



Prestige Properties Group LLC

RESIDENT SELECTION CRITERIA AND DISCLOSURE

All persons 18 years of age or older will be required to complete the rental application, undergo the screening process, and provide the necessary documentation and application fee.

The Application fees are non-refundable.

Prestige Properties Group LLC looks for tenants who pay rent on time, take good care of the property, and follow lease provisions. Landlord and Landlord's agents are committed to the letter and spirit of all applicable local, state, and federal fair housing laws, for the achievement of equal housing opportunities for all rental applicants and Tenants. We are committed to providing housing without regard to race, color, religion, sex, handicap (disability), familial status, national origin, source of income, or any other class of persons recognized under any applicable federal, state, or local laws. The selection criteria are subject to state and local laws, city ordinances, and HOA rules and regulations.

Nothing contained in these requirements shall constitute a guarantee or representation by us that all residents and occupants currently residing in our homes have met these requirements or that someone meeting these requirements will be granted tenancy, and our criteria is subject to change. There may be residents and occupants that have resided in our rental homes 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 and background reporting services used.

Approval is based on several factors including Credit History, Employment Verification and History, Rental Verification and History, Animal Criteria, and Income verification.

Acceptance, Security Deposit levels, and Move-In Funds. All applicants must provide valid verifiable identification and submitted application, required income documents, and their most recent bank statement showing rent payment and income deposit(s) and moving funds availability (regardless of move-in date must show 2-3 months' worth of funds, except for voucher applicants). This is the minimum required documentation; as specified in this criteria, additional information may be required to be submitted. Income history, credit history, rental history, etc. will be entered into a risk scoring model to determine rental application acceptance or rejection, additional documentation requirements, and security deposit levels. A higher deposit subject to local or state laws or co-signer/guarantor may be required depending on risk score. Preference is given to the best qualified applicants who are able to start a lease closest to the availability date. When an applicant desires a lease start date so far in the future that that it is 15-30 days of past the availability date, it is at landlord discretion if and when the application would be fully processed and a lease signed.





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Credit guideline. If no minimum credit score has been designated in the listing, then the minimum credit score is 500, **however, application rejection may still occur based on credit history as described in this paragraph;** the score is no guarantee of acceptance based on credit. An applicant's income will only be included in the minimum income calculation if their score meets the credit minimum. ***Credit history that will result in a denial:*** Automotive repos/charge-offs, utilities in collections/history of high unpaid balances on utilities, landlord collections or debt, debt/income ratio above 40% (for debt/income calculations, (1) if a student loan payment is currently \$0, 0.5% of that student loan balance will be used as the monthly payment, (2) rent and utility estimates are included in the debt portion of the calculation), open bankruptcy, bankruptcy closed in preceding 12 months, any dismissed (as opposed to discharged) bankruptcies in past 7 years, more than 2 bankruptcy filings in past 15 years, and Government/State Tax liens totaling over \$5000.

Credit history that may result in a denial: History of automotive late payments, current utility past due, current or recent delinquency or unpaid collection other than medical or student debt, credit score as N/A or blank credit history. These may result in application rejection, higher security deposit requirement, and/or a guarantor required, depending on its effect on the scoring model. In cases where the above conditions are found and have not resulted in denial of the application, some risk scoring results will necessitate an evaluation of additional verifiable rental, mortgage, utility payment history or income history.

Income guideline. Applicants' combined household gross monthly income (before taxes, etc.) is required to be at least 3X the monthly rent in gross income (for example, if the rent is \$2250 per month, the minimum required collective gross income (before taxes) for 3X is \$6750 per month (\$81,000 per year)). For housing choice vouchers, the gross rent multiplier only applies to the portion of the rent the tenant is responsible for.

