

# STATEMENT OF RENTAL POLICY



**FAIR HOUSING:** We fully comply with federal fair housing laws. We do not discriminate against any person because of race, color, religion, sex, national origin, familial status, handicap, gender, gender identity, or sexual orientation. Additionally, we provide housing in accordance with all other state or local laws if those laws provide greater protection than the Federal Fair Housing Act. Upon request, we will make reasonable accommodations to rules, policies, practices, or services, and allow reasonable physical modifications, when required to give persons with disabilities access to and use of our property. Before submitting your rental application, please review the information listed below. Properties are rented to the most qualified applicant(s). This is a good faith statement of our intent to abide by applicable fair housing laws.

**AGE:** Applicants must be at least 18 years old. All individuals aged 18 and older are required to complete an application and be listed as residents on the lease agreement.

**MAXIMUM OCCUPANCY:** Two people per bedroom or two people in an efficiency apartment. Two people in a 1 bedroom apartment. Three people in a 1 bedroom apartment that also has a den, study, or sun room. Four people in a 2 bedroom apartment. Six people in a 3 bedroom apartment. Infants under 24 months of age will not be counted in the determination of occupancy.

**INCOME REQUIREMENTS:** Applicant must have stable verifiable employment with a monthly gross income of at least three (3) times the amount of the total monthly rent. Incomes must be verifiable in writing through payroll verification, bank verification, direct deposit verification, and/or recent pay stubs. Self-employed applicants must provide two years of tax returns. Additional documentation may be requested. Active-duty military personnel must provide a copy of his/her LES and orders.

**CREDIT HISTORY:** No evictions or summary ejections in the past three (3) years. Rental history must be rated as satisfactory or better by previous landlords. A standard credit score should be 620 or higher, although approval with higher deposits may be possible for scores between 550 and 619. Third-party consumer credit and screening agencies will be used to verify the applicant's identity, credit, and criminal history. Satisfactory credit is essential in the approval process. Additional factors considered in decision-making include, but are not limited to: RentBureau data, accounts in collections, charged-off accounts, bankruptcy, etc. Non-U.S. citizens without Social Security numbers must provide alternate tenant screening documentation. Four Corners Property Management, LLC will determine approval or denial based on the applicant's complete credit history. If an application is denied due to credit, the applicant will be notified and given the name, address, and phone number of the reporting agency to request a copy of their report.

**CRIMINAL HISTORY:** Applicant with conviction of a crime or criminal history, regardless of the criminal classification that would adversely affect the health, safety, or welfare of themselves, other residents, or the viability of the community may be declined. Criminal history for which we will deny applications or occupancy includes, but not limited to, any crimes involving actual or potential harm to person(s) or property; crimes involving the manufacture, sale, or delivery of any controlled substance, or weapons.

**TOURING REQUIREMENT:** You must tour the interior of the home before submitting your application.

**APPLICATION FEE | DEPOSIT:** The application fee is \$40.00 for each applicant. This fee covers our costs for conducting background checks, credit reports, and other assessments for each applicant. Please note that this fee is non-refundable and does not guarantee approval. Please note that this fee is non-refundable and does not guarantee approval. The required deposit must be paid within three (3) business days of approval; otherwise, your application will be canceled, and we will move on to the next applicant. Any falsified, inaccurate, or incomplete information will result in application rejection, forfeiture of the application fee, and may lead to lease termination if discovered later.

**INITIAL RENT PAYMENT:** The first rent payment must equal one (1) full month's rent. The first (1<sup>st</sup>) month of tenancy will be prorated based on the number of days, and the remaining balance from your initial payment will be applied as a partial credit toward the second (2<sup>nd</sup>) month's rent.

**TWO SEPARATE PAYMENTS:** The deposit and initial rent payment are deposited into two different bank accounts, so they must be made as two separate payments.

**CERTIFIED FUNDS:** Both the deposit and initial rent payment must be made in certified funds, such as (cashier's checks, certified checks, or money orders).

**SUBSEQUENT MONTHLY RENT PAYMENTS:** Rent is due on the first (1st) day of each month and is considered late as of the second (2nd). If your full rent payment is not received by the fifth (5th), a late fee will be applied as outlined in your lease agreement. We encourage tenants to pay online or in cash at a local retail store. Please refer to the PAY RENT page of our website. When paying by mail, please take into consideration Sunday(s) and holiday(s) when the USPS is closed. We do not accept personal checks after the fifth (5th) of the month. There is a \$25.00 fee for any NSF.

**RENTERS INSURANCE:** We highly recommend that tenants obtain renters insurance, as some of our properties require it. Please check with the leasing agent to verify the specific insurance requirements for the property before submitting your application. Tenants are solely responsible for insuring their personal property located or stored on the leased premises. Any damage, destruction, or loss due to theft, storms, fires, or any other hazards and casualties is your sole responsibility.

