

Full Circle Management, LLC
 Creeksview Apartments
 Statement of Rental Criteria
 Revised: February 15, 2017

Full Circle Management, LLC is committed to the Fair Housing Act prohibiting discrimination in rental housing based on Race, Color, Religion, Sex, National Origin, Handicap / Disability, Familial Status, and any other Protected Classes defined by local ordinance.

The following qualification standards apply to all applicants:

Please note that these are our current rental criteria and nothing in these requirements shall constitute a guarantee of occupancy.

We require a government-issued photo ID from one adult (55 years of age) per group wishing to tour an apartment and/or submit an application for an apartment.

RENTAL APPLICATION

- ▶ Any prospective resident of the apartment over the age of 55 must apply and be a leaseholder, unless familial status applies. Applicants MUST disclose all intended residents of the apartment.
- ▶ All heads of household and household members must be at least 55 years of age.
- ▶ Falsification of information or omission of information on a rental application is grounds for denial.
- ▶ We reserve the right to request documentation of any information presented by prospect on the rental application.
- ▶ No resident will be permitted to take possession of the apartment without having paid all required move-in fees, deposits, and applicable rent unless prior arrangements have been confirmed by management.

INCOME / EMPLOYMENT

- ▶ Total monthly household Gross Income (of combined applicants) must meet the applicable income guidelines. This shall include all sources of income include, but not limited to employment, self-employment, unemployment, child support, public assistance, social security and SSI.
- ▶ All assets require written verification
- ▶ All income requires written verification.
- ▶ If the applicant is a student, the applicant must meet the applicable Tax Credit student guidelines.

INCOME / RENT GUIDELINES

One Bedroom		Two Bedroom	
Rent	Income Limits	Rent	Income Limits
\$866	\$23,220 - \$32,340	\$1039	\$27,150 – 36,960

RENTAL HISTORY

- ▶ Any negative rental history **may** be grounds for application denial.
- ▶ Rental history verification must be obtained verifying previous five (5) years rental history.
- ▶ Applicants who have been evicted or owes money to another landlord within the past five years will not be approved.

CREDIT HISTORY AND SCORING

- ▶ A credit report will be obtained for every intended resident over the age of 18 who will sign the lease.
- ▶ Full Circle Management, LLC has partnered with First Advantage to assess the credit worthiness of its applicants based on a model designed by First Advantage and Full Circle.
- ▶ When scoring credit, the First Advantage model will take into consideration several variables to determine an applicant's willingness and ability to pay their rent. The First Advantage model has been specifically developed to assess credit worthiness of applicants in the multi-family industry. The following are a few examples of the variables First Advantage will take into consideration:

Income to Rent Ratio, Income to Payment Ratio (Revolving Debt), Number of Recent Credit Inquiries, Average Age of Trade Lines, Revolving Debt to Limit, Percent of Bank Card Trades Relation to Total Trades, Total Trade Lines, Percent Never Delinquent, Bureau Scores, Number of Major Derogatory Trade Lines,



Economic Trends, Payment Histories, Accounts in Collection. A combination of all the variables is what determines the First Advantage score.

- ▶ If any applicant takes exception with any findings, the applicant is solely responsible for making any corrections and reapplying.
- ▶ If your application is “accepted with conditions” or “declined,” you will be given the name, address, and telephone number of the consumer reporting agencies that provided your consumer information to us.
- ▶ Medical collections are not taken into account.
- ▶ An application will be automatically declined if the applicant has an open bankruptcy within the past 12 months.
- ▶ An application will be automatically declined if a high risk collection (apartment community) is detected.

CRIMINAL HISTORY

- ▶ As part of the application process, the Criminal Background of all applicants will be checked.
- ▶ Criminal background may be cause for denial of an application.

REJECTION

- ▶ Each applicant will be promptly notified in writing or the reason(s) for rejection.
- ▶ The applicant may within 14 days from date of receipt of notice (excluding designated federal holidays and weekends) notify the management in writing or request to meet with a member of Management who did not participate in the decision to reject the applicant.
- ▶ If the applicant appeals the rejection, the applicant will be provided a written final decision from Management within five (5) business days (excluding designated federal holidays and weekends) of the applicant’s written response or meeting.
- ▶ If the decision is reversed, the applicant will be offered a suitable vacant unit. If no such unit is available, the applicant will be offered the next available unit.

OCCUPANCY STANDARDS

- ▶ The maximum number of persons per apartment is two (2) persons per bedroom, plus one. Bedroom is defined by our floor plan designations.
- ▶ Households that exceed the two (2) person plus one per bedroom limit after the execution of the lease, will be required to transfer to the applicable size unit. If a unit is not available at the time of over-utilization, the resident will be added to the waiting list until the applicable size unit becomes available.

Security Deposit / Rent

- ▶ All rent must be paid at move-in via cashier’s check, money order or certified funds. Personnel checks will not be accepted at move-in.
- ▶ Security Deposit must be paid in full at move-in unless a reasonable accommodation is requested.
- ▶ A written reasonable accommodation request for a security deposit will be reviewed if the applicant has been referred by a community organization as defined in the Affirmative Fair Marketing Action Plan approved by Illinois Housing Development Authority.

PREFERENCES

- ▶ Preferences will be provided in the following order:
 - ▶ Persons with Disabilities
 - ▶ Persons who are elderly, displaced, homeless, or disabled single person over other single persons
 - ▶ Existing tenant transfers, including but not limited to a change in household composition, a deeper rent subsidy, or for medical reasons certified by a doctor.

PETS

- ▶ Pets are allowed. A pet deposit of \$300.00 will be required.
- ▶ A Pet Addendum will be required for any pet.
- ▶ Must provide documentation of current inoculations and current registration with the City of Chicago.
- ▶ **Service Animals, as defined by the Americans with Disabilities Act and the Federal Fair Housing Act, are not considered pets. They are exempt from those fees and restrictions. However, residents with service animals will be required to sign a Pet Addendum.**



PARKING

- ▶ Parking will be provided on a first come, first serve basis.
- ▶ All vehicles must be registered with management before parking.
- ▶ Regardless of property, all vehicles must be fully operational and current with required inspections, tags, stickers, licenses, insurance coverages, etc.

COMPLIANCE WITH THE LAW

- ▶ In the event that any minimum requirement contained within this document is in conflict with any Local, State, or Federal Rule of Law, the appropriate Local, State or Federal Law will prevail.

If you have any questions or need assistance in understanding any of these policies, please see the Property Manager.

Thank you for considering Creekview Apartments!

This project does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. As required in the HUD Occupancy Handbook 4350.3 REV-1, all individuals with disabilities have the right to request reasonable accommodations. Reasonable accommodations are changes, exceptions, or adjustments to a program, service, building, dwelling unit, or workplace that will allow a qualified person with a disability to: participate fully in a program; take advantage of a service; live in a dwelling; or perform a job. To show that a requested accommodation may be necessary, there must be an identifiable relationship, or nexus, between the requested accommodation and the individual's disability. Requests for Reasonable Accommodations should be brought to the attention of management.