Income documentation and verification: All income will be verified and evidenced by any combination of the following as applicable: Rentapplication.net/Finicity income verification is preferred, fast, and **REQUIRED** for credit scores of 650 and below, the source of the income, bank or brokerage statements clearly showing automatic deposits from the employer, individual/personal tax returns, two months' worth of paystubs if applicable, and if applying before May 1, a W2 from the previous calendar year and/or last December paystub(s). Any verification fees required by the employer, such as The Worknumber, must be paid by applicant. Any falsified pay-related documents may be shared with your employer, law enforcement, and attorney general and will result in an application denial. Transfers or relocations must have correspondence showing an accepted job offer starting within 30 days of the rental application, detailing the start date and pay rate, on company letterhead or notarized, be signed by HR or company officer, and be verifiable with the employer. Remote work must have correspondence, a letter confirming remote status. For those related to their employer, a W2 or 1099,





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individual/personal tax return, and bank statements that verify the income claimed and Rentapplication.net/Finicity income verification are also required. For the self-employed or those with cash tip income used towards the income requirement, additional documentation is needed such as CPA-prepared financial statement and/or 1 year of individual/personal tax returns (a return from a previous year will not be accepted after April 15th unless proof of tax filing extension is submitted with the return) AND latest 6-12 months of bank statements showing income and rental payments, or, 2 years individual/personal tax returns and latest 2 months of bank statements. Jobs that are commission only, base salary plus commission, tips, bonus or cash, will be considered self-employed and must meet the income guidelines for self-employment as outlined above.

Additional sources of verifiable income may include but are not limited to: alimony/spousal/child support (must be court ordered with court order or notarized letter from an attorney representing the terms of proposed assistance or payment statement from the state Child Support Enforcement Agency), Social Security (must provide current government issued SSI Award Letter or payment statement from the Social Security Administration reflecting the applicant as active recipient), pensions/retirement, grants, GI benefits, VA benefits, disability, trust funds, trust accounts, and Housing Choice Voucher/Section 8 (Housing voucher is required to be submitted with the application, and it must clearly show the occupant names, number of bedrooms, not be expired, and be for the county/area the rental property is located in). When using trust or brokerage account statements, they must show liquid assets available to cover three (3) times the total lease term rent. In some cases, the applicant may be required to provide six months to twelve months' worth of bank statements/cancelled checks showing rental payments and income deposit history. The applicant must supply the most recent six (6) consecutive months of bank or brokerage statements AND Rentapplication.net/Finicity income verification is **REQUIRED** if any of the additional sources of income listed above cannot be provided directly from or verified with the source of the income.

Rentapplication.net/Finicity income verification must only be linked to a personal account (no business accounts). Declining to link an account, linking to business accounts, and insufficient income as reported by the income verification process may result in application denial or require the applicant to submit a new application and application fee so that they can opt in.

Income documentation requirements. They must be readable and show the full 8.5"x11" pages with nothing redacted, altered, hidden or covered except partial account number (last 4 digits must be visible), with all pages of each month's statement. They should be in PDF format, with all pages for a month's statement in no more than one PDF, in order, oriented right-side-up, and labeled to reflect what the document is. When bank statements or brokerage statements are required, they must show all transactions in that month and may not be from a joint account unless all joint account owners apply as leaseholders or guarantor. No statements from prepaid or peer-to-peer payment apps accepted. When paystubs are required, the most recent one must be





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dated within the last 21 days of the date of application, and applicant acknowledges that a paystub is a computer printed document created by an employer that include employer name and address, employee name and address, details an employee's gross and net pay, pay dates, itemizes the wages earned and deductions withheld for both the pay period and the year-to-date. When using individual/personal tax returns to prove income, they must include all pages of the entire return as one PDF with all schedules, worksheets, etc., and they must either be sent to us directly from a CPA or verifiable with tax return transcripts sent to us from the IRS before approving your application.

Rental History. Applications also depend on the results of a rental history investigation for an approval/denial determination. Ten (10) months of verifiable rental history from a current unrelated landlord is required, and 1 year of previous unrelated landlord history is desired, giving at least 30 days' notice to landlords, with less than \$1750 in security deposit withheld upon move-out, latest rent and utilities paid not more than \$500 below our rental price without an equitable increase in income, and willingness of landlords and listed references to give positive references. However, applications that far exceed minimum standards in other individual categories but fail to meet this standard shall be reviewed and possibly considered. Any additional charges required by a screening company will be passed through to the applicant for additional background checks if the tenant lived out of state in the last 7 years or if their name was legally changed, and this may require additional processing time.

Rental history that will result in a denial: Court filings from a current or previous landlord and/or unlawful detainer/eviction filings in past fifteen years, currently in the process of being evicted and/or current 5-day notice; Forcible Entry and Detainers (Evictions) due to property damage, unpaid rent, outstanding debt to landlord; unpaid collections or debt to current or previous landlord; three or more rental payments more than 5 days late and/or NSF within the past year; unfavorable review from a landlord or any reference; address history connected to documented complaints caused by applicant; we may require cancelled checks/bank statements to document past rental payments and piece of mail such as a utility bill to confirm current address if a current identification document address does not match current address given on the application.

