

I. OCCUPANCY POLICY

1. GSL Properties, Inc. limits occupancy based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window, a closet for clothing, and a door.
2. Two persons are allowed per bedroom. A maximum of two people are allowed in a studio or zero bedroom unit.
3. An exception to the two persons per bedroom policy is that a child, under the age of two, will be allowed as a third occupant of a single bedroom provided that the child is staying with his/her parent or other adult(s) having legal custody of the child.

II. APPLICATION PROCESS

Steps to become a resident at a G.S.L. Properties, Inc. community:

1. Select your rental unit.
2. Complete the application in the designated form.
3. Pay your non-refundable application fee of \$ 50.00 dollars.
4. If the application is approved and you accept the available unit, you will be required to sign a rental agreement in which you will agree to abide by all the rules and regulations, within 24 hours of being approved for the apartment.
5. If the application is approved and you decide not to rent, you will forfeit your non-refundable application fee.
6. You may be requested to pay an additional security deposit if your credit, rental history or length of time on employment does not meet our criteria.
7. Pay your non-refundable contract fee of \$ 0.00 .

III. DISABLED ACCESSIBILITY

G.S.L. Properties, Inc. allows existing premises to be modified at the full and complete expense of the disabled person, if the disabled person agrees to restore the premises at their own expense to the pre-modification condition. G.S.L. Properties, Inc. requires:

1. The applicant to seek the landlord's approval before making modifications.
2. Reasonable assurances (in writing) that the work will be performed in a workmanlike manner.
3. Reasonable details regarding the extent of the work to be done.
4. Names of qualified, licensed and insured contractors that will be used.
5. Appropriate building permits and the required licenses must be made available for inspection by the landlord.

IV. GENERAL REQUIREMENTS

1. **Picture identification will be required; i.e., drivers license, state I.D., or passport, etc.**
2. A complete and accurate application listing a current and at least one previous rental reference with phone numbers will be required (incomplete applications will be returned to the applicant.)
3. Each applicant will be required to qualify individually.
4. Primary applicants must be eighteen years of age or older.

V. INCOME REQUIREMENTS

1. **Monthly income should equal 2 times the stated monthly rent. Income includes rental assistance provided by Section 8.**
2. A current paycheck stub will be required if we are unable to verify income over the phone.
3. Some form of verifiable income will be required for unemployed applicants (Verifiable income may mean, but is not limited to, Bank Accounts, Alimony/Child Support, Social Security, Unemployment, Welfare, Grants/Loans).
4. Self employed applicants will be required to show proof of income through copies of the last three years' tax returns.
5. If monthly income does not meet 2 times the stated monthly rent, an additional security deposit equal, but not limited to, a full month's rent, qualified roommate, or a co-signer, will be required.
6. You will be denied if your source of income cannot be verified.

VI. EMPLOYMENT REQUIREMENTS

1. Self employed applicants will be verified through the state corporation commission and may be required to submit the last year's tax returns.
2. You will be denied if you are unemployed and we are unable to verify income that reasonably affirms your ability to pay rent.

VII. RENTAL REQUIREMENTS

1. **Less than one (1) year of verifiable rental history from a third party landlord will require a security deposit equal to a full month's rent.**
2. Home ownership will be verified through the county tax assessor's office. Mortgage payments must be current to reflect the positive rental history.
3. Home ownership negotiated through a land sales contract must be verified through the contract holder.
4. Three (3) years of eviction free rental history will be required. However, the applicant needs positive rental history and no property debts since last eviction. Applicant will be required to pay a Full Security Deposit.
5. Rental history reflecting any damage could require an additional security deposit equal, but not limited to, a half month's rent (*when the debt is settled*).
6. Rental history reflecting more than \$500.00 damage will be denied (*unless 6 months of positive third party rental history has been established and the debt has been settled; in which case a full security deposit equal to one month's rent will be required*).
7. Rental history demonstrating documented noise or otherwise disturbance complaints will be denied when the manager would not re-rent.
8. Rental history demonstrating residency, but not third party rental history, may require an additional security deposit equal, but not limited to, a full month's rent.

9. A co-signer will be required when rental history does not meet the stated third party rental criteria, but residency can be verified with parents, student housing or military housing.
10. Six (6) or more 72 Hour Notices within a period of one year will result in denial.
11. Four (4) or more NSF checks within a period of one year will result in denial.
12. Rental history reflecting delinquent rent will be denied (*unless the debt has been settled and the previous manager would re-rent in which case a full security deposit equal to one month's rent could be required*).

VIII. CREDIT REQUIREMENTS

1. Good credit will be required.

2. Negative or adverse debt reported on a credit bureau (*ie. Slow pay, Collections, Bankruptcies, Repossessions, Liens, Judgments & Wage Garnishment programs*) will require a security deposit based on the following:
\$0 - \$5,000 will require a regular security deposit;
\$5,001 - \$20,000 will require a Full Security deposit; or
Over \$20,000 will result in Denial.
3. Ten (10) or more unpaid collections (not medical related) reported from the credit bureau will result in denial.
4. A Co-Signer may be used for credit lacking in credit requirements. A Co-Signer must earn Five (5) times the rent amount and have excellent credit.
5. Any outstanding bad debt over \$1500 within two (2) years after bankruptcy may result in denial. If less than \$1500, the applicant will be required to pay a Full Security deposit.
6. A security deposit equal to a full month's rent will be required when an applicant has a foreclosure.

IX. CRIMINAL CONVICTION CRITERIA

Upon receipt of the rental applications and screening fee, landlord will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to, any crime.

- a) A conviction, guilty plea or no-contest plea, ever for: any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery or possession with intent to sell) class A/Felony burglary or class A/Felony robbery; or
- b) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last seven years for: any other felony charges; or
- c) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last seven years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, delivery or possession) property damage or weapons charges; or
- d) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last three years for: any misdemeanor in the above categories or any misdemeanors involving criminal trespass I, theft, dishonesty, prostitution

shall be grounds for denial of the rental application. Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.

X. EXCEPTIONS POLICY

1. Applicants with no residence, credit, or criminal history in the U.S. are provided an exception to the standard criteria for residency. In such cases they must provide proof that their income is sufficient to meet the income to rent criteria; provide proof that they are legally in the U.S.; and pay a security deposit equal to 1½ times the monthly rent.

XI. REJECTION POLICY

If your application is rejected due to unfavorable information received on your background investigation you may:

1. Contact the company that supplied the information to discuss your application.
2. Contact the credit reporting agency to identify who is reporting unfavorable information.
3. Correct any incorrect information through the credit reporting agency as per their policy.
4. Request the credit reporting agency to submit a corrected credit report to the appropriate screening company.
5. Upon receipt of the corrected and satisfactory information, your application will be re-evaluated for the next available unit.

Be advised:

- a) Incomplete, inaccurate or falsified information will be grounds for denial of the application or subsequent termination of tenancy upon later determination of information being falsified.
- b) Current illegal drug abuse or addiction to a controlled substance shall result in denial.
- c) Any application of an individual whose tenancy constitutes a direct threat to the health or safety of any individual or whose tenancy would result in substantial physical damage to the property or others will be denied.

If your application has been denied and you feel that you qualify as a resident under the criteria set out above you should do the following:

Write to our: Equal Housing Opportunity Manager
901 Park Avenue SW, Suite 101, Albuquerque, NM 87102

In the letter explain the reasons you believe your application should be approved and request a review of your file.

Within 21 working days of receipt of your letter your application file will be reviewed and you will be notified of the outcome of the review.