RENTAL REQUIREMENT AND QUALIFICATION CRITERIA

Carrollton Properties supports equal housing opportunity, including the Fair Housing Act as amended, a federal law applicable in all states that prohibits discrimination in housing based on race, color, religion, sex, national origin, familial status or disability. Carrollton Properties does not discriminate based on any state or locally protected characteristics. Nothing contained in these requirements shall constitute a guarantee or representation that all residents and occupants currently residing at this community have met these requirements, as our ability to verify whether these requirements have been met is limited to the information we receive from various credit and reporting services used. Please review this information before completing the Application and paying the Application Fee, which is non-refundable. Falsification of information on the Application will result in denial of residency and loss of Application Deposit as liquidated damages for our time and expense. Carrollton Properties requires all Applicants to meet the following criteria for their application to be approved:

Fees and Deposit

Each Applicant is charged a non-refundable Application Fee of $150, due at application.

One (1) Application Deposit of $500 is due at the time of application to reserve the selected apartment during the application process. This will be applied as Security Deposit funds at move-in.

Application Processing

An apartment will not be reserved until Application processing begins. This step occurs when the Application Deposit has been paid to reserve the selected apartment, and each Applicant has submitted all items below:

- TAA Rental Application for Residents and Occupants
- Government issued photo ID
- Proof of income
- Application Fee

Occupancy Standards

Each person residing in the apartment must be listed on the TAA Rental Application for Residents and Occupants. All persons 18 years or older are required to complete an Application and sign the TAA Apartment Lease Contract. Maximum number of occupants per apartment style listed:

- One bedroom - two (2) persons
- Two bedrooms - four (4) persons
- Three bedrooms - six (6) persons

Permitted Adult Occupant

All persons 18 years or older residing in the apartment are generally required to meet our rental criteria and sign the Lease Contract as a Lease Holder. However, we recognize in some situations it may be appropriate for an adult to be considered as a Permitted Adult Occupant for purposes related to the Lease Contract. Permitted Adult Occupants are required to successfully complete background screening in the areas of criminal history and rental history; they are not required to meet the standard credit screening or income standards. An adult will be considered a Permitted Adult Occupant when one of the following situations is applicable, provided they meet all other requirements:

- Member of resident's household, including an adult child, who is unable to work due to a total and permanent development or other disability
- Live-in aide, who is permitted by way of reasonable accommodation, due to the disability of a resident
- Adult child between 18 and 26 years of age who is a full-time student at a high school, college, university, technical school or other institution of higher learning

Lease Holders

All adults (any person residing in the apartment aged 18 or over) must individually meet all qualification criteria, except the income standard, which can be a combined total amount for all the Lease Holders. Gross monthly income for all Lease Holders must be a minimum of three (3) times the monthly market rent. Changes to Lease Holders residing in the apartment are not permitted without prior management approval.

Guarantors

Applicants who do not meet our standard qualification requirements, including international or foreign Applicants, may be eligible in certain circumstances to use our third-party guarantor service, COSIGN. If approved, Applicants are responsible for a one-time fee paid directly to the guarantor service.
COSIGN may provide guarantor approval for Applicants who do not meet our requirements in one or more of the following areas:

- Credit history
- Rental history
- Qualifying income

Credit Screening

Good credit history is required. Information about the Applicant and their credit experiences, such as bill-payment history, the number and type of accounts open, payment status, collection actions, outstanding debt, and age of accounts will be reviewed from the credit report. Bankruptcy status, eviction judgement, property management accounts with an outstanding balance, collection accounts or charge-offs will typically result in denial of an Application.

Rental Screening

Applicant must have a minimum of six (6) months' verifiable residential rental history. Mortgage history, if it appears on credit report, will be accepted. Prior rental history reflecting 25% or more late rental payments, lease violations or non-renewals will typically result in denial of an Application.

Criminal Screening

Criminal history will be verified through a third-party verification service. An Applicant's criminal history must be thoroughly reviewed and when criminal activity is reported further consideration will be required.

Applicants who are denied due to results of criminal screening may choose to appeal the decision. The leasing office will provide an Appeal Request Form upon the Applicant's request. The Form and verifiable documentation supporting evidence of mitigating factors must be submitted to the property manager in writing for additional assessment within seven (7) days of the denial. Documentation includes, by way of example, with no single factor being determinative: the facts or circumstances surrounding the criminal conduct; the age of the individual at the time of the conduct; evidence of rehabilitation efforts and/or any other factors related to whether a specific person poses any threat to safety.

Income

Gross monthly income must be verifiable and at least three (3) times the monthly rent amount. Applicants may provide an item from the list below as documentation for income verification:

- Two (2) most recent pay stubs
- New employment - official Offer Letter
- Qualified court documents
- Three (3) most recent financial account statements showing an average balance that is equivalent to at least three (3) times the total amount of the full-term lease obligation

Income - continued

Self-employed Applicants may provide an item from the list below as documentation for income verification:

- Prior year's tax return AND two (2) most recent bank statements
- Certified CPA Statement

Reasonable Accommodation

As part of this community's commitment to equal housing opportunity and non-discrimination based on disability, Applicants may request a Reasonable Accommodation because of a disability during the Application process. If the Applicant believes any such accommodation to a disability is necessary, or has limited English proficiency, additional time or assistance to complete the Application may be requested by contacting management.

Service Animals and ESAs are welcome at our communities. Management allows up to two (2) animals per apartment, including Service Animals and ESAs. In circumstances where an Applicant requires the assistance of more than two (2) animals due to their disabilities, acceptable documentation will be required for consideration of the Accommodation Request.

Animals

Up to two (2) animals per apartment are allowed with approval from management. It is a requirement of Carrollton Properties that each apartment is registered with OurPetPolicy.com at move-in, regardless of the presence of an animal in the apartment.

All mandatory fees for pets must be paid prior to the move-in date. Carrollton Properties restricts the following canine pet breeds, and any mix of these, from our communities: Pit Bull, Staffordshire Terrier, Rottweiler, German Shepherd, Presa Canario, Chow Chow, Doberman Pinscher, Akita, Wolf-hybrid, Mastiff, Cane Corso, Alaskan Malamute, and Siberian Husky.

Approved Applications

Once the application has been approved, all Applicants must sign the TAA Apartment Lease Contract within three (3) business days. A *Welcome Letter* will be emailed to each Applicant indicating items that are required prior to the move-in date (i.e., Renter's Insurance policy, utility account verification, pet-related charges, Accommodation Request documentation, amount due, etc.).

Please read the *Welcome Letter* carefully as keys cannot be released until all requirements are met. The $500 Application Deposit will be applied toward the Security Deposit at move-in.

Application Denial

Application Deposits will be refunded on denied Applications only. Applicant will receive an adverse action letter via email detailing the denial decision, and the Application Deposit will be refunded within 30 days of denial decision.

Application Cancellation

Application Deposits are not refunded due to cancellation. Failure to provide complete and accurate information will result in cancellation. Failure of all Applicants to sign the Lease Contract within three (3) business days of approval will result in cancellation. Apartments are placed back on the market immediately upon cancellation.

Effective 09.01.2026

CARROLLTON PROPERTIES