Occupancy Guideline. Generally, the occupancy limit in a designated bedroom is 2 people in a bedroom over 100 square feet, and 1 person in a bedroom less than 100 square feet, subject to local laws and/or septic system limitations. Only designated bedrooms can be used as sleeping rooms.

Animals are evaluated case by case*. For safety reasons, we require that the animals have no bite history and be housebroken, and be either crate-able, removed from the premises, or minded by an on-site adult occupant when maintenance, repair work, showings, etc. is scheduled according to the notice requirements of the lease. Certain types of animals, breeds and ages of animal are





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restricted, except where prohibited by law. Animal application via PetScreening.com at applicant expense, increased deposits/fees and/or animal rent and an animal lease addendum may apply. **No other animals than those on the lease are allowed anywhere on the premises at any time**, including dogs, cats or other mammals, fish, birds, reptiles, amphibians, insects, exotic animals etc., **without being included in the lease** or with prior written authorization. Animal sitting, animal fostering, animal visiting, etc. of any other animal not listed on the lease is not allowable anywhere on the premises including the yard at any time. It is required that the tenants' renter's insurance cover the additional liability created by their animals and include dog bite coverage, except where prohibited by law. Applications may be rejected and tenants may be evicted for misrepresenting any animal information, as well as for being in possession of any poisonous, dangerous, endangered species, dangerous breed, or otherwise unauthorized animal, or any application where evidence of a disallowed animal, regardless if applicant says the animal will be given away or is no longer their animal. We may require with your application, a picture of each animal that will be on the property, as well as recent (dated within the past year) full veterinarian records, and proof of animal licensure if required in the city you currently reside. We follow all fair housing laws and are ADA compliant; as allowed by law any ESA or SA will go through PetScreening.com vetting which requires a proof that there is a disability and that there is a verifiable disability-related or emotional need by a verifiable medical professional who has reasonable and professional responsibility for the mental or physical care of the person(s) requiring the ESA or SA. Our animal policies are strictly enforced and can be grounds for rejection of application, eviction and/or criminal prosecution for fraud if records supplied are faked or from fraudulent SA/ESA "certificate" websites.

Criminal background check Criminal background screening is governed by federal, state and local laws which regulate our screening processes. Tenancy may be denied on the results of criminal background screening in accordance with local law. Any additional charges required by a screening company will be passed through to the applicant for additional background checks if the tenant lived out of state in the last 7 years or if their name was legally changed, and this may require additional processing time. In the case where an applicant enters their name differently from how it appears on their ID, they may be required to submit new full application and application fee. Subject to local laws/requirements which may modify the criminal history criteria listed here: **RENTALS LOCATED OUTSIDE OF COOK COUNTY:** findings that result in denial include but are not limited to the following crime convictions, guilty-plea or no-contest plea:
-Registered sex offenders, persons under a current child sex offender residency restriction, or otherwise subject to reporting requirements.
-Terrorism related offenses.
-Possibly denied based on how long ago the date of conviction, release from custody or parole, whichever occurs last, OR in the case of any form of a diversion program, from the date of the offense, as well as age the applicant was at the time: Felony offenses within the past





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fifteen years; fraud and theft by check related offenses, worthless check and/or bogus check related offenses, landlord or rental property related offenses, destruction of property including metal theft, arson and vandalism, burglary, robbery, theft, larceny, stalking, phone harassment, trespassing, fraud, violent and/or armed crimes, weapons related offenses, illegal manufacture or distribution of a controlled substance, cruelty to animals or children, prostitution, multiple DUI/DWI, misdemeanor DUI/DWI where job requires driving or heavy machinery operation or will result in job loss, multiple legal infractions, including those minor in severity or nonviolent may be denied, if within the last ten years.

RENTALS LOCATED INSIDE OF COOK COUNTY NOTICE: For Criminal background checks in Cook County, the criminal background requirement is limited to what is allowed by the Cook County Just Housing Ordinance. These applicants have the right to dispute the accuracy or relevancy of any adverse information that may appear on their criminal background search and provide evidence of rehabilitation and other mitigating factors related to their criminal background. For more information go to [Cook County Human Rights Ordinance and Regulations](#) or contact them at 69 W. Washington Street, Suite 3040, Chicago, IL 60602, or 312-603-1100.

