

# BROOKDALE VILLAGE LLC

## RENTAL POLICY

1. **We are an equal opportunity housing provider.** We fully comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sexual preference, handicap, family status or national origin. Also, we comply with all Maine and local fair housing laws; therefore, we do not discriminate because of a person's sexual preference or because a person may receive city, state or federal housing assistance.
2. **Site availability policy.** Sites become available when they are ready to rent. A vacant site will not be deemed available until it has been cleaned, and prepared for a new resident.
3. **Occupancy guidelines.** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside on a site. In determining these restrictions, we adhere to all applicable fair housing laws. We allow two persons per bedroom plus one additional person per mobile home. For example, a one-bedroom mobile home could house three people, and a two-bedroom mobile home could house as many as five people.
4. **Application process.** We evaluate every application in the following manner. You must submit a rental application and answer all questions on the form. We will determine whether, from your responses to the application questions, if you qualify for the site you are applying for. If you do not qualify, we will reject your application. If you do qualify, we will send your application to our screening company, which will check your credit report, criminal history, and employment and rental references to confirm that they meet our rental criteria. If you meet our criteria, we will approve your application. This process takes one to two days. We will rent available sites to applicants in the order that their applications are approved.
5. **Rental criteria.** To qualify for a site, you must meet the following criteria:
  - a. **Income.** Your monthly income must be at least three times the monthly rent. You must be able to prove at least one year of employment immediately preceding the date of your application. If you have been a full-time student at any time within the past year, we will require you to have your lease guaranteed. If you are unemployed, you must provide proof of a source of income. These income standards do not apply if you receive city, state or federal housing assistance and are able to support the monthly rent.
  - b. **Rental history.** You must have satisfactory rental references from at least two prior landlords. If you have ever been evicted or sued for any lease violation, we will reject your application.
  - c. **Credit history.** Your credit record must currently be satisfactory. If your credit history shows any unpaid debts, we may reject your application.
  - d. **Criminal/Sexual Misconduct/Other history.** If you have ever been convicted of a felony in the past 20 years, we could reject your application. If you have numerous convictions on your criminal history report, we could reject your application. If you have been convicted involving sexual misconduct, and your name appears on the National sex offender Public registry or the Maine Sex Offender Registry website, we will reject your application.
  - e. **Guarantors.** If you do meet one or more the above criteria, you may be able to qualify for a site if you can get a third party to guarantee your lease. The guarantor must pass the same application and screening process that you must pass, except that we will deduct the guarantor's own housing costs before applying his or her income to our income standard.
  - f. **Exceptions.** The management reserves the right to grant an exception to any of the criteria listed above; on a case by case basis. Any exception is at the sole discretion of Management.

Property Address: \_\_\_\_\_

Date: \_\_\_\_\_

Landlord: \_\_\_\_\_ Tenant: \_\_\_\_\_