

**HIGHLAND MANAGEMENT GROUP, INC**  
**RENTAL POLICIES ADDENDUM**

**Equal Housing Opportunity.** Highland Management Group, Inc. supports and follows the state and federal housing laws. Highland Management Group, Inc. does not discriminate on the basis of race, creed, color, ancestry, national origin, religion, sex, marital status, familial status, status with respect to receipt of public assistance, disability, or affectional preference.

**Application Requirements.** Each adult applicant must produce a government issued photo identification and fill out an application. There is a non-refundable fee for process the application. Applicants are encouraged to read these policies to determine if they will qualify for occupancy before paying the non-refundable fee.

Information on the application must be complete and verifiable. If application information cannot be verified, this is a basis for rejection. Submission of a false, misleading, or incomplete application is a basis for rejection or termination of a lease approved based on a false or misleading application.

**Minimum Income.** Total household **income should be at least three times the monthly rent.** For example: To rent a \$1000 per month apartment, household income should be \$3000 per month.

**Housing History.** Each applicant should have **two years of continuous and verifiable housing history** with good rental or ownership references. Good rental or ownership references are references from a prior landlord, management company, or lender not from relatives, family members, or roommates.

Good references mean a history of prompt payment, proper notice given, satisfactory housekeeping standards, lease compliance whether a previous landlord or lender would rent or lend to you again, and no other problems at a former home (see exceptions for first time renters).

**Occupancy Limits.** Occupancy limits at Highland Properties are generally two persons per bedroom. Check with the individual site for specifics, exceptions, and limits on multiple adults.

\*\*The restriction on adults in our occupancy standard is designed to promote maximum housing opportunities for families with children but to limit adult roommate situations and the problems with parking, guests, and building traffic that multiple adult roommates may involve.

**Application Process.** In taking an application and showing an apartment, we are each contemplating an ongoing business relationship. We are dedicated to treating you with professionalism and respect. In turn, we request a businesslike and courteous attitude. If any comments or behaviors during the application process lead us to conclude that this will not be a positive business relationship, this is grounds for rejection of an application.

**Credit History.** **A credit history will be required** for each adult applicant. Occupancy may be denied where any applicant has poor history of paying debts in a timely manner.

**Criminal History.** Highland Management Group, Inc., reserves the right to reject an Applicant who has a criminal history involving crimes against person, property or drugs.

**Exceptions.** Exceptions are not made in our occupancy limits. Exceptions may be considered for applicants who do not have a housing history because they are first time renters or applicants that are acceptable but for household income and credit reasons. An exception will usually require the applicant to supplement the application with additional documentation and to provide greater financial security to management , such as advance payment of the first and last month's rent.

**Screening Service.** Highland Management Group, Inc. uses the screening service below:

*Screening Reports, Inc.*  
729 N Route 83 #321,  
Bensenville, IL 60106  
866-389-4042

The screening service fee charged by Highland Management Group, Inc., is applied to the costs of our Resident screening and the use of the Residents screening service. We will not take an application and a screening fee unless we have an apartment available, or reasonably believe that an apartment will be available in the future.

Highland may return the nonrefundable application fee if it rejects the applicant for a reason not stated in Management's written tenant selection criteria or rental polices or if management takes more than one application fee on one apartment. If your application fee is to be refunded, please check a box as follows to tell us how to return the application fee:  Mail it to your address as stated on the application form  Destroy it  Hold it for retrieval by you upon one business day's notice.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