**PET POLICY:** No animal is permitted without prior written consent from management and the signing of an animal addendum. PLEASE NOTE: SOME PROPERTIES DO NOT ALLOW PETS. A \$200 FINE WILL BE IMPOSED AND POSSIBLE EVICTION MAY OCCUR IF AN UNAUTHORIZED ANIMAL IS FOUND. If an animal is approved for the property, a non-refundable fee, additional rent, and a deposit may be required. However, additional fees, rent, and deposits will not apply, and breed restrictions will be waived for a service animal or emotional support animal, provided valid legal documentation is presented. The following breeds of dogs, whether purebred or mixed, are prohibited: Akita, Alaskan Malamute, Chow-Chow, Doberman, German Shepherd, Great Dane, Pit Bull (including American Staffordshire Terrier, American Pit Bull Terrier, Staffordshire Bull Terrier), Rottweiler, Saint Bernard, Shar-Pei, and Siberian Husky. Additionally, all other animals, including but not limited to snakes, ferrets, iguanas, potbellied pigs, rabbits, and insects, are not allowed. The number of permitted animals may vary by property.

**BASIC UTILITIES:** Before signing the lease, you must have your basic utilities activated: electricity, gas (if applicable), and water (if applicable).

**UTILITIES | TV | INTERNET:** We cannot guarantee the availability of any specific utility, cable, satellite, or internet provider. It is the sole responsibility of the prospective tenant to contact the respective company to verify service availability before leasing.

**PARKING POLICIES:** Each community or property has restrictions on the type and number of vehicles allowed on-site. All vehicles must be registered with Four Corners Property Management, LLC. Please verify the specific parking requirements for the property before submitting your application. Parking on the grass is prohibited. Inoperable or unlicensed vehicles are not permitted on the property. Violators may be towed at their own risk and expense.

**WATER ALLOWANCE:** If your lease includes a water allowance, please note that it covers reasonable and responsible indoor water usage only. Tenants are strictly prohibited from using outdoor water spigots for washing vehicles or any other purpose. These spigots are reserved for maintenance and vendor use only.

**TRASH DISPOSAL:** Trash must be securely bagged and placed in the appropriate dumpster or trash container. All boxes, regardless of size, must be broken down and bagged. Trash and trash bags are not permitted in or around entryways, walkways, patios, balconies, or any common areas. Large items such as old furniture, appliances, mattresses, etc., will not be picked up and must be disposed of by the tenant at their own expense. If you witness a resident improperly disposing of trash, please take note of the date, time, and apartment number, and take photos if possible. Then, contact us immediately. A \$200 fine will be imposed on any tenant found in violation of this policy.

**PET WASTE:** Tenants are responsible for promptly collecting and properly disposing of their pets' waste. Any feces, waste, or litter left by your pet must be immediately removed and disposed of in the appropriate manner, including from grass, common areas, shrubs, flower beds, sidewalks, parking lots, and other shared spaces. A \$200 fine will be imposed on any tenant who fails to comply with this policy.

**SMOKE ALARMS | CARBON MONOXIDE ALARMS:** Upon move-in, and at least once a month thereafter, test each smoke and carbon monoxide alarm by pressing the test button on the front. If any alarm malfunctions, fails to work, or doesn't respond when tested, please contact us immediately. Tenants are responsible for replacing the batteries in all alarms every six months. Make sure to use new batteries for all devices.

**THEFT:** UNDER PENALTY OF LAW, tenants are strictly prohibited from removing smoke alarms, carbon monoxide alarms, fire extinguishers, window air conditioners, refrigerators, ranges, or any other appliances or fixtures provided.

**SECONDARY HEAT:** Fireplaces and wood stoves are considered secondary, non-essential heat sources. They may not be used without written permission from management. Before use, all fireplaces and wood stoves must be inspected by a licensed chimney service professional and deemed safe. The cost of the initial inspection, any required maintenance, and ongoing usage is the sole responsibility of the tenant. Tenants must provide written proof of the inspection from the chimney service professional to management. The use of range/oven units for heating, kerosene heaters, and all space heaters is strictly prohibited.

**DRAIN LINES:** Never flush wet wipes, paper towels, moist towelettes, baby wipes, feminine hygiene products, or similar items down the toilet, even if they are labeled as "flushable." Do not pour grease down the drain, and never dispose of solid food in the drain. Tenants are responsible for keeping all drain lines clear and in good condition. We recommend having a plunger on hand. If a plumber determines that an obstruction in the drain line was caused by the tenant, the tenant will be responsible for the full cost of the plumber's visit.

