

# **Terra West, LLC**

## **Polo Downs**

### **Rental Application Criteria**

Effective: 1/16/2026

**This addendum shall become part of the Application for Residency and the Residential Apartment Lease for all apartment homes located at Polo Downs.** Welcome to our community. To reside in our community, we require each applicant and each adult occupant to meet certain rental criteria. Before you complete a Rental Application, we encourage you to review these requirements to determine if you are eligible.

Terra West, LLC utilizes a Leasing Desk scoring system that incorporates a statistical mathematical analysis of information on an applicant's credit profile, reported rental history, collection actions, outstanding debt, and the aging of accounts. The scoring system considers income, monthly rent, and overall credit history to evaluate credit worthiness of an applicant. The Leasing Desk score represents an estimated level of risk compared to the performance of other consumers in a range of scores. Because your Leasing Desk score is based upon real data, it is more reliable than other subjective methods of evaluating your information. The Leasing Desk score treats all applicants consistently and impartially. Any credit discrepancies must be handled with the credit bureau directly by the applicant.

Please note that these are our current rental criteria and nothing in these requirements shall constitute a guarantee or representation by our community that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that have resided here prior to these requirements going into effect. Additionally, our ability to verify whether these requirements are met is limited to the information we receive from various resident reporting services.

**All applicants, guarantors, and each adult occupant (over age 18) must complete a separate Rental Application. Married couples may submit a single application. A valid government issued photo ID is required for all applicants and occupants 18 years of age and older. Lease holder(s) must be 21 years of age or older. Anyone 18 years or older must be listed as a Lease Holder(s) (except those protected by familial status).**

**A. OCCUPANCY GUIDELINES - *All applicants and occupants must be listed on the lease agreement.***

All applications are further subject to municipal occupancy restrictions which cannot exceed City or County occupancy maximums. The maximum number of occupants per apartment varies per municipality and depends on the square footage and number of bedrooms in the prospective unit. An occupancy limit of two (2) persons per bedroom residing in a dwelling unit shall be presumed reasonable. Any additional individuals residing in the unit for more than 14 days will be considered occupants of the unit and must be screened and listed on the lease. The two (2) person limitations shall not apply to a child or children born to the tenants during the lease. In the event the number of occupants exceeds the maximum number for that floor plan due to the birth, adoption, custody, or guardianship change of a minor, residents will be permitted to stay in the existing apartment home through the end of their lease term or 90 days. At the end of the lease (or 90 days), residents must transfer to an appropriate (larger) floor plan, subject to availability of the alternate floor plan, and resident's compliance with the existing lease agreement, or vacate the apartment subject to the terms and conditions of the lease agreement. **OCCUPANT(S) ONLY** - All persons 18 years of age and older who are listed as occupant based on familial status will undergo a criminal record search at their expense payable by application fee. Occupant(s) with a failed criminal record will not be allowed to occupy the apartment.

**B. INCOME -** Monthly verifiable combined gross (before taxes) income for a single individual, roommates, or married couple must equal three (3) times the monthly rent. Verification may include the following: last three (3) consecutive pay stubs, third party written verification from income sources (via fax, mail, or email with company domain), last three (3) bank statements showing direct deposit from employer, social security income, pension income, current statements from an accountant, etc.

**C. EMPLOYMENT -** When applying, it is the obligation of the applicant(s) to provide proof of income within three calendar (3) days of submission of the application(s). The following are acceptable forms of proof of income: three (3) consecutive most current paycheck stubs, a job offer letter stating the start date and salary on company letterhead, or last three consecutive bank statements showing direct deposit from employer. If self-employed, the previous year's tax return or 1099 are acceptable along with a tax transcript from IRS.GOV. Applicant(s) should have a minimum of six (6) months continuous employment. «sitename» may require a guarantor for applicant(s) or recent graduates with less than six (6) months of employment. Students must provide documentation of full-time status (12 credit hours per semester). If income cannot be verified, a guarantor will be required.

**D. RENTAL HISTORY -** Applicant must have a minimum of twelve (12) months' satisfactory rental history or proof of home ownership. Satisfactory history is defined as: no more than two (2) late payments in a 12-month period, no more than one (1) returned check, adequate notice to vacate, and no outstanding financial obligations to any landlords. The previous landlord

must state that they would be willing to re-rent to the applicant(s). «sitenam» may require a guarantor for first time renters or full-time students. Reference information from family members or friends will not be considered.

