



QUALIFICATION GUIDELINES

Occupancy Guidelines

The occupancy standard per home is two (2) persons per bedroom, plus one (1) - subject to local laws. Residents who exceed these occupancy standards during the lease term will be required, upon the end of the current lease term, to either: i. transfer into another available home with more bedrooms; or ii. move out.

Application*

All individuals 18 years of age or older residing in the home are required to complete an application, undergo the screening process, and provide the necessary documentation, valid government-issued photo identification, and application fee. These requirements also apply to any changes to the leaseholders during the term of the lease.

Dependents 18 years of age or older must undergo a criminal background check and provide the necessary documentation and application fee. The application fee is non-refundable.

All applications are reviewed following established screening criteria and using services of TransUnion, a third-party screening provider, for credit and criminal background checks. TransUnion Dispute Department is located at P.O. Box 2000, Chester, PA 19016 and can be reached by visiting www.transunion.com or calling 888-710-0270.

All current and previous Residents of Keystone Brokers, Inc. applying for another home must notify Keystone Brokers, Inc. to complete an evaluation of the rental payment history for the last 24 months, contact your local office.

Income

Applicants must have a minimum combined gross income of 3.0 times the monthly rent.

Credit Report*

A credit report will be obtained on all Applicants to verify credit ratings. Income plus verification of credit history will be entered into a credit screening model to determine rental eligibility and security deposit levels. There are three screening results: approval, approval with extra deposit, or denial.

Unfavorable accounts which will negatively influence this score include, but are not limited to: inquiries, collections, foreclosures, charge-off, repossession, absence of credit, and current delinquency. Debt to a previous landlord, and open bankruptcies will result in an automatic denial of the application. Depending upon the screening result, an extra deposit of half to a full month's rent may be required subject to local or state laws.

Criminal History*

A criminal background check will be conducted for each Applicant and Occupant eighteen (18) years of age or older. All criminal records are evaluated from the date of disposition, regardless of the Applicant's or Occupant's age at the time such offense was committed.

The application will be denied for any felony conviction up to six (6) years prior to the application date (subject to local laws/requirements). The application will be denied for any felony conviction for any sex and/or terrorism related offense(s) regardless of conviction date.



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Please remember that this requirement does not constitute a guarantee or representation that Residents or Occupants currently residing in our homes have not been convicted of or subject to deferred adjudication for a felony or sex offense requiring registration under applicable law. There may be Residents or Occupants that have resided in one of our homes prior to this requirement going into effect. Additionally, our ability to verify this information is limited to the information made available to us by the resident background and credit reporting services used.

Rental History

Some credit scoring results will necessitate an evaluation of verifiable rental or mortgage payment history. Applications also depend on the results of a rental history investigation for an approval/ denial determination. Applications for residency will automatically be denied for current outstanding debt or eviction.

Guarantors

Guarantors will be accepted for Applicants who do not meet the required rent-to-income ratio or credit denials. Only one (1) guarantor per home is permissible. The Guarantor must complete an application and pay the application fee. Guarantors must have a gross monthly income of four (4) times the monthly market rent and meet all other qualifying criteria identified in this screening policy. The Guarantor will be required to sign the lease as a Leaseholder. Guarantors may be relatives or an employer; friends may not serve as a Guarantor.

Personal Liability Renter's Insurance Requirement

A minimum of \$100,000 of Personal Liability Insurance coverage is required with Landlord identified as a "Party of Interest" or "Interested Party" (or similar language as may be available) on the renter's liability insurance policy. If you own or care for a pet, a minimum of \$10,000 of Dog Bite Liability Insurance coverage is also required. Evidence of coverage must be provided to Landlord. It is encouraged that Residents obtain and maintain a renter's insurance policy covering loss or damage of personal property.

Please provide proof of coverage to Keystone Brokers, Inc. Follow these steps to submit your proof of insurance correctly:

1. Create a PDF file of your insurance policy's Declarations Page (typically, a single page)
2. Create an email message with "Keystone Brokers, Inc Rental Policy" in the subject line, attach the PDF file, and send to rentals@atlantahousehunt.com.

Animals

No more than three (3) pets are allowed per home (subject to local laws and HOA Rules and Regulations). Pet fees and/or deposits will be charged for dogs and cats. Dog Bite Liability Insurance is required with evidence of coverage provided to Landlord.

- **Dogs:** Any canines other than domestic dogs (wolves, coyotes, dingoes, jackals, etc.) and any hybrids of them are not permitted.
- **Cats:** All breeds of domestic cats are permitted.
- **Small animals:** Gerbils, hamsters, and guinea pigs are permitted. Ferrets, rabbits, and chinchillas are not permitted.
- **Birds:** Domestic birds, such as cockatiels and parakeets, are permitted. Birds of prey and non-domestic birds, such as pigeons, are not permitted.
- **Farm animals:** Restricted unless written permission is received from Invitation Homes Management: chicken, goats, horses, and pigs (including pot-bellied pigs).



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- **Venomous animals:** All types are restricted
- **Fish tanks:** Limited to 20 gallons and predator fish such as piranhas are restricted
- **Other:** The list of other restricted animals includes but is not limited to: skunks, raccoons, squirrels and monkeys.

Service Animals

With proper documentation, service and assistance animals are exempt from any rent, fees, deposits, breed restrictions, and insurance requirements.

Smoking

We do not allow smoking inside any of our homes.

