

Privacy Policy for Personal Information Of Rental Applicants and Residents

We are dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

***How information is collected.* You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.**

***How and when information is used.* We may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.**

***How the information is protected and who has access.* In our company, only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.**

***How the information is disposed of.* After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.**

***Locator services.* If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees – even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their privacy policies, as well.**

**Thank you.
The Management**

(Resident Signature)

Holly Creek Apartments

(Resident Signature)

(Date)



LBK MANAGEMENT SERVICES
RENTAL APPLICATION
APPROVAL CRITERIA
Holly Creek Apartments
Revised and Effective August 6, 2007

Welcome to our community. Before you apply to rent an apartment, please take time to review our rental application and approval criteria. The following information is offered so that all applicants will have available to them a detailed statement of the rental qualifying policies.

We will not discriminate against any person in the rental of an apartment because of race, color, religion, national origin, sex, age, familial status, sexual orientation or mental or physical handicap.

The term "applicant(s)" under these criteria means the persons that will be signing the Lease as a "resident"; the term "occupant(s)" in these criteria means the person or persons that are authorized occupants under the lease. Please also note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by us that all residents and current occupants currently living here have met these requirements. There may be residents and occupants that have resided on the premises prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various credit reporting services used.

Confidentiality:

We maintain a strict policy of confidentiality and privacy for our applicants and residents. We do not discuss information on applications with anyone other than the applicant. In addition, we do not discuss individual credit reports with an applicant. If an applicant is rejected for poor credit history, upon request, the applicant will be given the name, address and telephone number of the credit reporting agency that provided the credit report. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency, correct any erroneous information that may be on the report, and resubmit an application to this community.

Application for Residency:

An Application for Residency must be completed and maintained for each adult applicant. Each applicant must complete the rental application fully and accurately. Falsification of information will result in denial of residency.

Application Fee:

Each applicant must pay a non-refundable application fee. Because there are no exceptions, it is important that you review this information carefully before submitting an application, making certain that, to the best of your knowledge you meet the rental application approval criteria stated.

Occupants:

Occupancy will be limited to no more than two (2) persons in a one-bedroom apartment, four (4) persons in a two-bedroom apartment or six (6) persons in a three-bedroom apartment.

All adult occupants will be considered as responsible residents under the Lease Agreement and will be asked to sign the Lease as a resident.

Note: A family may occupy an apartment if the family does not exceed two (2) persons per bedroom *plus* a child who is less than six months old and who sleeps in the same bedroom with the child's parent, guardian, legal custodian, or person applying for that status.

LBK Management Services Rental Application Approval Criteria (continued)

Identification:

All visitors must present a valid driver's license or other photo identification in order to view the community. Other acceptable forms of identification are: Valid state issued ID card, valid Military ID card or a valid Passport. In addition, each applicant must provide one of the following forms of identification in order for the verification process to begin: United States government issued Social Security number, ITIN number, student visa, (I-20), current work visa, (I-94) or temporary resident alien card verifying approved entry by the United States government, (I-94W.)

Income/Employment:

Applicants must have a gross income source that can be verified and is at least 2.5 (two and one half) times the monthly rent of the apartment being leased. Acceptable income verification required may include the applicant's last four paycheck stubs, an employment verification on company letterhead signed by a direct supervisor, payroll of human resources department representative. In the event of a job change, the previous employment will be verified and the applicant must provide a copy of an employment contract or written offer letter from the new employer.

Self-employed applicants will be required to provide either the previous year's tax return or bank statements for the last six (6) months. Proof of retirement benefits, disability income or full time student status may be required.

For properties that participate in government sponsored programs, income qualifications for applicants will be based upon the portion of rent they will be paying.

Where applicable, applicant(s) must also qualify as defined by the current bond restrictions as set forth in the Regulatory Agreement.

Credit History:

An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one which reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies.

Residence History:

Up to 3 (three) years of rental history may be verified on present and previous residence. A positive record of prompt monthly payment, sufficient notice, with no damages is expected. For applicants who are homeowners, permission must be granted to verify payment history with the bank or lending institution. An unsatisfactory residence history would include owing a previous residence money, eviction for non-payment of rent or eviction for non-monitory reasons.

Criminal History:

A criminal background check will be run on all Applicants. An applicant will be automatically denied in the event the applicant(s) has ever been convicted of a felony, or received adjudication for felony offense(s). An applicant will be automatically denied in the event the applicant(s) has been convicted or received adjudication for a misdemeanor drug related or violent crime within the past 5 years. In the event an applicant has been arrested without conviction or dismissal of a felony, drug related crime or a violent crime, the applicant will be denied. Violent crime categories to include but not limited to: murder, forcible rape, robbery, aggravated assault, and simple assault. An automatic denial will also occur should an applicant be registered as a sex offender or appear on the list of known terrorists and wanted fugitives as provided by the Office of Foreign asset Control (OFAC), federal agencies to include the FBI or other state and local law enforcement agencies.

The applicant agrees that the lease shall be terminated in the event the applicant, after moving onto the property commits an offense of sexual nature, resulting in conviction or is labeled as a registered sexual offender or predator and/or appears on the list of known terrorists and wanted fugitives.

LBK Management Services Rental Application Approval Criteria (continued)

Note: This requirement does not constitute a guarantee or representation that residents or occupants residing at this apartment community have not been convicted of a felony or are not subject to deferred adjudication for a felony.

Lease Guarantors and Co-signers:

Note that this company does not permit co-signers. A Lease Guarantor and/or Additional Security Deposit may be required upon evaluation of rental application(s). Lease guarantors may be accepted for income qualification purposes only and must reside in the USA. Guarantor must qualify based not only on the proposed rent amount for the applicant's apartment, but the combination of the proposed rent plus their own housing obligation.

Evaluation:

Company evaluates the above information with a scoring method that weighs the indicators of future rent payment performance. For further explanation of this type of method, please refer to "Credit Scoring and your Application to Rent an Apartment".

Validity Period:

Approved applications remain in good standing for a period of ninety (90) days from the approval date. If the lease is not signed and/or the applicant fails to occupy an apartment within the viable time period, the application must be re-submitted for verification and approval AND a new application fee must be paid.

Signature of Applicant

Signature of Applicant



Note: The income conditions listed above are not applicable to Section 8 Program applicants.