- E. CREDIT HISTORY** - The application process includes a credit check on each applicant. The credit report becomes part of a scoring model. Approval will be based on indicators of future rent payment performance. A positive credit score must be verified for the approval process to continue. A credit check with open collections, including utilities, and/or medical collections may be cause for denial. Bankruptcies and/or paid judgments must be at least one (1) year old. The applicant must establish at least one (1) full year of positive credit since the date of prior bankruptcy or judgment. «sitenam» may require a guarantor for applicant(s) with no credit history. All applicants must provide a valid Social Security (or TIN) Number.
- F. CRIMINAL RECORD** - All applicants and occupants (18 years or older) will be subject to a criminal record check. If failed, they will not be allowed to occupy the apartment for felony convictions and/or charges including but not limited to the following crimes: sex offender, violence, fraud, weapons, organized crime, drug related, sex related, animal related, computer/telecommunication related, public justice related, public order related, gambling, victimless related crimes, and some crimes that are not provided herein. Certain misdemeanors such as property related, violence, drug related, unclassified crimes that are not provided herein, or related to any of the aforementioned crimes are considered a denial. If a mismatched identity screen (for items above) is made with an active record determined by the screening service, it could delay the application. The applicant must provide proper documentation from the court for a dispute. If the applicant cannot provide proper third-party documentation, the application is denied, and all monies are retained.
- G. CANCELLATION OF APPLICATION** - If an applicant cancels within 72 hours, the administrative holding cost is refunded within 30-days. Applicant(s) understand that if they choose to cancel after 72 hours or three (3) calendar days of the date from application submission, both the application and administrative fees are forfeited. Refunds shall be made in accordance with the requirements of the law. Applicant(s) also understands that no cash will be accepted prior to, or at the time of move-in.
- H. FALSE INFORMATION** - Falsification of information on the rental application will automatically disqualify the applicant(s). The administrative and application costs for the unit will be retained. Lessor may obtain additional consumer reports on the applicant(s) in the future to update or review their account.
- I. APPLICATION APPROVAL PROCESS** - The approval process will begin when «sitenam» has received completed applications, photo IDs, and proof of income from all applicants. The approval process will result in one of three outcomes: Approved, Conditional, or Fail. Additional information and/or deposits, or a guarantor may be required if a conditional approval is deemed appropriate.
- J. CONDITIONAL APPROVAL** - When a Real Page, Inc. application recommendation is returned as 'Conditional', the household will be required to pay an additional security deposit along with the current standard deposit required. The amount of the additional deposit will be in addition to the standard deposit **(the current standard deposit times three (3))**. This does not include preferred employer or discounted deposit. The addition is double the current amount of the standard deposit, **or** the applicant(s) must provide a guarantor, **or** both an additional security deposit and guarantor may be required. A guarantor may be required if the Leasing Desk score is in the conditional approval range or for anyone who has a lack of income due to being a full-time student or rental history requirements have not been or are partially met. Guarantor and/or additional security deposit will not be accepted as a substitute for negative rental history, or if the Leasing Desk score recommendation is returned with a 'Fail.' All adverse action requirements will be combined when reviewing multiple applications. The administrative holding cost will be refunded if the result of the application is 'Conditional' and the application is not approved, or if the result is 'Fail,' and only if the items in Section O of the rental criteria do not apply.
- K. GUARANTOR** - A guarantor must show verification to substantiate income equal to, or greater, than four (4) times the effective rent using the type of documentation listed in Sections B and C above. Note: In the event a guarantor is required, he/she must complete an application and pay an application fee of fifty-five dollars. They must provide a valid government issued photo ID and be processed through Real Page, Inc. as a guarantor. They must sign the Guarantor Agreement at the time of move-in (if approved) but will not have access to the apartment. They must sign the Guarantor Agreement in person, electronically, or furnish the Guarantor Agreement notarized prior to or upon move-in. A guarantor will be considered for applicants with a recommendation of 'Conditional' due to being first time renters or full-time students. The guarantor will be held fully responsible for the Lease Agreement if the occupying resident(s) default. Guarantors will not be accepted as a substitute for negative rental history or if the Leasing Desk score recommendation is returned with a 'Fail.'
- L. ANIMALS** - All residents must sign a pet addendum. This requires the pet owner to adhere to the property's regulations; including, but not limited to: any applicable pet weight limits, non-refundable initial pet costs, and agreement to monthly pet rent payments. Breed, age, and weight restrictions may apply. Vet certification to verify breed and shot records may be required. Photo identification of the pet is required prior to application approval. This property participates in the PooPrints

program, requires a DNA cheek swab on or before moving in of a dog. A non-refundable pet cost, a refundable pet deposit, in addition to a monthly pet rent for the pet(s) is required. See management for details. Additional documentation will be required for service or support animals.

**M. RENTERS INSURANCE** - Renter’s insurance is required as a condition of residency. Residents must provide renter’s insurance prior to generating a lease. **We require** a resident carries \$300,000.00 in personal liability coverage. **«sitename» must be listed as Additional Insured on Section II of the insurance policy.**

**N. RESIDENT TRANSFER ON-SITE** - **If Agent/Owner so elects**, all current residents transferring on-site at the end of their current lease term must complete a new rental application and show verification of income equal to or greater than three (3) times the monthly rent per single person or combined between spouses or roommates. Income must be verifiable through the documentation stated above in sections B and C. An on-site transfer cost and a new administrative holding fee will be due to reserve the newly selected unit. **In addition, pay a «custom\_deposit» deposit due** on the newly selected unit and may be refunded any deposit from the apartment vacated, provided the apartment is returned clean and in good condition. The resident(s) must give proper notice according to the current lease and sign a Transfer Addendum.

**O. DECLINED APPLICATIONS** - If any of the following apply, the application **will automatically be denied** and all deposits and application monies will be retained. The following are reasons for denial: unable to provide a valid government issued photo ID, falsification of the application, anyone with an unpaid rental collection debt, anyone having an unsatisfied monetary judgment currently pending against them, any non-U.S. citizen who does not provide the required USCIS documents, bankruptcy filing that has not been dismissed or discharged, criminal record (see section F), or a returned payment of administrative and/or application fees. Lessor may obtain additional consumer reports on the applicant(s) in the future to update or review their account. Applicant(s) credit check with open collections or unpaid utility accounts may be cause for denial.

**APPLICATION:** To reserve an apartment home, certified funds for the administrative costs must be given to management upon reservation of apartment. An online option is also available for application and payment of administrative costs. Vacant units can be taken off the market and held up to two (2) weeks from the application date. The administrative holding cost of \$150.00 for a unit is required to be paid at the time of the application, and the application fee of \$55.00 per applicant. When the application is approved by management, the security deposit is due on or before move in. Management reserves the right to ask for certified funds for first and second month’s rent if move in date falls on or after the 25<sup>th</sup> of the month.

This company and this community do not discriminate based on race, color, religion, sex, national origin, handicap, familial status, sexual orientation, gender identity/expression, or ancestry. I have read and understand the Rental Application Criteria.

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