**FREEZING WEATHER:** To help prevent water pipes from freezing and bursting during cold weather, please leave all faucets slightly open to allow a slow trickle of water. Open cabinet doors under sinks to allow heat to reach the pipes. Additionally, ensure that your thermostat is set to at least 65 degrees.

**RADON GAS:** Radon is a naturally occurring radioactive gas that, when accumulated in a building in high enough concentrations, may pose health risks to individuals exposed over time. Elevated radon levels that exceed federal and state guidelines have been found in buildings in this state. For more information about radon and radon testing, please contact your county's public health and human services department. It is recommended that prospective tenants conduct a radon risk assessment or inspection prior to leasing, which is the sole responsibility of the tenant.

**LEAD PAINT:** Every tenant of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk for developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems and impaired memory. Lead poisoning also poses a particular risk to pregnant woman. The landlord of any interest in residential real estate is required to provide the prospective tenant with any information on lead-based hazards. A risk assessment, inspection, and testing for possible lead-based paint hazards is recommended prior to leasing and is the sole responsibility of the prospective tenant.

**MOLD & MILDEW:** Excess moisture, which can lead to mildew and mold problems, often results from leaks or condensation. Weather-related leaks from outside and plumbing leaks inside are the landlord's responsibility. If you experience any leaks related to weather or plumbing, please contact us immediately. Condensation, which forms when moisture from indoor air collects on cool surfaces, is the tenant's responsibility. To prevent condensation and reduce the risk of mold or mildew, keep vents open in each room and ensure proper ventilation and airflow throughout the home. After each use, be sure to wipe down your bathroom, especially after showering or bathing, and your kitchen after cooking, particularly following use of the range or oven. Always use the kitchen exhaust fan when cooking, and use a bathroom exhaust fan if available. It is recommended that prospective tenants conduct a risk assessment, inspection, and testing for potential mold hazards prior to leasing, which is the sole responsibility of the tenant.

**WELL WATER:** Homes with well water may experience issues such as low water pressure, unpleasant taste or discoloration, and sometimes a sulfur odor. Well water can also cause discoloration of hair and clothing. While most wells provide clean and safe water for many people, contaminants can sometimes enter the water supply. For more information about the safety of well water and potential health risks, please contact your county's public health and human services department. It is recommended that a risk assessment, inspection, and water testing be conducted prior to leasing, and annually thereafter. These actions are the sole responsibility of the tenant.

**PEST EXTERMINATION:** We present a pest free environment. It is the tenants responsibility to keep the premises free from pest.

**LOST KEYS | LOCKED OUT:** If you become locked out, please contact a locksmith. The tenant is solely responsible for any costs associated with locksmith services. If your lock is re-keyed or replaced, you must notify us immediately and provide a duplicate key to our office within three business days. Under no circumstances should you attempt to break into your home. If any damage occurs, you will be charged for property damage and held responsible for the full cost of repairs. We recommend that tenants make several backup copies of their keys for convenience.

**FILTERS:** Tenants are responsible for replacing and maintaining filters, including HVAC, water, and any other filters, unless otherwise specified.

**WATER FURNITURE:** Water furniture, including waterbeds, aquariums, water features, and any other water devices, are strictly prohibited.

**DIGITAL THERMOSTAT:** Tenants are solely responsible for replacing batteries. Batteries should be replaced every six months with new ones.

**MAINTENANCE REQUEST:** Maintenance request must be submitted through the tenant portal on our website at [www.TriadRentNow.com](http://www.TriadRentNow.com). Please provide a current contact phone number when submitting your request. Once received, a repair technician will call you to schedule an appointment. An adult with a valid ID must be present at the scheduled time to allow the technician access to the property. If you need to reschedule or cancel, please notify the vendor at least 8 hours in advance. Failure to be home at the scheduled time will result in a fee for time and gas expenses. For life-threatening emergencies, such as a fire, gas leak, or broken water line, evacuate the premises immediately and call 911.

**TERMINATION OF TENANCY:** Either the landlord or the tenant may terminate the tenancy at the end of the initial term by providing written notice to the other party at least 30 days before the expiration date of the initial term. If such written notice is not provided, or if the tenant remains in the property beyond the initial term, the tenancy will automatically convert to a month-to-month tenancy under the same terms and conditions. A 30-day written notice is always required even if you are already on a month-to-month tenancy. Please review your RESIDENTIAL RENTAL CONTRACT carefully.

**REVISIONS:** This rental policy may be updated periodically without prior notice to ensure compliance. It is the sole responsibility of the prospective or current tenant to stay informed of any changes. Please visit our website at [www.triadrentnow.com](http://www.triadrentnow.com) frequently to review the most current version.