



HIGHVINE HOMES

ACTIVE ADULT RENTAL HOMES

HighVine Homes Qualification Requirements

This document details the HighVine Homes Tenant Qualification Requirements, as well as additional information regarding the HighVine Homes application and approval processes. It may be revised, modified, or updated at any time by HighVine Homes at the sole discretion of HighVine Homes. Applicants may be subject to additional qualification criteria by local municipalities or homeowner's associations (HOAs) where applicable.

Application Process

- At least one applicant in the home must be 55 years of age or older at the time the lease begins, subject to the rules and regulations of the Homeowners Association requirements.
- All adults who are applying to occupy the Home are required to complete the application in its entirety.
- Applicants confirm that all information provided is true and accurate and acknowledge that any falsification on the application or doctoring of any required documents will result in an automatic denial.
- Applicants are required to pay a \$49.95 non-refundable application fee charged on a per Applicant basis to authorize processing of the application.
- If Approved, all Applicants are required to sign their Lease within 24 hours of Lease Generation. In the event the Lease is not signed within the 24-hour time period HighVine Homes at its sole discretion may elect to cancel the application and place the home back on the Market.
- Once the Lease is executed, Applicants must pay one full month's rent within 24 hours online, in their Tenant's Portal with a Debit Card or ACH Payment, or through another payment method if expressly defined at HighVine Homes sole discretion. If funds are not received within 24 hours of Lease Execution, HighVine Homes at its sole discretion may elect to cancel the Application and/or Lease and place the home back on the market.
- All Applicants are required to provide Proof of Identity in the form of valid, current, government issued photo identification.

Fair Housing Commitment

- All Landlords and Landlord's agents provide equal housing opportunities to all Applicants regardless of race, color, religion, national origin, sex, handicap, familial status or any other protected status.

Renter's Insurance

- All HighVine Homes Residents are required to procure Renter's Insurance with a minimum of \$100,000 in Personal Liability Coverage and HighVine Homes listed as a "Party of Interest". This documentation must be provided to HighVine Homes prior to move in.

Pet Policy

- One-time pet fees and recurring monthly pet rents will apply.
- All pets living in the home must be disclosed to HighVine Homes and are subject to the approval of HighVine Homes. Pets are limited to cats and / or dogs only. Restricted dog breeds include: Rottweilers, Pit Bulls and Dobermans.
- Additional Pet qualification criteria and rules from HighVine Homes, local municipalities or homeowner's associations (HOAs) may apply.
- Assistive animals for persons with disabilities are not considered to be pets and are thereby not subject to HighVine Homes pet policy. Assistive animals require documentation from a medical professional.

Rental Criteria

1) **Applicants and Occupants** – Subject to HOA requirements one or all applicants must be 55 years of age or older to enter an executed lease contract.

- All persons occupying the property need to be identified in the application and disclosed to HighVine Homes.

2) **Occupancy Limits** – HighVine Homes occupancy limits vary by region based on local city, county and state laws.

3) **Criminal Background Check** – A criminal background check will be run for every Applicant.

- Criminal histories presented through the applicant screening process pertaining to any act that poses a threat to household, neighborhood, vendors, HighVine Homes employees, or the physical property itself may result in an automatic denial of the application.

4) **Rental History** – Applicants may be required to provide rental history for at least the past 2 years. Additionally, a rental history check may be run for every Applicant.

- Prior evictions, filed or enforced, may result in an automatic denial of the application.
- Any outstanding debt or judgment owed to any prior landlord may result in an automatic denial of the application.
- HighVine Homes may request rental history verification if unable to verify the rental history information provided by any of the Applicants.

5) **Credit** - A Review of credit history will be entered into a scoring model to determine creditworthiness.

- An insufficient credit risk score may result in an automatic denial of the application.
- Open, dismissed or discharged bankruptcies may result in an automatic denial of the application.
- Income earners are required to have a credit risk score of 600 and above. If no score, more information may be required in order to approve an application.

- Scores that are considered moderate to high risk may result in a more detailed credit history review and/or an increased security deposit.

6) Income – The minimum gross income, totaled among all qualified Applicants, is considered to be three times the monthly rent or 2% of acceptable assets and/or investments.

- Applicants that are employed will be asked to provide proof of income in the form of, at minimum, the previous two paystubs or full bank statements for the previous 2 months.
- Acceptable assets include last two months of your full bank statements, investment accounts and/or retirement accounts.
- Applicants with an offer of employment or transfer of role from their previous employer are required to provide an official and verifiable Offer Letter and/or Transfer Letter on employer letterhead confirming terms of compensation and start date. The letter must be signed and dated by the offeror and include contact information for the offeror. HighVine Homes at its sole discretion may elect to decline Offer or Transfer Letter.
- Additional income sources including social security, disability, retirement, stocks, bonds, mutual funds, and housing choice vouchers are accepted.
- Additional income sources must be verified through applicable documentation to be considered part of the Applicant's gross monthly income.

Additional Documentation

- HighVine Homes, at its sole discretion, may require additional income or credit documentation such as complete Bank Statements from any or all Applicants before making a final Approval decision.
- If additional documentation or verification is not provided by the Applicant, HighVine Homes at its sole discretion may elect to cancel the application.

Employment Verification

- Prior to Move In, all Applicants claiming Employment as their source of income will need to facilitate the completion of an Employment Verification.
- Employment Verification forms will be sent by HighVine Homes and need to be completed in full, and returned to HighVine Homes, by a member of the Applicant's Employer's Human Resources Department.
- Employment Verification can also be completed, where applicable, through Equifax or another comparable and qualified credit bureau.

Application Does Not Create a Lease

This application, even if accepted, shall under no circumstances be considered a Lease between Applicant and HighVine Homes, or an offer to lease. No lease shall exist between Applicant and HighVine Homes unless and until the parties enter into a formal Lease Agreement and Applicant pays all required fees, security deposits (where applicable) and rent.