the eligibility of an applicant.

Credit Check: A credit report is required on each individual over age 18 (with the exception of students residing with parents/guardians). The results of the credit report will be evaluated. Unsatisfactory credit can and will disqualify applicants from renting a property. Rus-Mat Llc defines a successful credit report as follows:

1. 600 or above-approved.
2. 550-599-approved with conditions. Co-signer required.
3. 549 or below-denied. Co-signer cannot be used to qualify.
4. No Established Credit-approved with conditions. Co-signer required.

Note: Employment verification is required prior to credit check. Two most recent pay stubs and/or new hire letter required to prove employment income.

Rus-Mat LLC defines an unsatisfactory credit report as one which reflects a history of bad debts, collections, unpaid bills (leniency will be given for medical bills and/or student loans), or any legal judgments (within the last 7 years).

Recent bankruptcy is defined as being filed with-in the last two years. If positive credit has been established after the two-year period and proof of court ordered bankruptcy dismissal is provided, the application will be considered. If an application is denied due to poor credit, applicant will be notified and provided with the name, address and phone number of the credit bureau to obtain a copy of their report.

Background Check: A criminal background check will be obtained. A previous felony conviction will cause the application to be denied. Previous misdemeanor conviction for a sex crime will cause the application to be denied. Previous conviction for a crime that involves violence against a person or property will cause the application to be denied.

Household Income: The monthly rent should not exceed 50% of the total gross monthly income. Allowances for other income such as alimony, child support, etc. will require written verification. Students with jobs must provide proof of employment. Students using student loans must provide proof of loan amount.

Residence: Positive rental history is required for any applicant to be accepted. If the applicant does not possess any rental history, a co-signer might be required. All previous rental or mortgage verifications should reflect an account that was paid as agreed shows no disruptive conduct, no damage to the property, no balance due or failure to comply with stated lease requirement. Negative rental history will result in application denial. This means that if a previous landlord would not re-rent to you in the future then you will be denied.

Guarantor Qualification: Co-signers may be accepted in certain circumstances where there is a first time lessee who does not have rental history or established credit. Co-signers may also be used in cases of persons with limited income, who would otherwise not qualify under our present selection criteria. At no time will a co-signer be used to cover negative credit lines that would normally cause an application to be denied. The co-signer must have sufficient income that exceeds or equals their monthly mortgage plus two times the monthly rent. The co-signer is not required to be present to sign the lease agreement. Co-signer responsibilities include paying of rent, late fees, utilities (if applicable), and payment for damages should the resident default in areas of the lease agreement. Co- signer is bound by all statutes of the lease agreement and

agrees to comply with all aspects of the lease. Co-signers are required to complete an application and agree to be screened if necessary