**Birchwood Villas- Statement of Rental Policy**

**We are an equal opportunity housing provider**. We fully comply with the Federal Fair Housing Act. We do not Discriminate against any person of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.

**Villa availability policy.** Villa’s become available when they are ready to rent. Vacant villas will not be deemed available until it has been cleaned, repainted and prepared for a new resident. We reserve the right to change the available villa address and date at any time due to availability. First Choice Properties will only hold a villa for 30 days. The villa may change if move in date is later than 30 days from availability of the villa or may be canceled by the owner if new tenant changes move in date passes 30 days from availability.

**Occupancy guidelines.** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in a villa. In determining theses restrictions, we adhere to all applicable fair-housing laws. We allow two persons per bedroom. For example, a two-bedroom villa could house four people, and a three-bedroom villa could house six people. Residents who are listed on the lease each are fully responsible for the entire rental payment and all must execute the lease.

**Application process.** We evaluate every villa application in the following manner. You must submit a rental application and answer all questions on the form. You must pay the non-refundable application fee. We will determine whether, from your responses to the application questions, if you qualify for the villa you are applying for. If you do not, we will reject your application. If you do, we will send your application to our screening company, which will check your credit report, criminal history and employment and rental references to confirm that they meet our criteria. If you meet our criteria, we will approve your application. This process can take up to seven (7) business days. We will rent available villa to applications in the order that their applications are approved.

**Rent criteria.** To qualify for a villa, you must meet the following criteria:

**Income**- Your monthly income must be at least (2) times the monthly rent. You must be able to prove at least 12 months of continuous employment immediately preceding the date of your application. Documentation is required for self-employment. Child support can be counted as steady income only if you provide 12 months of continuous proof of deposit documentation immediately preceding the date of your application.

**Rental History**- You must have satisfactory rental references from a least two prior landlords. If you have ever been evicted or sued for any lease violation, we will reject your application.

**Credit History**- Your credit record must currently be satisfactory. If your credit history shows any unpaid debts, unpaid utilities an or more than 20% negative credit, or debt to income ratio is not of satisfactory, or high credit limits, we will deny your application. If the applicant has a beacon score of less than 650, we reserve the right to deny the application and/or require a last month’s rent upon approval along with the security deposit & first month’s rent if approved.

**Criminal History**- If you have ever been convicted of a felony, we will reject your application. If you have been convicted of a misdemeanor involving dishonesty or violence within the past five years, we will deny your application.

**Age**- You must be at least 18 years of age to contract for lease.

**Cars**- No more than 2 vehicles per villa. All motor vehicles must be operational with current tags and inspection stickers. Auto mechanical work is not permitted on the property.

**Rent is due and payable without demand on or before the first day of the month**. All payments must be made in the form of a check or money order. **Cash is not accepted as a form of payment**

**Resident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Resident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**