Pool Fee

If applicable, Landlord charges a monthly pool service fee which amount may vary state by state.

Vehicles

Vehicles must be operational and have current registration. All vehicles must be in compliance with all state laws and municipal ordinances. Parking requirements of the municipality and HOA, if applicable, must be followed.

Boats or trailers are not allowed at any time unless approved in writing by landlord.



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Application Process

- The application fee must be paid online via credit card or bank account before submitting your completed application.
- The information you submit will be used to initiate the processing of your application, beginning with a credit and criminal background screening.
- A Keystone Brokers, Inc. representative will contact you with your results and to provide details on the next steps.
- We must verify the information you provided before issuing a full approval, so please be prepared to upload supporting documentation with your initial application.
- While your application is valid for 30 days, the home will be placed back on the market if you are unable to comply with any requests for income or identity information..

Move-In Ready Homes

A minimum of \$100,000 of Personal Liability Insurance coverage is required with Landlord identified as a "Party of ITo hold a move-in ready home until your Lease Start Date, sign and submit the Lease Agreement and pay the full deposit identified in the Lease Agreement. Both are required within 48 hours of application approval notification. You must also confirm move-in details with your leasing representative.

Move-In Date

Your requested move-in date is contingent upon management approval. Move-in must occur within 14 days of application or sooner, depending upon house availability and market-specific requirements.



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Please have at least one of the following forms of acceptable income documentation before you apply to expedite the application process. Additional supporting documentation may be requested. We cannot accept copies that are illegible or screenshots of a website.

- **Hourly/Commission:** The most recent paystub from employer OR the most recent month's bank statement. (No joint bank accounts may be used unless all joint owners apply as leaseholders. No prepaid or PayPal accounts will be accepted. Tax Refunds will not be accepted as monthly income.)
- **Salaried Applicants:** One most recent paystub OR One current month of full bank statements. (No joint bank accounts may be used unless all joint owners apply as leaseholders. No prepaid or PayPal accounts will be accepted. Tax Refunds will not be accepted as monthly income.)
- **Relocation:** Offer letter or income verification from the Applicant's Employer: must be current or for a job starting within 30 days of move-in, on company letterhead (or notarized) and signed by the appropriate Human Resources or Company officer, with his/her contact information.
- **Self Employed:** Financial statement: One month (or prior year-end statement if prior to April 15) must be submitted. Note: Statement must be prepared by a Certified Professional Accountant, tax accountant, or other certified banking representative. OR Bank Statement: The most recent month of a personal or corporate bank statement is required to calculate the gross monthly earnings per household. Note: If necessary, additional months may be requested. Transfers will not be included in the calculations. No joint bank accounts may be used unless all joint owners apply as leaseholders. No prepaid or PayPal accounts will be accepted.
- **Social Security disbursement letters:** A disbursement letter from the current year showing monthly amount or statement.
- **Child support:** A court order or notarized letter from an attorney representing the terms of proposed assistance. Additional documents may be necessary.
- **Savings Account:** One current month of full bank statement (detailed version, including transactions) with a minimum ending balance of three (3) times the total rent due for the entire lease term. For example, if the monthly rent is \$1000 with a 12-month lease term, the ending balance must be a minimum of \$36,000. Note: No joint bank accounts may be used unless all joint owners apply as leaseholders. No prepaid or PayPal accounts will be accepted.
- **Tax Return, W-2, or 1099:** Must be combined with your most current bank statement showing current employment. Note: A return from the previous year will not be accepted after April 15 unless proof of a tax filing extension is submitted with the previous year's tax return. A W-2 or 1099 from the previous year shall not be accepted after January 31.



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Application Does Not Create a Lease

This application, even if accepted, shall under no circumstances be considered a lease agreement between Applicant and Landlord, or an offer to lease. No lease shall exist between Applicant and Landlord unless and until the parties enter into a formal Lease Agreement and Applicant pays all required fees, deposits and advance rent.

Authorization for Credit and Background Check

Applicant hereby authorizes Landlord and Landlord's authorized agents to do whatever background and credit check on Applicant which Landlord or Landlord's agents deem appropriate. This may include among other things obtaining one or more credit reports on Applicant. Such credit report(s) may be obtained before and during the term of the Lease and after the expiration or termination of the Lease as part of any effort to collect rent, costs, fees and charges owing under such Lease. Applicant acknowledges that merely requesting such reports may lower Applicant's credit score and Applicant expressly consents to the same.

Use of Information

The information in this application or obtained as a result of the authorization given herein by Applicant will not be sold or distributed to others. However, Landlord and Landlord's agents may use such information to decide whether to lease the Property to Applicant and for all other purposes relative to any future lease agreement between the parties including the enforcement thereof.

Commitment to Equal Housing

Landlord and Landlord's agents are committed to providing equal housing opportunities to all rental applicants regardless of race, color, religion, national origin, sex, handicap, familial status, or other protected status.

Reason for Denial

If this Application is denied, Landlord or Landlord's agent shall within ten (10) days thereafter and upon the written request of applicant, state the basis for said denial to Applicant.

Falsification of Application

Any falsification in Applicant's paperwork will result in the automatic denial of Application. In the event that an Applicant falsifies his/her paperwork, owner has the right to hold all deposits and fees paid to apply towards liquidated damages.

Deposits and Move-In Monies

Deposits (e.g., security and pet deposits) and move-in monies (e.g., rent and HOA fee) require two (2) separate certified forms of payment. Read the Move-In Payment document.