



# Hudson Homes Management, LLC

## General Rental Guidelines

All prospects must fill out a complete application for consideration of tenancy.

### **A completed application contains:**

- Completed Hudson Homes Management (“HHM”) application (one for each individual 18 years and older).
- Copy of a valid, government issued photo ID.
- 1 month of verifiable income. Gross household, monthly income must be greater than or equal to 3 times the monthly rent amount.
- \$50 application fee per adult, 18 years and older.

### **General Rental Criteria:**

#### **Rental Application:**

- Applicants must be of legal age, eighteen (18) years and older. Everyone who will be residing in the home that is the legal age of eighteen (18) years or older must submit an application and pay the \$50 application fee.
- All applicants must provide a valid SSN and a valid government issued photo ID. Acceptable photo ID can be a valid Driver’s License, State Identification Card, Military ID or US Government issued picture ID upon submission of application.
- In order to help us complete your application in a timely manner, we ask that you complete every section of the application. There should be no lines left blank. If a line does not apply, please fill in with N/A. If you need to call us back with more information, please do immediately, no later than 24 hours.
- ***All application fees are non-refundable.***

#### **Occupancy Standards:**

- Two persons maximum per bedroom, plus one additional occupant permitted.

#### **Lease Terms:**

- 12 months.

### **Income Requirements:**

- The gross monthly household income of all lease holder(s) will be considered jointly and must be more than or equal to 3 times the rental rate of the home.
- Lease Holder(s) must have stable and verifiable employment. If retired, must have other verifiable form of income. The leaseholder will be considered self-employed and must meet the guidelines for self-employment.



**Valid Sources of Verified Income:**

- **W2 Employees** - Must provide a minimum of 2 most recent pay stubs totaling at least 1 month (30 days) of income.
  - **Pay stubs must legible and include employer name, address and phone. Pay stubs must also include applicant name, pay dates, YTD earnings and tax deductions.**
- **Self Employed** - Must provide previous six (6) months personal bank statements as evidence of sufficient monthly income.
  - Bank statements must have applicant name, bank name and address.
  - Jobs that are commission only, base salary plus commission, tips, bonus or cash, will be considered self- employed and must meet the guidelines for self-employment.
- **Offer Letters and Transfer Letters** - All letters must be on company letterhead, signed by employer and include the employer contact information, employee start date and income. Start date must be within 30 days of application date.
- **Child Support and Alimony** - Must be court ordered along with six (6) months of current bank statements or payment statement from the state Child Support Enforcement Agency.
- **Social Security Income** - Applicants must provide current government issued SSI Award Letter reflecting the applicant as active recipient along with six (6) months of current bank statements or payment statement from the Social Security Administration.
- **Pensions/Retirement Income** - Applicants must provide six (6) months of current bank statements or Pension/Retirement statements.
- **Military Housing** - Basic allowance for Housing (BAH) document and Earnings Statement (LES) required and/or additional proof of verifiable income.
- **Foster Child Income** - Must provide formal letter from foster agency regarding foster income and age(s) of foster child(ren) and six (6) months of current bank statements or payment statement from the state Foster Care Agency.

**Temporary Employment and Unemployment are not accepted as verifiable income or qualified employment.**

**Credit History:** Although our decision is not solely based on credit, credit history should show that the resident has paid bills on time and does not have a history of landlord debt write-offs or collection accounts. **Any money owed to a previous landlord is cause for denial.** Residency may also be denied due to poor credit history.

- **Landlord Collections:** Applicants must not have any open/unpaid landlord collections. All landlord balances must be paid with verifiable proof of payment provided and/or verifiable proof the debt is not owed.
- **Evictions/Dispossessory Filings:** Applicants must not have any evictions within the last 5 years. No more than 2 dispossessory filings annually in the past 3 years.
- **Bankruptcies:** All bankruptcies must be closed or discharged 30 days or more. Open bankruptcies are cause for automatic denial.
- **Judgments/Foreclosures:** All Judgments must be older than 1 year. Foreclosures within the last two years will require additional deposit.
- **Government/State Tax liens:** All liens over \$5000 will be reviewed and subject to additional deposit and/or denial.
- **Collections:** Applicants with collection accounts over \$1000 within the past 12 months may be subject to additional deposit and/or denial.



## Rental History:

- Rental Verification: 12 months of rental history will be reviewed and verified. If no prior rental history can be obtained and verified, applicant may be subject to additional deposit or denial. Up to 60 months of residency history may be reviewed and must exhibit no derogatory references (such as evictions, filings of initial evictions, or residential collections).
- Must have given 30-day notice to vacate to previous landlord.
- Any debt owed to a Landlord must be paid in full before the application can be considered.
- **Forcible Entry and Detainers (Evictions) due to property damage, unpaid rent, drug use or any criminal activity will not be accepted under any circumstances.**
- Late Payments: Applicants must not have more than 3 late payments within 12 months or 5 late payments within 24 months or the application will be subject to denial.

