



CoreMark Homes Qualification Guidelines

Occupancy Guidelines:

The occupancy standard per home is two (2) persons per bedroom, plus one (1) - subject to local laws. Residents who exceed these occupancy standards during the lease term will be required, upon the end of the current lease term, to either:

- i. Transfer into another available home with more bedrooms; or
- ii. Move out.

Age:

All individuals 18 years of age or older residing in the home are required to complete an application, undergo the screening process, and provide the necessary documentation and application fee. Dependents 18 years of age or older must still undergo a criminal background check and provide the necessary documentation and application fee. The Application fee is non-refundable.

Income:

Applicants must have a minimum combined gross income of 3.0 times the monthly rent.

Credit Report:

A credit report will be obtained on all Applicants to verify credit ratings. Income plus verification of credit history will be entered into a credit scoring model to determine rental eligibility and security deposit levels. Unfavorable accounts which will negatively influence this score include, but are not limited to: collections, charge-off, repossession, and current delinquency. Debt to a previous landlord, and open bankruptcies will result in an automatic denial of the application.

Depending upon the credit score, an extra deposit of half to a full month's rent may be required subject to local or state laws.

Criminal History:

A criminal background check will be conducted for each Applicant and Occupant eighteen (18) years of age or older. All criminal records are evaluated from the date of disposition, regardless of the Applicant's or Occupant's age at the time such offense was committed. The application will be denied for any felony conviction up to six (6) years prior to the application date (subject to local laws/requirements). The application will be denied for any felony conviction for any sex and/or terrorism related offense(s) regardless of conviction date. Please remember that this requirement does not constitute a guarantee or representation that Residents or Occupants currently residing in our homes have not been convicted of or subject to deferred adjudication for a felony or sex offense requiring registration under applicable law. There may be Residents or Occupants that have resided in one of our homes prior to this requirement going into effect.

Additionally, our ability to verify this information is limited to the information made available to us by the resident background and credit reporting services used.

**Rental History:**

Applications for residency will automatically be denied for current outstanding debt or eviction. Some credit scoring results will necessitate an evaluation of verifiable rental or mortgage payment history. Applications also depend on the results of a rental history investigation.

Qualification Requirements:

coremarkhomes.com Qualification Requirements are subject to state laws, local laws, city ordinances, and HOA Rules and Regulations.

Personal Liability Insurance Requirement:

A minimum of \$100,000 of Personal Liability Insurance coverage is required with Landlord (CoreMark Homes, LLC.) identified as a “Party of Interest” or “Interested Party” (or similar language as may be available) on the renter’s liability insurance policy. Evidence of coverage must be provided to Landlord.

It is encouraged that Residents obtain and maintain a renter’s insurance policy covering loss or damage of personal property.

Animals:

No more than three (3) animals are allowed per home (subject to local laws and HOA Rules and Regulations). Pet fees and/or deposits will be charged for cats.

Cats: All breeds of domestic cats are permitted.

Small Animals: Gerbils, hamsters, and guinea pigs are permitted. Ferrets, rabbits, and chinchillas are not permitted.

Farm Animals: Restricted unless written permission is received from CoreMark Homes, LLC.

Venomous Animals: All types are restricted.

Aquatic Animals: Limited to 20 gallons, and predator fish, such as piranhas, are restricted.

Smoking:

We do not allow smoking inside any of our homes.

Vehicles:

Vehicles must be operational and have current registration. All vehicles must be in compliance with all state laws and municipal ordinances. Parking requirements of the municipality and HOA, if applicable, must be followed.

Boats or trailers are not allowed at any time unless approved in writing by landlord. CoreMark Homes Qualification Requirements are subject to state laws, local laws, city ordinances,

**CoreMark Homes, LLC. Application Process:**

The application fee must be paid online via credit card before submitting your completed application.

The information you submit will be used to initiate the processing of your application, beginning with a credit and criminal background screening.

A CoreMark Homes, LLC. representative will contact you with your results and to provide details on the next steps.

We must verify the information you provided before issuing a full approval, so please be prepared to upload supporting documentation with your initial application.

While your application is valid for 30 days, the home will be placed back on the market if you are unable to comply with any requests for income or identity information.

Move-In Ready Homes:

To hold a move-in ready home until your Lease Start Date, sign and submit the Lease Agreement and pay the full deposit identified in the Lease Agreement. Both are required within 48 hours of application approval notification. You must also confirm move-in details with your leasing representative.

Move-In Date:

Your requested move-in date is contingent upon management approval. Move-in must occur within 14 days of application or sooner, depending upon house availability and market-specific requirements.

