

SUNNYHILL PROPERTIES, INC. TENANT SELECTION CRITERIA 2016

The following requirements must be met in order to become an applicant and/or to be placed on the waiting list for an apartment with SunnyHill Properties, Inc.

1. All applicants must pay a non-refundable \$25.00 application fee, a Boro utility deposit of up to \$325.00 and a security deposit equal to at least one month's rent.
2. A **Residential Application** must be completed after the applicant views an apartment similar to the one being applied for. All information requested must be complete. Refusal of applicant to sign required release forms to enable owner to obtain information regarding the applicant will deem the application to be incomplete. Applicant must provide social security card, Photo ID and financial information at the time of the application. All legally competent, adults must complete the application process.
3. At the time of application, a **security deposit** equal to one month's rent must be paid. This is non-refundable if the applicant gives false information, including failure to divulge a poor credit history or if the applicant withdraws the application during the process.
4. Credit references will be obtained on every applicant to assist in determining payment history, established credit, and current financial obligations. A written report from the Credit Bureau must be obtained and reviewed. Determinations are made on a case by case basis, however we do expect a favorable credit rating as part of our selection criteria.
5. Income must adequately support household expenses after monthly debts are paid. An estimated household budget will be established on every applicant to determine whether the applicant can meet all of their monthly financial obligations. This information can be obtained from the application, the credit report, through discussion with the prospect, by estimating utility cost based on historical data and projected increases and many other resources as information is received on expenses of each individual applicant. Generally, the applicant's rent and utility cost should not exceed 35% of the gross income.

Applicant must be able to show a stable employment history of at least 6 months; a permanent work history at their current job at the time of application, or they must show the source of their income to support the rental costs.

Applicants must qualify under occupancy standards as determined by unit size:

1 bedroom: 1 – 2 people 2 bedroom: 1 – 4 3 bedroom: 1 – 6

In the event that a prospect qualifies except for income/expense ratio, or does not have the required stable employment, we MAY require that the Tenant pay 60 days in advance for the term of the lease and/or have a co-signer.

6. Every applicant must be willing to sign a release to obtain information from previous landlords and applicant must supply phone #'s and/or addresses to contact landlords in order to obtain past payment history and past rental history. Inability to do so will deem the application incomplete. Applicant must give an account of their residences for the past 3 years.
7. All income and expenses must be verifiable in writing.

8. In the event that people sharing the apartment are not legally bound to each other's financial obligations, one individual who applies must be eligible to lease the apartment alone according to our required percentages of income and expenses and all other qualifiers.
10. A Utility Deposit is required by the Borough of Chambersburg. The amount is determined by the Borough and is based on the amount of utilities paid by the tenant. We require a copy of the receipt for deposit prior to your move-in date.

Applicants may be rejected due to:

1. Incomplete application.
2. A history of unjustified and chronic non-payment of rent and financial obligations or any other indication of substantial risk that the applicant will be unable or unwilling to pay the rent and utilities.
3. Rent and utility expenses exceeding more than 40% of income of applicant after all income and financial obligations have been taken into consideration and/or financial obligations totaling an amount that leaves less than 35% of the applicant's income available for rent and utilities and applicant cannot provide a co-signer for the rent and utility expense who has acceptable credit history and financial strength, in the eyes of the owner.
4. A history of violence and harassment of neighbors or history of disturbing the quiet enjoyment of neighbors.
5. A history of violations of the terms of previous rental agreements such as violation of rules, the destruction of property, failure to maintain a unit in a sanitary condition, or violation of any local codes.
6. Past convictions or arrests on the sale or possession or use of illegal drugs.
7. Income and/or employment that cannot be verified in writing by a qualified third party.
8. Lack of credit needed in order to establish payment history of financial obligations.
9. Giving false or misleading information on the Application for Occupancy.
10. Inappropriate treatment of staff of management company-ie. Belligerence, foul language, etc.
11. Failure to pay the Borough Utility Deposit
12. If the applicant/applicants is not a U.S. citizen and can not prove that he/she is in the Country legally.