



Resident Selection Criteria

Welcome to one of Goldberg Realty Associates wonderful apartment communities. Before you apply to lease an apartment in our community, please be sure to review our Resident Selection Criteria.

Fair Housing – Goldberg Realty Associates maintains a Fair Housing Policy which complies with the Federal Fair Housing Act and all state fair housing laws in which it operates. Goldberg Realty Associates does not discriminate on the basis of race, color, religion, national origin, sex, familial status or disability, or any other basis protected by applicable state, Federal or local fair housing laws. A copy of Goldberg Realty Associates' Fair Housing Policy is available upon request.

Process –

- 1) Application** – Goldberg Realty Associates uses a third-party applicant screening service with an empirically derived, statistically sound, credit scoring system to evaluate your consumer credit report. Credit scoring is based on real data and statistics, so it treats all applicants objectively. Your consumer credit report contains information about you and your credit experiences, such as your bill-payment history, the number and type of accounts that you have, late payments, collection actions, outstanding debt, the age of your accounts and rental history. The statistical program compares this information to the credit performance of other applicants with similar profiles which allows it to predict how likely it is that you will pay your rent in a timely manner and fulfill your other lease obligations.

Based upon your credit score, your application will either be accepted, rejected or accepted on the condition that you provide additional security deposit and/or obtain a co-signer that meets the rental criteria set forth herein. If your application is rejected or is accepted with conditions, you will be provided the name, address and telephone number of the consumer reporting agencies which provided your consumer information to the third-party screening service. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration.

Rejected applications are eligible to request an appeal of the decision. Appeal requests must be provided in writing, utilizing the Appeal form.

- 2) Multistate Criminal Screening and Sex Offender Database Search** – Once the initial application screening process is completed, and a decision of “conditionally approved” is provided by the 3rd Party scoring software, at which point a Multistate Criminal Report and Sex Offender Database Search will be completed as well. Certain criminal convictions, combination of convictions,

and/or convictions within a specified time-period, may prevent an application from being approved.

- 3) **Application Decision** – Applicants are notified of the screening company’s decision and if the decision was adverse the applicant(s) will be notified, in writing, of the issue(s) that caused the adverse action, along with the reporting agency and their contact information.
- 4) **Reservation/Hold Fee** – Upon application screening result approval, applicant(s) will be charged the Reservation/Hold Fee to reserve the apartment home they are interested in renting. Once the Reservation/Hold Fee is received the apartment home reserved is removed from the market and not offered to other applicants during the term of the Hold Policy.
- 5) **Lease Signing** – Leases must be signed within 7 days of the approved Application and receipt of the Hold/Reservation Fee.
- 6) **Collection of the Security Deposit** - due within 7 days of approved Application.
- 7) **Initial Rent, Additional Fees** – due no later than 14 days prior to move in. *** PLEASE NOTE – If your move in date is within 7 days, all move in monies must be paid by certified bank check or money order. ***

Application – All persons 18 years old or, older must complete an application, pay the applicable non-refundable Application Fee, be qualified for residency by Goldberg Realty Associates in accordance with these qualification standards, and sign the lease agreement. Emancipated minors presenting court appointed documentation are eligible to apply for an apartment home and must meet the qualifying Resident Criteria. Applications are to be completed in full.

- **Identity Verification** – All applicants must provide a copy of the applicant’s driver’s license or, government issued ID. If the applicant is a non-US citizen, applicant may present a permanent resident ID or, work/student VISA.
- **Social Security Card** – If the screening report shows no credit file or, a discrepancy with the Social Security Number, proof of the applicant’s Social Security Number or a recent Federal or State tax return will be required. If the applicant does not have a Social Security Card, the applicants W-2 tax form may be presented.
- **Income Verification** – To verify income, pay stubs from the applicant covering at least the 2 most recent weeks should be obtained, official documentation of other forms of verifiable income or, if self-employed, the most recent personal tax return may be presented. Only verifiable income should be included. Undocumented, unreported, and/or gratuity income, etc. should not be included.

Co-Signers/Guarantors – The option of using a Co-Signer/Guarantor can be used by an applicant with a conditional approval result. Cosigners/Guarantors will complete a third-party applicant screening service application and must make 4x the monthly rent or greater to qualify. Rejected applications do not qualify for a cosigner.

Fees -

- **Application Fee** – All occupants 18 years or older must complete the Application for Residency, pay the applicable non-refundable application fee, participate in applicant screening service, be listed as lease holders and held financially responsible for the apartment home.
- **Reservation Fee/Hold Fee** – The Reservation/Hold Fee to hold an apartment aside for the Applicant is \$500. Once the property management office is in receipt of the Reservation/Hold Fee, the chosen apartment will be taken off the market and will not be offered to other prospective residents, during the term of the Hold Policy, which is 7 days. The Reservation/Hold Fee will be applied toward the applicant(s) Security Deposit, if the applicant(s) choose to lease. This fee is refundable, if the applicant(s) choose to cancel their interest in the apartment and notify the management team in writing within 72 hours of providing the Reservation/Hold Fee to the management team.
- **Security Deposit** – Security Deposits are equal to One months' rent or one and a half months' rent (1 ½ months' rent). Reduced Security Deposits specials may be offered.
- **Pet Fee** – Where applicable, a one-time, non-refundable Pet Fee is charged. Additionally, there is an ongoing, monthly Pet Rent charge per animal. Maximum of two (2) pets in the apartment home. Except as required by law, breed restrictions, and prohibitions may apply. Please see the Community's Pet Policy, Pet Rules and Pet agreement for details.
- **Certificate of Occupancy Fee** – Where applicable, Certificate of Occupancy (CO) fees may apply.

*** PLEASE NOTE – Based on your payment method, you may incur a non-refundable service fee by the payment processor. ***

Occupancy Limits – Based on local, county, state or federal regulations there is an occupancy limit on the maximum number of persons allowed to live in an apartment home. As these may differ from municipality to municipality, please defer to the leasing team for guidance for this apartment community.

Consent to Verify Credit, Employment, Criminal Background History, and Previous Occupancy/Rental History

All applicants and co-signers must agree to the following by executing a rental application form:

I consent to allow Goldberg Realty Associates, through its agent and employees, to obtain and verify my credit information, criminal history, sex offender database history, consumer report, employment, income, and landlord references, for any purpose, including consideration to lease a Goldberg Realty Associates apartment home. I understand that should I complete an application for residency, Goldberg Realty Associates shall have the right to review these items, in addition to my residency application, payment history and occupancy history for account review purposes and for improving application methods. Goldberg Realty Associates may obtain information from any source and may exchange credit information with consumer reporting agencies.