Other factors Resulting in Denial. False, incomplete, omitted, inconsistent or misleading statements or omissions on the application and/or showing scheduling pre-screen questions and/or information provided by any real estate agent working on your behalf and/or credit/employment/income/eviction/background check results and/or application answers inconsistent with credit/employment/background address history results and/or answers which violate city/county rental ordinances will result in automatic denial of the application. In the event that an Applicant is clearly intending to falsify application information or has done so with us in the past (examples include stating they work somewhere they don't and supplying fake landlord and/or rental history information and/or paystubs) the application will be denied and the landlord has right to keep any holding deposits paid to hold the property and reject future rental applications. All other application denials and incomplete applications will be denied if they re-apply within 1 year.

An applicant who meets criteria but who demonstrates dangerous, intimidating, combative, rude, demanding, disrespectful, confrontational, obsessive or aggressive behavior, uses excessive foul language directed toward anyone, does not appear to have proper hygiene, does not demonstrate an acceptable level of respect for their personal property or the rental property, repeatedly no-shows or late cancels agent-guided showings, calls/texts the showing agent at inappropriate times, changes their showing request answers, supplies showing request answers that do not meet the criteria, provided showing request answers that contradict what is provided in the application, or has complaints about the property and/or is unwilling to accept the property as-is where the rental meets all habitability requirements, will be denied and blocked from scheduling showings for at least 1 year.





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We reserve the right to reject a showing request and/or application and/or lease signing appointment for any reason that is not protected by Fair Housing. All guidelines apply unless prohibited by law.

Guarantors and Insurent[®]. Guarantors/co-signers will be considered for applicants who do not meet the required rent-to-income ratio or credit requirements, but make at least 1.5X the rent, have no eviction history or landlord collections/debt, no utilities in collections, and no open bankruptcy. The guarantor may be either a person, or the commercial insurer Insurent[®] if coverage is available. For guarantor-supported applications,

If the guarantor is a person (not Insurent[®]), in addition to meeting the applicant tenant criteria:

- They must meet all other qualifying criteria identified in the screening policy, and the following:
- They must hold legal title to their current residence, in Illinois, verifiable with an online county records check.
- It must be one person only, not multiple guarantors (unless married/civil union couple)
- They can be relatives, an applicant's current employer, or a friend.
- They must have a gross monthly income of 5X the rent and 2X the combination of the rent and their own mortgage payment, and a debt-to-income ratio including the rent and utility estimates for all properties not higher than 38%.
- They must have a minimum credit score of 680, with no delinquencies, defaults, collections, judgments, or bankruptcies.
- They must have a separate bank account from the applicant.
- They will be required to complete an application, pay an application fee, and submit a signed Guarantee of Resident Obligations to support the application.
- A non-refundable Guarantor Fee of \$400 will be required if they hold legal title to real estate in one the following Illinois counties: Cook, McHenry, Lake, Kane, DuPage, Will, or Kendall. Otherwise, the Guarantor fee is \$800.
- Rent must be paid by either tenant or guarantor monthly via either ACH withdrawals via our online rent payment system, or cashiers/certified check.

If the guarantor is Insurent[®]: Go to the insurent.com website and complete the FREE Insurent[®] application. We require that you be approved by Insurent[®] before processing your application. Once accepted by Insurent[®], a fee of approximately 90% to 175% of one month's rent will be due to Insurent[®] to provide us with the Insurent[®] policy. That policy and your security deposit will be required to hold the property. This is subject to availability and applicant criteria set by Insurent[®].





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Vehicles must be operational, have current valid registration, and be owned by the Applicant. Except for McHenry County, boats or trailers are not allowed in the driveway or street at any time. Boat storage in the garage may be allowed when approved in writing by the property manager. Storage of boats and inoperable vehicles in the garage is not allowed if this blocks reasonable access to doors, electrical panels, HVAC equipment, water heaters, ect. Additional HOA or local restrictions may apply to number or size of vehicles, commercial vehicles, vehicles with signage and allowed parking locations. If your home is contained in an HOA review the HOA's restrictive covenants for more information regarding vehicle guidelines.

