FAIRFIELD
RESIDENTIAL

GENERAL RENTAL AND OCCUPANCY CRITERIA GUIDELINES

Rental applications must be processed simultaneously on all prospective leaseholders 18 years of age and older. A NON-REFUNDABLE Application Fee must be paid for each applicant 18 years of age and older. All applications for residency will be evaluated using the following criteria:

I. **IDENTIFICATION**
A valid government issued photo ID or passport is required for all applicants and occupants 18 years of age and older. The final approval of applications require all applicants to provide a valid, government-issued photo identification prior to move-in. Identification scanning technology may be used to validate all forms of identification presented to a Fairfield associate.

II. **OCCUPANCY**
Maximum number of persons per apartment: 2 persons per bedroom plus 1. Children under the age of 6 do not count towards the occupancy limit.
Example: 1 bedroom limit is 3 people, 2 bedroom limit is 5 people, and 3 bedroom limit is 7 people. In the event of an adoption, birth, custody change, or other addition of a minor to the household occurs causing the occupants to exceed the maximum number permitted per bedroom.

III. **SCORING OF YOUR CONSUMER CREDIT REPORT**
This community uses an independent credit reporting agency, RealPage Inc. to obtain and evaluate your consumer credit report. Your consumer credit report contains information about you and your credit experiences, including but not limited to such items as your bill-payment history, the number and type of accounts that you have had late payments, collection actions, outstanding debt, and the age of your accounts. RealPage Inc. may also obtain, review and evaluate other relevant criteria about you, including but not limited to information regarding any judgment in an unlawful detainer action that was previously entered against you. Based on its evaluation of your consumer credit report and any other relevant criteria, RealPage Inc. sends a recommendation regarding your application. Based upon the RealPage Inc. recommendation, your application will either "pass", "pass with conditions" which will require that an additional security deposit be paid; or "fail". The last 24 months of payment history will be taken into consideration for applicant's with a "fail" recommendation result and negative unpaid balances under $2,500 will not be considered. **If RealPage Inc. makes a recommendation of "fail" or "pass with conditions", you will be given the name, address and telephone number of RealPage Inc. and of the consumer reporting agencies that provided your consumer information to RealPage In., as well as other information required by law.**

SCORING MODEL
Fail – 1 to 314
Pass With Conditions – 315 to 400
Pass – 401 to 1000

IV. **Evictions**
Eviction records are not considered if the eviction record is within the last three years.

V. **CONDITIONAL APPLICATIONS**
- Applicants with an outstanding NSF check will result in a RealPage Inc. recommendation of "Pass with Conditions", and such applicants will be required to make all current and future payments by cashier's check or money order for the term of the lease.
- When an application recommendation is returned as "Pass with Conditions", applicants must substantiate income provided on the application. Refer to Section IX for forms of income verification.

VI. **DECLINED APPLICATIONS** (if any of the following apply, the application will be declined);
- Unable to provide a valid government issued photo ID or passport.
- Falsification of the Application.
- Anyone with an outstanding unpaid rental and/or utility collection debt.
- Anyone having an unsatisfied debt over the amount of $2,500 currently pending against them. Student loan and medical debt will not be considered a factor.
- Bankruptcy filing that has not been dismissed or discharged.
- Criminal Record - Convictions and/or charges for felonies and misdemeanors, depending upon the nature and severity of the offense and the time that has passed since the conviction and/or charge occurred. Misdemeanors and felonies over 7 years and criminal filings that have been expunged will not be considered a factor.
- Qualified applicants with criminal history will be considered for housing per Article 49 of the San Francisco Police Code (Fair Chance Ordinance).
- Mitigating circumstances will be reviewed on a case-by-case basis.

VII. **CO-SIGNER**
- Co-signer must show verification to substantiate income equal to or greater than 3 times the effective rent using the type of documentation listed in section IX below.
- Co-signers must complete an application and be processed through RealPage Inc. as a co-signer.
- Co-signers must sign the Guarantor Agreement but will not be a leaseholder and will not have access to the apartment.
- Co-signers must sign the Guarantor Agreement in person using a valid government issued photo ID or furnish a notarized Guarantor Agreement prior to move-in.
- Co-signers may be accepted for applicants with a recommendation of "Pass with Conditions."

VIII. **APPLICANTS WITHOUT A SOCIAL SECURITY NUMBER**
- Must show verification to substantiate income equal to or greater than 2 times the effective rent using the type of documentation listed in section IX below.
- Applications will be processed using all information available through credit reporting agencies if such information can be obtained.

IX. **INCOME**
Must substantiate income information provided on the application and must be equal to or greater than 2 times the effective rent. Verifications may include, but not limited to the following:
- 3 most recent pay stubs from current employer
- 3 months of most recent bank statements from all bank accounts held
- 3 months of pension fund payments/401K/investment fund accounts
- Proof of court ordered alimony or child support payments
- Proof of government payments (e.g. welfare, disability, social security, etc.)
- Proof of retirement income

X. **NON-SMOKING COMMUNITY**
The property you are applying for is a non-smoking community. There is a no smoking policy in all of the apartments. There is no smoking permitted in the buildings, garages, balconies, or common area at any time. Any smoking must be off the property.

XI. **Individuals applying for an apartment home with a property that has a specific Regulatory Agreement will be required to meet additional guidelines noted in the City and County of San Francisco Affordable Housing Monitoring Procedures Manual 2018.**

_____ Resident Signature/Date

_____ Resident Signature/Date

_____ Resident Signature/Date

_____ Resident Signature/Date

_____ Resident Signature/Date

EQUAL HOUSING OPPORTUNITY