

## Statement of Rental Policy

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- Equal Housing:** It is unlawful to discriminate against an applicant or tenant because of their race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability or physical or mental disability, and sexual orientation, gender identity or expression, or veteran status pursuant to CONN. GEN. STAT. 46a-64c and 46a-81e, and the Federal Fair Housing Act, 42 U.S.C. section 3601 et seq.
- Availability:** All apartment rentals are based on availability in the form of vacancies and/or apartments for which tenants have given notice to vacate that are not under deposit or otherwise re-rented. Apartment availability cannot be guaranteed until a given unit is vacated by the current tenant(s).
- Pets:** No pets allowed. Emotional support, therapy, or service animals with verifiable documentation are permitted. A \$500.00 Pet Violation Fee *per pet per day* will be assessed for any pet, including visiting pets, found inside the apartment home without verifiable documentation.
- Income:** Monthly rent shall not exceed 28% of gross monthly income. Income must be verified as part of the application process. Allowances from scholarships, study subsidiaries and/or inconsistent income such as alimony, commissions or tips will not be accepted. Three quarters (3/4) of liquid savings and investments may be counted toward annual income. Any assets must be in accounts within the United States.
- Rental Application:** An application is to be completed by every person over the age of 18 regardless of who appears on the lease. The Application Fee is \$100.00. The guarantor application fee is \$50.00 when applicable. If the Application is approved and a lease is executed; the Application Fee (less any fees expended for employment verification) will be applied towards the first month's rent. If a given Application is denied, half of the Application Fee will be returned. If the Applicant decides not to rent after an apartment has been held, the Application Fee is forfeited. After approval, a Lease must be signed within 3-5 business days.
- Qualifications:** Chapman Apartment Homes, LLC will run a complete credit and criminal background check on each applicant and criminal background checks on all occupants over 18 years of age. Applicants must have satisfactory credit ratings with no significant patterns of late-payments and/or reports of bankruptcies or foreclosures in the last five years. There must be no collection items paid or unpaid (except medical or student loans), no current delinquent accounts, and no charge off accounts paid or unpaid. Grace is given and allowed for either **one** charge-off or **one** collection item up to the amount of \$250.00 and documentation must be provided.
- Present and prior rental history will be researched. Rental history must be favorable, without any reports of evictions, lease breakage, late payments, NSF checks, complaints, or damages.
- Applicants must have verifiable income and must meet our income guidelines.
- Applicants should have no reports of convicted felonies, violent misdemeanors, misdemeanor A or arrest for misconduct or assault.
- All applicants must be at least 18 years old and have a United States Social Security Number.
- Occupancy:** All lessees are equally responsible for the rent. Every bedroom occupied by more than one person shall contain no less than 50sqft of floor area for each occupant.
- Cars:** Each apartment is guaranteed parking for **two** cars.
- Other:** Waterbeds and aquariums for fish (10 gallons or less) are permitted. Surround sound systems are not permitted. Unit transfers are not permitted. At time of lease signing, the tenant agrees that the unit meets their needs and specifications. If a tenant(s) breaks their lease before the initial 12-month lease term is completed, there is a \$1,000.00 Lease Breakage Fee.
- Insurance:** Proof of Renter's Insurance is required for all residents due at Lease Signing. The policy must be renewed each year the tenants are in residence.
- Security Deposit:** The Security Deposit is 1 month's rent plus \$100.00 due at Lease Signing. If a Lease is signed but the resident decides not to move in, they forfeit their entire security deposit. A Two-Month Notice to Vacate form must be submitted.
- Rental Payment:** Monthly rent is due on the first of each month. Only a personal check, bank check, or money order are permitted. Cash payments will not be accepted at any time. Only one check per apartment will be accepted made payable to: Chapman Apartment Homes, LLC. Late payments must be paid in a bank check or money order along with a \$60.00 Late Fee. If a personal check is returned due to non-sufficient funds (NSF), immediate payment in the form of a bank check or money order is required. In addition, a \$35.00 NSF Fee and Late Fee, if applicable, will be due. No personal checks will be accepted for Rent past the 10<sup>th</sup> of the month. Evictions are started on the 15<sup>th</sup> of the month if rent is not received.

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