Renter's Insurance. Prestige Properties Group requires all residents to carry renters' insurance to cover their belongings and provide liability coverage meeting required minimum coverages. Evidence of coverage must be provided before move-in to landlord and landlord must be listed as Additional Interest or equivalent on the policy.

Water furniture/fish tanks/heavy furniture. No water furniture is allowed. Only 1 small fish tank *may* be allowed and heavy furniture (safes, pianos, pieces 300lb or more) may only be allowed with written permission in certain properties and in certain rooms on a case-by-case basis.

Rental Inspections. Most cities in the Chicagoland area require rental licensure. This rental licensure usually includes a yearly city interior inspection. Prestige Properties Group LLC typically conducts their own periodic rental inspections to ensure properties are in good shape within 3 months of move-in and then roughly every 6 months. Any inspection requires at least 24-hour written notice to tenant per the lease or as required by local law.

Rent Increase in Lease for Leases Longer than One Year. For initial leases longer than a year, unless otherwise indicated, the lease will include a rent increase starting at the 13th month for the second year, based on increases of the consumer price index. The amount will be disclosed in the application acceptance email.

Errors & Omissions. Every effort has been made to provide applicants with reliable and accurate information regarding the home you are applying for – however, changes can and do take place to cause inaccurate information to be accidentally presented. We encourage all tenants to verify schools, allowable animals, expected features, desired tenant modifications, or any HOA rule concerns prior to applying and prior to signing a lease agreement. Information posted in the MLS or in any rental advertisement, as well as promises and assurances made by the applicants' real estate agent (the agent that the applicants have retained to work solely on the applicants' behalf),





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do NOT constitute a written agreement or guarantee of the facts stated. **Applicants are encouraged to fact-check any information provided by their real estate agent that is not contained in the property listing or these criteria, with the listing agent, before signing the lease.**

School Boundaries. School Enrollment concerns should be investigated prior to submitting your application. Applicants must verify their own school information with the school district. School designation boundaries may change at any time. We highly recommend you contact the local school district should any of the school boundaries be a concern for the home you would like to rent. *****IT IS THE DUTY OF THE APPLICANT TO VERIFY SCHOOL BOUNDARIES*****

Sex Offenders. Applicants should satisfy their concerns regarding crime statistics or the presence of any sex offenders in the area, before submitting an application. This information is available free of charge on the internet.

Application Processing. Your application will not be considered or processed until all applicants' fully completed applications have been received AND all application fees have been paid. Landlord reserves the right to find the best qualified applicant, regardless of order of submitted applications. Applications received after hours and on holidays will have their credit reports immediately start to be processed, but verifications may not commence until the next business day. Applications may be rejected or held in an "Incomplete" status if additional documentation or application answers are required but not submitted. Any time there is a wait for a verification, additional documentation, application answers, required funds, or a signed lease, another parties' application may "jump" ahead. Non-prevailing parties may still be qualified for another PPGLLC home of similar price range if available (NO additional application fees will be required). Approved applications are valid up to 30 days from initial approval date. Application fees are NON-REFUNDABLE including in the event of multiple applications received on any home.

APPLICATION DOES NOT CREATE A LEASE. An application, even if accepted, shall under no circumstances be considered a lease agreement between Applicant and Landlord, or an offer to lease. No lease shall exist between Applicant and Landlord unless and until the parties enter into a formal Lease Agreement and Applicant pays all required funds. Once approved, to hold the unit, applicant must pay a non-refundable holding deposit of at least one month's rent and all applicants must sign the lease within 24 hours of it being available.

NOTICE OF NO AGENCY-KIMBERLY HALE IS EXCLUSIVELY REPRESENTING THE OWNER OF THE PROPERTY. SHE IS NOT ACTING AS YOUR REAL ESTATE AGENT OR BROKER





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You declare that you have read and understand the information in this RESIDENT SELECTION CRITERIA AND DISCLOSURE document. You acknowledge that by signing your online application that your application fee is nonrefundable, and under no circumstances will your application fee be returned, and you acknowledge that an application is not an agreement to buy a credit/employment/income/criminal/eviction/background report and no report will be supplied, unless otherwise required by local law.

I have read and understand the entire resident screening policy and disclosure of this home.

Applicant(s) signatures

_____ **Date** _____

_____ **Date** _____

_____ **Date** _____

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