

January 2019

Pines Garden* 10450 City Center Blvd * Pembroke Pines, FL 30025 *

BH MANAGEMENT SERVICES, LLC * STATEMENT OF LEASING POLICIES

BH Management Services, LLC does not discriminate against any person based on race, color, religion, sex, national origin, handicap status, familial status, or any other state or locally protected classifications.

To be considered for approval, all adults must fully complete a rental application. Any omissions, errors, or falsifications may result in denial of an application or terminate the right to occupy the apartment. All applicants must be eighteen (18) years of age or older. Spouses and roommates will be scored together on the same application. All applications are subject to approval through an outside Application Processing Agency. All information obtained is kept confidential and a copy of our privacy policy is available to you upon request. Approval, approval with additional deposit and denial are based on a review of the following criteria:

INCOME

Household income must be at least three (3.0) times the offered monthly rent. If income qualifications cannot be met, a qualified guarantor is acceptable (see below).

EMPLOYMENT

Applicant must be employed or provide proof of income. Each applicant must provide written proof of income such as check stubs (two (2) most recent required), offer letter, most recent year's tax record or three most recent bank account statements within seventy-two (72) hours of completing an application. Attending school will be accepted as an alternative to being employed; therefore a student may obtain a qualified Guarantor if the income requirement is not met.

RESIDENT HISTORY

Applicants will be screened by a third party verification service for rental history records. Applicant with negative rental history may be declined.

CREDIT HISTORY

Credit History will be verified by a third party verification service. A complete credit history from a credit bureau is required. Income plus verified credit history will be entered into a scoring model to determine rental eligibility and security deposit levels. The following deposit requirements and concession stipulations will be applied based on scoring model recommendations:

Accept: No Deposit

Low Accept: Standard Deposit \$500

Conditional/Refer: Deposit equal to one month's rent

Applicants without credit history must provide proof of employment (minimum of six (6) months). Applicants who are residents of foreign countries and do not have a social security number, must provide proof of foreign citizenship, written verification of employment, and proof of income (two (2) most recent paycheck stubs).

CRIMINAL HISTORY

Criminal history will be checked. An applicant's criminal history must be checked, so if there is a problem with verification of the criminal history, further review will be required. Applicants with a record of a violent crime(s), including a violent crime felony conviction or deferred adjudication of a felony violent crime, will generally be declined, as subject to an applicant's right to submit mitigating evidence as described below. This includes any terrorism related convictions.

Applicants with a record of a non-violent felony or felonies that have occurred within the past seven (7) years will generally be declined. This includes applicants with a nonviolent felony or felonies conviction or deferred adjudication.

Misdemeanors against persons or property, including prostitution and/or drugs, which have occurred within the past five (5) years, will generally be declined. This includes misdemeanor convictions or deferred adjudication.

Any person convicted for crimes of a sexual nature, designated as a sexual predator/offender, or under consideration by any court for being declared a sexual predator/offender generally will not be accepted.

Our decisions are based on the information provided by a third party verification service at the time of application. We are not responsible for inaccurate information obtained. If an applicant is denied due to inaccurate information, the applicant must contact the third party verification service.

Applicants may seek further review of the action taken with respect to their criminal history by providing additional information to the Appeals Board at Appeals@bhmanagement.com.

Applicants must notify the Property Manager within 5 days of the date of denial that they wish to have their application reviewed. Applicants must then provide verifiable evidence of mitigating factors for additional assessment to the Appeals Board within 14 days of the date of denial. Applicants must provide all required documentation in order for their application to be reviewed. In the personal statement, Applicant must provide an explanation if any of the required materials cannot be provided or do not apply to them. Applicants are required to provide:

- a. a personal statement of facts or circumstances surrounding the criminal conduct;
- b. criminal investigation & court materials (i.e. police reports surrounding the criminal conduct, plea deal documents, trial transcripts, a copy of the judgment, etc.);
- c. evidence of rehabilitation efforts (i.e. probation records, personal statement from probation officer, evidence of participation in treatment and/or rehabilitation programs, letters of recommendation from verifiable sources such as clergy, employers, counselors, probation officer, enrollment in community college, FED, technical training, or other educational programs, etc.); and
- d. evidence of good rental history (i.e. rental reference from previous landlords, ledgers showing payment history, length of residency with previous landlords, nonrenewals or notices to vacate from previous landlords, etc.)

This list is not exhaustive. As part of the appeals process, the Appeals Board may contact the provider of any information to verify its accuracy.

OCCUPANCY LIMITS

Occupancy limits will not exceed two (2) persons per apartment bedroom. Efficiency and studio apartments are considered one (1) bedroom's for occupancy purposes. Apartments with dens can accommodate one (1) additional person. People over the age of twelve (12) months old will be included in the occupancy number for the apartment.

RENTAL INSURANCE

Due to legal limitations, it is not possible for us to insure your personal property. It will be necessary for you to obtain Apartment Renter's coverage at your expense from a local insurance agent to cover any possible loss to your personal property. Pines Garden requires a minimum of \$100,000 personal liability coverage and needs to be listed as additional insured to ensure we are notified of cancellation, renewal, etc. We may provide you with information on an insurance program that we make available to residents, which provides you with an opportunity to buy renter's insurance from a preferred company. However, you are free to contract for the required insurance with a provider of your choosing.

GUARANTOR REQUIREMENTS

Guarantors may be used for students with insufficient credit or applicants with insufficient income. A Guarantor must have income at least six (6) times the monthly market rent verifiable through tax returns, check stubs, etc.; score in the "Accept" category for credit history, minimum employment of one year, and must furnish all necessary information on leasing or mortgage history. If approved, the standard deposit will be accepted.

ANIMAL REQUIREMENTS

Animals must be at least six (6) months of age and must have proof of current vaccinations, proof of weight when full grown, and breed documentation. A maximum of two (2) pets are allowed per apartment and each applicant must provide a photograph of each pet. The following breeds and animal types are prohibited and will not be accepted: Dog breeds – Pit Bull Terriers, Chows, Doberman Pinschers, Rottweiler's, Huskies, and any other breed generally considered aggressive or deemed aggressive by state or local officials; Other Prohibited Animals – Rodents and ferrets.

By signing below you state that you have read, understand, and agree to the above listed criteria.

1.

_____ Applicant Signature	_____ Date	_____ Applicant Signature	_____ Date
_____ Applicant Signature	_____ Date	_____ Applicant Signature	_____ Date
_____ Applicant Signature	_____ Date	_____ Applicant Signature	_____ Date
_____ Guarantor Signature	_____ Date	_____ Guarantor Signature	_____ Date
_____ Manager Signature	_____ Date		