



## APPLICATION GUIDELINES

Indio Management is committed to comply with all federal, state, and local fair housing laws. It is our policy to comply with all laws that prohibit discrimination, including those that forbid discrimination based on race, color, religion, national origin, sex, familiar status, or disability, and any other local laws protecting specific classes.

In order to assist you with your decision on your new home, we are providing here a list of guidelines that we use to qualify residents for residency in our communities. Nothing contained in these requirements constitutes representation by Indio Management that all residents and occupants currently residing in our communities have met or currently meet these guidelines.

In order to apply, you must provide a valid, government-issued photo ID at the time of application processing for each Applicant aged eighteen (18) and older.

### 1. MAXIMUM OCCUPANCY STANDARDS

Studio and One Bedroom: Two (2), plus an occupant eighteen (18) months or younger

Two Bedroom: Four (4), plus an occupant eighteen (18) months or younger

Three Bedroom: Six (6), plus an occupant eighteen (18) months or younger

### 2. CREDIT

Our credit reporting agency evaluates credit against indicators of future rent payment performance. Income plus verified credit history will be considered in determining rental eligibility and security deposit levels.

Pre-existing delinquent accounts which have been sent to collections, excluding student loan and medical debt, and which exceed a combined amount specified by Indio Management, may result in an additional deposit amount being required.

No credit, or a lack of credit, may also result in an additional deposit amount being required.

### 3. CRIMINAL

A criminal background check will be conducted for each Applicant aged eighteen (18) and older. The application will be denied for any of the following reported criminal related reasons:

#### Felony convictions

- Sex Offender Registration (9608 & 9601)
- Threat/Terrorizing Related Offenses
- Murder, Homicide, Manslaughter Related Offenses
- Sexually Oriented Offenses

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- Abuse/Assault and Battery Related Offenses
- Manufacturing or Narcotics Related Offenses
- Abduction/Kidnapping Offenses
- Arson Related Offenses
- Theft, Robbery, B & E Related Offenses (within the past 7 years)
- Firearms, Weapons, Explosives Related Offenses (within the past 7 years)
- Gang Related Offenses (within the past 7 years)
- Pornography Related Offenses
- Marijuana, General Drugs, Paraphernalia Related Offenses (within the past 7 years)

## Misdemeanor Convictions

- Threat/Terrorizing Related Offenses
- Murder, Homicide, Manslaughter Related Offenses
- Sexually Oriented Offenses
- Abuse/Assault and Battery Related Offenses
- Manufacturing or Narcotics Related Offenses
- Abduction/Kidnapping Offenses
- Arson Related Offenses
- Theft, Robbery, B & E Related Offenses (within the past 7 years)
- Firearms, Weapons, Explosives Related Offenses (within the past 3 years)
- Gang Related Offenses (within the past 7 years)
- Pornography Related Offenses
- Marijuana, General Drugs, Paraphernalia Related Offenses (within the past 12 months) \*

\* Conditional

\*\*Registered sex offenders will be automatically denied (resident, applicant, or occupant).

\*\* Any of the above-related charges resulting in "Adjudication Withheld" and/or "Deferred Adjudication," or an active status on probation or parole resulting from any of the above, must meet the same time frames as it pertains to the charge.

## 4. RENTAL HISTORY

Applicant(s) will not be accepted if there have been more than four (4) delinquent payments within the past twelve (12) months. No unpaid evictions or property debt are permitted. Any previous eviction filings/judgments could result in a conditional approval. Any debt owed to any Indio property will result in denial of application. No bankruptcies, foreclosures or tax liens within the past two (2) years are permitted. Any tax liens need to be paid off and at a zero balance. If an applicant(s) has limited or no rental history or derogatory rental history, an additional deposit may be required.

Guarantors will only be accepted when income requirements are not met. Guarantors will be held responsible for the lease and any other costs incurred on the lease, including damages, should the occupying resident(s) default on the lease. Guarantors must fill out an application, and will be subject to the standard application fees, rental or mortgage verification, and credit and criminal background checks. Guarantors must provide proof of income (see section 5) in an amount equal

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to no less than five (5) times the monthly market rental rate. A lack of verifiable rental history may require an additional deposit. Guarantor must complete and sign a lease guaranty agreement if approved.

## 5. INCOME

As part of the screening process, your income will be verified. We consider the gross monthly income for all Applicant(s), which must equal no less than two-and-a-half (2.5) to three (3) times the monthly market rental amount.

Prior to approval, Applicant(s) will be asked to produce proof of income by presenting any of the following:

- Copies of last two (2) consecutive payroll check stubs
- Previous year's W-2 or 1099
- Copies of last two (2) consecutive bank/financial statements
- Proof of child and/or spousal support payments
- Proof of Social Security income, disability, or other government income
- Proof of retirement or trust fund income
- Current offer letter for income/employment verification
- Proof of assets that meet the income requirement
- Student financial aid or grants documentation clearly stating portion designated for housing
  - Students who do not meet income requirements will need a qualified co-signer

If self-employed:

- Previous year's personal income tax return and two (2) months of personal bank statements
- Three (3) months of personal bank statements to show consistency of income

All applicants are required to pay any fees that have been placed in their account prior to move-in with certifiable funds. Checks and other non-certifiable funds will not be accepted.

## 6. DENIALS

Applicants that are applying together for one unit will be denied if both do not pass the screening process. In the case that both applicants are denied based on one applicant's screening, the other applicant may choose to proceed on their own. However, the applicant must submit a new application on their own and will be re-screened as they are now completing a separate application.

## 7. APPLICATION DISCLAIMER

All individuals aged eighteen (18) and older must submit an application. For an application to be approved, it must comply with all guidelines and rental criteria. When processing an application, we verify credit, criminal, rental, and income history to ensure an application fulfills rental criteria.

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Any falsification in application paperwork will result in the automatic rejection of the application. In the event that an applicant falsifies his or her paperwork, Owner has the right to hold all deposits and fees paid to apply towards liquidated damages. **All application fees are non-refundable once the application has been submitted, regardless of circumstance.**

## 8. PET POLICY

Cats, dogs, and service animals are welcome at all Indio Management communities. All animals must be registered by providing a photo of the animal along with proof of up-to-date vaccinations.

For non-service animals, most properties have a sixty (60) pound weight limit per pet, as well as breed restrictions. This is left to the owner's discretion, as different properties are equipped differently. Depending on the policy at the property applied for, Indio may request a meet-and-greet if a dog falls under the category of restricted breeds. It is the applicant's responsibility to ask and familiarize himself/herself with the pet policy for the property applied for.

A maximum of two (2) pets are permitted. A \$250 non-refundable pet fee is required for the first pet. An additional pet will require an additional fee of \$50. A pet agreement must be executed by both the tenant(s) and landlord.

Service animals must be verified with signed documentation by a healthcare provider.

Restricted breeds include: Akitas, Bull Mastiffs, Chow Chows, Doberman Pinschers, German Shepherds, Huskies, Pit Bulls (also known as Staffordshire Terriers or Bull Terriers), Presa Canarios, and Rottweilers.