

## SANCTUARY AT DORAL APPLICATION AGREEMENT

Before you proceed, we want to let you know that Sanctuary uses a third-party screening company which utilizes certain guidelines to qualify applicants for occupancy in our community, so it treats all applicants objectively. In addition to other factors, your consumer credit score will be used to determine if your application will be accepted, rejected, or accepted on the condition that an additional security deposit is paid, or a guarantor be added to your application. Also, a criminal background check and previous evictions will be conducted. Certain criminal history and prior evictions may result in a rejected application. If your application is rejected or is accepted with conditions, you will be given the name, address, and telephone number of the consumer reporting agencies which provided your consumer information to us. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report, correct any erroneous information that may be on the report, and submit a new application to this community for further consideration.

I hereby consent to allow Sanctuary at Doral, LLC and Shoma Management LLC, through its designated agent and its employees, to obtain and verify my credit and employment information, including a criminal background search and previous occupancy history, for the purpose of determining whether or not to lease me an apartment. I understand that should I lease an apartment, the community, and its agents shall have a continuing right to review my credit information, rental application, criminal background, payment history and occupancy history for account review purposes and for improving application methods.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## BEFORE YOU APPLY, PLEASE TAKE NOTE OF THE REQUIREMENTS

A non-refundable application fee is required prior to processing your application. This fee will be collected in two parts: (1) credit check fee of \$35/adult and (2) criminal/eviction background check of \$65/adult. The credit check will be done, and the fee paid, at the start of your application. If approved, you will be provided with a link to complete your application and pay the criminal/eviction background fee. If a Guarantor is needed, the Guarantor must also complete an application and pay a non-refundable fee of \$150 which includes both the credit and criminal/eviction background check. Because there are no exceptions, it is important that you review this document carefully before submitting your application, making certain that to the best of your knowledge you meet the rental qualifications shown below and you have completed your application accurately and truthfully. In the event that an Applicant falsifies his/her paperwork, Shoma Management has the right to hold all deposits and fees paid to apply towards liquidated damages.

Shoma Management, LLC, Sanctuary's property management company, does not discriminate against persons based on race, color, religion, national origin, sex, familial status, or disability, or any other basis protected by the applicable state, federal or local fair housing laws. Although all residents are subjected to the screening process, nothing contained in these requirements shall constitute representation by Shoma Management that all residents and occupants currently residing in our community have met or currently meet these guidelines. There may be residents and occupants that have resided in the community prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various resident credit reporting services.

## **RENTAL QUALIFICATION STANDARDS**

*(Please note that although these are significant in the decision making, they are not all-inclusive)*

1. **LEGAL AGE:** All applicants must be of legal age (with exception of proof of emancipation as defined by the state). Every person 18 years of age or older who will be residing in the apartment must complete an application. Additional residents under the age of 18 years of age will be named on the lease as a minor.

2. **IDENTIFICATION:** All applicants will be required to upload a driver's license, passport, and/or government-issued photo identification AND a valid United States Social Security Number or ITIN (Individual Taxpayer Identification Number). If Applicant is a Non- U.S Citizen, applicant must upload copy of Visa, I-94, copy of Temporary Resident Card, work permit, or immigration letter with valid status. Minors will be required to show proof of age.

3. **INCOME:** All applicants must have a combined verifiable source of income **equal to at least 3 times the monthly payment**. If applicants do not meet these criteria, they may provide a Guarantor which must have a combined verifiable source of income in an amount equal to at least 5 times the monthly payment. Guarantor must sign the Guarantor Addendum to the lease.

### **3a. VERIFICATION OF INCOME:**

- I. If you are currently employed: Applicant/Co-applicant/Guarantor will be asked to provide 2 of the following: (1) last 3 consecutive pay stubs from your current employer, (2) last 2 years of personal income tax return signed by CPA or notarized, (3) last 3 most recent consecutive bank statements verifying deposit from your current employer, (4) bank statement in US funds showing an average ending balance of at least 3 x the lease term amount.
- II. If unemployed with passive income or self-employed, you will be required to provide 2 of the following: (1) last 2 years of the personal income tax return signed by CPA or notarized, (2) last 3 current and consecutive bank statements in US funds, with an average ending balance of at least 3 times the net effective monthly rent for the entire lease term, (3) financial statement signed and notarized by a CPA, verifying an average ending balance of at least 3 times the net effective monthly rent for the entire lease term.
- III. If you are an applicant who is starting a new job, but has not yet been paid: you may provide an offer letter (letter of intent) effective before the lease start date, on company letter head, and verified by a Shoma Management leasing manager. The offer letter must be from a verifiable business in the state of Florida.

4. CREDIT HISTORY: Credit history of each applicant will be verified by a third-party verification service. Based on the credit score, the application will be accepted, accepted with the condition that an additional deposit be paid and/or request a Guarantor, or denied. **Note, that a minimum of 600 score is required.** A guarantor must also meet the credit score criterion and, as mentioned above, sign the Guarantor Addendum.

5. BACKGROUND HISTORY: A criminal and previous eviction background check is conducted as part the screening process. Individuals whose criminal history reveals any of the following criminally related activity will not qualify for residency in Sanctuary and considered an automatic denial: A conviction of, or current charge of felony (no time limit), or misdemeanor (within the past five (5) years) involving assault, intimidation, drug charges, or weapon charges; conviction of, or currently charged with any violent act against another person; any terrorism-related convictions; found on the Registered Sex Offender list; falsification of information entered on the application form or negative check writing history within the past five (5) years. Please remember that this requirement does not constitute a guarantee or representation that residents or occupants currently residing in our community have not been convicted of or subject to deferred adjudication for a felony, certain misdemeanors or sex offenses requiring registration under applicable law.

6. RESIDENCE HISTORY: Applicants/Co-Applicants/Guarantors must provide **at least three (3) year's residence history** and have a good rental history at current or previous residences. **No applicant with a record of eviction will be approved for occupancy.** If applicant has no rental history, moneys owed to previous residency, late payment history, home foreclosures, and/or non-renewal based on failure to comply with rules and regulations of the lease, the applicant may be subject to automatic denial and in some cases additional deposit requirement.

- 77581 CERTIFY THAT I HAVE READ AND UNDERSTOOD THE RENTAL QUALIFICATION STANDARDS ABOVE.
- I CERTIFY THAT I AM OF LEGAL AGE, 18 YEARS OR OLDER.
- I CERTIFY THAT I MEET THE MINIMUM INCOME AND CREDIT CRITERIA OR WILL PROVIDE A GUARANTOR WHO MEETS THE MINIMUM RENTAL AND CREDIT CRITERIA.
- I CERTIFY THAT I HAVE NO CRIMINAL HISTORY THAT WOULD RESULT IN AN AUTOMATIC DENIAL
- I CERTIFY THAT I AM ABLE TO PROVIDE AT LEAST 3 YEAR'S HISTORY OF PAST RESIDENCES WITH NO RECORDED EVICTIONS AND THAT I AM IN GOOD STANDING WITH MY LANDLORD/MORTGAGOR.
- IF YOU CERTIFY ALL OF THE ABOVE STATEMENTS, PLEASE INITIAL THIS BOX.

Additionally, before you apply, we want to make sure you are happy with your decision to join our community, so we put together this list of Rules and Policies created to ensure a safe and enjoyable environment for all residents. Before you proceed to apply, you will be kindly asked to accept the Rules and Policies.

***THANK YOU FOR CHOOSING US. WE LOOK FORWARD TO  
WELCOMING YOU INTO OUR COMMUNITY!***