Move-In Process:

CoreMark Homes, LLC. Qualification Requirements are subject to state laws, local laws, city ordinances, coremarkhomes.com and HOA Rules and Regulations

Please have at least one of the following forms of acceptable income documentation before you apply to expedite the application process.

Additional supporting documentation may be requested.

Hourly/Commission:

The most recent 3 paystubs from employer OR the most recent 3 past month's bank statements. (No joint bank accounts may be used unless all joint owners apply as leaseholders. No prepaid or PayPal accounts will be accepted. Tax Refunds will not be accepted as monthly income.

Salaried Applicants:

3 most recent paystubs OR 3 current month of full bank statements. (No joint bank accounts may be used unless all joint owners apply as leaseholders. No prepaid or PayPal accounts will be accepted.

**Relocation:**

Offer letter or income verification from the Applicant's Employer: must be current or for a job starting within 30 days of move-in, on company letterhead (or notarized) and signed by the appropriate Human Resources or Company officer, with his/her contact information.

Self Employed:

Financial statement: 3 months must be submitted.

Note: Statement must be prepared by a Certified Professional Accountant, tax accountant, or other certified banking representative.

Bank Statement:

The most recent 3 months of a personal or corporate bank statement is required to calculate the gross monthly earnings per household.

Note: If necessary, additional months may be requested. Transfers will not be included in the calculations. No joint bank accounts may be used unless all joint owners apply as leaseholders. No prepaid or PayPal accounts will be accepted.

Social Security Disbursement Letters:

A disbursement letter from the current year showing monthly amount or statement.

Child Support:

A court order or notarized letter from an attorney representing the terms of proposed assistance. Additional documents may be necessary.

Savings Account:

(detail of all transactions) a minimum average ending balance of three (3) times the total rent due for the entire lease term.. For example, if the monthly rent is \$1000 with a 12-month lease term, the average ending balance must be a minimum of \$36,000. Note: No joint bank accounts may be used unless all joint owners apply as\ leaseholders. No prepaid or PayPal accounts will be accepted.

Tax Return, W-2, or 1099:

Must be combined with your most current bank statement showing current employment. Note: A return from the previous year will not be accepted after April 15 unless proof of a tax filing extension is submitted with the previous year's tax return. A W-2 or 1099 from the previous year shall not be accepted after January 31.

Income Documentation:

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Application Does Not Create a Lease:

This application, even if accepted, shall under no circumstances be considered a lease agreement between Applicant and Landlord, or an offer to lease. No lease shall exist between Applicant and Landlord unless and until the parties enter into a formal Lease Agreement and Applicant pays all required fees, deposits and advance rent.

Authorization for Credit and Background Check:

Applicant hereby authorizes Landlord and Landlord's authorized agents to do whatever background and credit check on Applicant which Landlord or Landlord's agents deem appropriate.

This may include among other things obtaining one or more credit reports on Applicant. Such credit report(s) may be obtained before and during the term of the Lease and after the expiration or termination of the Lease as part of any effort to collect rent, costs, fees and charges owing under such Lease. Applicant acknowledges that merely requesting such reports may lower Applicant's credit score and Applicant expressly consents to the same.

Use of Information:

The information in this application or obtained as a result of the authorization given herein by Applicant will not be sold or distributed to others. However, Landlord and Landlord's agents may use such information to decide whether to lease the Property to Applicant and for all other purposes relative to any future lease agreement between the parties including the enforcement thereof.

Commitment to Equal Housing:

Landlord and Landlord's agents are committed to providing equal housing opportunities to all rental applicants regardless of race, color, religion, national origin, sex, handicap, familial status, or other protected status.

CoreMark Homes welcomes qualifying Section 8 voucher holders who have been approved for the Section 8 program by the local housing authority.

Reason for Denial:

If this Application is denied, Landlord or Landlord's agent shall within ten (10) days thereafter and upon the written request of applicant, state the basis for said denial to Applicant.

Falsification of Application:

Any falsification in Applicant's paperwork will result in the automatic denial of Application. In the event that an Applicant falsifies his/her paperwork, owner has the right to hold all deposits and fees paid to apply towards liquidated damages.



Deposits and Move-In Monies:

Deposits (e.g., security and pet deposits) and move-in monies (e.g., rent and HOA fee) require two (2) separate certified forms of payment.

The Application fee is non-refundable.

Applicants or Occupants have the option to pay the security deposit in up to six (6) installments. The first installment must be paid within 48 hours of receipt of the lease agreement.

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