**Criminal History:** A criminal background will be conducted on each applicant. **The application will automatically be denied for any of the following:**

- Felony records that include any violent crime against a person(s) or sexual nature.
- Serious Misdemeanors in the last 7 Years.
- Exact name match on the OFAC Watch List.
- Name and DOB matches on the Registered Sex Offender Database.
- Any drug charge in the last 7 years.
- Persons who have been charged, convicted, or received deferred adjudication for a felony or a misdemeanor involving the above crimes.

## Co-Signer/Guarantor:

**A Co-Signer/Guarantor may be offered as an option for the following screening results:**

- No verifiable income for full-time students. Guarantor will be responsible for monthly rent payments throughout the term of the lease.
- Unsatisfactory credit rating.
- Unverifiable rental history.

## Co-Signer/Guarantor Credit and Income Requirements:

- The Co-Signer/Guarantor must pass the same application and screening process, pay appropriate application fees and meet all the same requirements as the applicant(s).
- A strong credit rating **AND verifiable income of at least 4 times the rental rate is required.**



## **Pets/Animals:**

Hudson Homes allows a maximum of **3 pets per household**. All Pets/Animals are subject to Property Management approval. Pet restrictions apply to breed type and size. A refundable pet deposit of \$350 per pet and a non-refundable pet fee of \$35 per pet, per month is required. A picture of all pets will also be required. Hudson Homes does not allow exotic pets. HOA pet restrictions (if any) supersede that of Hudson Homes.

Please consider the following breeds “Restricted” and “Unacceptable”:

- Akita
  - Bullmastiff or Mastiff
  - Chow
  - Alaskan Malamute
  - Doberman
  - German Shepard
  - Husky
  - Presa Canario
  - Siberian Husky
  - Wolf Dog / Wolf Hybrid
  - Staffordshire / Bull Terrier
  - Pit Bull Terrier
  - Bulldog / American Bulldog
  - Boxer / Boxer Mix
  - Rottweiler
- ***Any combination (mix) of these or any dog that has any of the above breeds lineage.***

## **Service/Support Animals:**

We welcome up to a maximum of 3 assistive/support animals per household. Applicant must provide a doctor's letter dated within the past 12 months to support the necessity of the service or support animal. Applicant must agree that the animal cannot create a nuisance and that it must be on a leash if outside the home, but on the property area. Landlord has the right to refuse exotic animals even if they are service animals. A picture of all service/support animals will also be required.

## **Miscellaneous:**

**Housing Assistance Applicants:** HHM does not currently accept Housing Vouchers or RTA, except where required by state law.

**No Social Security Number:** Non-U.S. Citizens will need to perform a NOVA International Credit Screening and OTFC/Criminal Check and meet all other qualifications required. This additional screening is initiated and paid by the applicant.

**Application & Administrative Fees:** In order to screen your application for approval you must submit the following fees:

- \$50, non-refundable Application Fee, per adult, 18 years and older for each application submitted.
- \$199, one-time, non-refundable Administrative Fee due at the beginning of the lease term.

## **Approved Applications:**

- The **Security Deposit and Signed Lease are due within 24 hours of approval notification.**
- Approved applicants are required to occupy (“move-in”) the home **within 15 days of approval.**



**Renter's Insurance:** Tenant agrees to maintain, at Tenant's sole cost and expense, a standard type of Renter's Insurance issued by a licensed insurance company of Tenant's choice, which shall have a minimum of \$100,000.00 in liability insurance. **Lessor shall be named as an additional insured on any such policy. Proof of insurance will be required 24 HOURS prior to move in.**

**Multiple Applications Received on a HHM Managed Home:** In today's competitive marketplace, it is common to receive more than one application on any given home. In this instance, the following will apply:

- All applications received on the same date will be processed and approved in the order received. Applications received after hours and on holidays will be processed the next business day.
- Non-prevailing parties may still be qualified for another HHM managed home of similar price range (NO additional application fees will be required).
- Approved applications are valid up to 30 days from initial approval date. ***Please note, application fees are non-refundable in the event of multiple applications received on any home.***

**HHM Managed Home within a HOA (Home Owner's Association):** A homeowners association is an organization that manages the community housing developments. HHM managed homes within a HOA require Residents to follow all HOA rules and guidelines. Residents are responsible for any HOA violations. In some instances, the HOA may require an additional application and application fees

#### **Contingency:**

HHM Property Management does business in accordance with the Federal Fair Housing Law (The Fair Housing Amendments Act of 1988). Agents understand that it is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. This applies in the sale or rental of housing or residential lots. It also applies to advertising, the sale or rental of housing and the financing or appraisal process. In addition, blockbusting is illegal. To assure residents or buyers that we don't discriminate, we display Equal Housing Opportunity posters in our office and have its logo printed on our application forms.

\*By submitting this application, applicant(s) acknowledge(s) and accepts the lease application will be approved or rejected based on the information above. Falsification of any information on the lease application, provided documentation, or incomplete documentation will result in a decline of the application. Applicant(s) also agree(s) to submit all documents necessary to complete the application within 24 hours of the application date. All information must be verifiable. Failure to provide the documentation will result in a declined application and/or forfeit of all fees paid to reserve the home.