

# Rental Policies

CCMC, Inc.

Carolina Capital Management Company

- 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, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.
- 2) **Apartment availability policy.** Apartments become available when they are ready to rent. A vacant apartment will not be deemed available until it has been cleaned, repainted as required and prepared for a new resident. We update of list of available apartments as each apartment becomes available. An apartment that was unavailable in the morning may become available later that same day.
- 3) **Occupancy guidelines.** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment. In determining these restrictions, we adhere to all applicable fair housing laws. We allow two persons per bedroom plus one additional person per apartment. For example, a one-bedroom apartment could house three people, and a two-bedroom could house as many as five people. This guideline is also subject to local housing codes that require each bedroom to be at least 70 square feet of floor space for one occupant and 120 square feet for two occupants. All individuals who occupy the apartment must be on the lease, either as “lessee” or “occupant.”
- 4) **Application process.** For every individual over the age of 18 you must submit a rental application and answer all questions on the form. You must pay the \$25 nonrefundable application fee for each individual over 18 plus a \$150 earnest money fee of the unit itself. We will send your application to our screening company, which will check your credit report, criminal history, and rental references to confirm that they meet our rental criteria. If you meet our criteria, we will approve your application; this process takes two to three days. When you sign the lease the \$150 earnest money deposit will go towards your security deposit. If you fail to sign the lease within the number of days indicated on the application after approval, the earnest money will be forfeited as liquidated damages. We will rent available apartments to applicants in the order that their applications are approved.
- 5) **Payments** – We do not take cash, but do accept personal checks, money order, and certified check. The balance of the security deposit is due at the signing of lease. The first months rent is due at move in. If a personal check is taken, there must be sufficient time for the funds to clear prior to moving in. An out of town check might take up to 2 weeks. If insufficient time exists, the security deposit and/or rent must be made by money order or certified check.
- 6) **Rental criteria.** To qualify for an apartment, you must meet the following criteria:
  - a) **Application** – If any facts in your application are determined to be false, your application will be rejected.
  - b) **Criminal history** – If you have ever been convicted of a felony, we will reject your application.
  - c) **Drugs** – If you are a current user or addicted to an illegal controlled substance or convicted by a court of illegal manufacturing or distribution of a controlled substance, your application will be rejected.
  - d) **Judgments** – If you have had a judgment, summary ejection, suit, repossession and/or foreclosure filed against you, your application may be rejected.
  - e) **Income\*** - Your rent cannot be more than 30% of your monthly income. You must be able to prove a least one-year of employment. If you are unemployed, you must provide proof of a source of income.
  - f) **Credit history\*** - Your credit record must currently be satisfactory. If your credit history shows any unpaid debts, we may reject your application.
  - g) **Rental history\*** – You must have satisfactory rental references. If you have not rented before, you must provide proof. If you have ever been evicted or sued for any lease violation, we may reject your application.

\*If you do not meet one of these criteria, you may be able to qualify for an apartment by:

- Get a “qualified” third party to guarantee your lease payments.
- Be able to have additional security deposit (up to state limit) held by the landlord, or pay last months rent.
- Written explanation of poor credit issues.

*This is a model policy used by CCMC, Inc. This policy is designed for private, no subsidized housing. You may need to include other items, so ask you attorney for help in drafting your own written policy.*