

**ST. PAUL
MGM PROPERTY MANAGEMENT, LLC
APPLICANT SCREENING CRITERIA**

Fair Housing Statement

- As a fair housing provider, we do not discriminate against persons on the basis of race, color, religion, national origin, sex, familial status, disability, creed, marital status, receipt of public assistance, sexual orientation, and any other protected class protected by applicable fair housing law.

Business Relationship

- The relationship between Management and our residents is a business relationship. A courteous and businesslike attitude is required from both parties. We reserve the right to refuse rental to anyone who is verbally abusive, uses profanity, is disrespectful, makes threats, is under the influence of alcohol or illegal drugs, is argumentative, or in general displays an attitude at the time of the showing or application process that causes Management to believe we would not have a positive business relationship.

St. Paul Requirements

- **These criteria apply to properties located in St. Paul.**

Application Requirements

- The application must be filled out completely and accurately. An incomplete application may be rejected or not processed. To the extent allowed by law, any misstatements, misrepresentations, or omissions made on your application, whether or not discovered before you move into the building, is grounds for denial of an application or termination of an existing lease. Information must be legible and verifiable. To the extent allowed by law, your application may be rejected if any requested information (such as a prior address or source of income) on the application is omitted or cannot be verified.
- All applicants must be 18 years of age or older, or a legally emancipated minor. Each adult must complete an application and pay an application fee.
- It is the intention of MGM Property Management, LLC (MGM MGMT) to create a good living environment for all residents. Through the use of a tenant screening service, we are better able to accomplish this. All applicants are subject to resident selection and screening standards based on MGM MGMT's written Application Screening Criteria.

As more fully explained below, we consider the following criteria when deciding whether to accept or reject an application:

- 1) Previous and current landlord/housing history.
- 2) Rental payment history.
- 3) Credit history.
- 4) Verifications of employment or other income source.
- 5) Income qualification.
- 6) Criminal history.
- 7) Fraudulent, misleading, incomplete, or unverifiable information on application.

In taking an application and showing an apartment, we are each contemplating a business relationship. Management is dedicated to treating you with professionalism and respect. In turn, we request a businesslike and courteous attitude. If any comments or conduct during the application process, or other information obtained by Management, leads us to conclude that this may not be a positive business relationship, this is grounds for denial of an application.

Income

- Monthly gross income/benefits should be equal to or greater than 2.9 times the monthly rent. We will grant exceptions to this income-to-rent ratio if you have a documented history of successful rent payments with the same or lower ratio of income to rent.
- To be counted as household income or benefits, amounts must be anticipated to be consistently received through the term of the lease, verifiable, reliable, and predictable. Examples of income or benefits include wages, spousal maintenance, child support, investment returns, social security disability or retirement, other retirement funds, public assistance, and draws from savings accounts.
- Income/benefits must be verifiable through current pay stubs, employment contracts, public benefits records, tax records, or similar records, accepted at the discretion of Management.

Housing History

- Applicants must have a positive housing history. We require the name and last known telephone number of each landlord/property manager, mortgagee, or contract for deed payee for each address for the last two (2) years. Roommate and family-member references are not acceptable. We reserve the right to deny your application if we are unable to verify your housing history. The refusal of a prior landlord to give a reference, or a negative reference, may be grounds for denial. Negative items that can result in rejection include but are not limited to lease non-renewals, household safety / health / housekeeping violations, lease violations, pest-control issues, unpaid rent, unpaid utilities or other housing-related debt. Management will not deny an applicant who lacks a rental history (for example, if due to the applicant's age or other life circumstances). We will deny an application where the applicant in bad faith withholds rental history that might form the basis to deny the application.
- We will reject your application if you have an eviction action judgment against you in a case that occurred in the three years before your application date.

Credit History

- Your application may be denied if your credit report contains information that demonstrates a failure to pay rent or utility bills (examples include owing amounts to prior landlords, owing amounts to utility companies, or a foreclosure within the past 3 years). Credit scores on their own are not considered in deciding whether to approve your application. Lack of a credit history is not a basis for rejecting an application unless you in bad faith withhold credit history information that might otherwise form a basis to deny your application.

Criminal History

- We do not reject applications based on arrests.
- We do not reject applications based on criminal records with the following outcomes: participation in or completion of pre-charge or pre-trial diversion programs, deferral of judgment programs, stays of adjudication, continuances for dismissal, continuances without prosecution, vacated convictions, expunged convictions, and juvenile adjudications/convictions (except for extended juvenile prosecution proceedings under Minn. Stat. § 260B.130).
- We do not reject applications for a criminal conviction where the crime is no longer illegal in Minnesota.
- We do not reject applications based on petty misdemeanors or based on any type of conviction for reckless driving, driving without a license, driving with a suspended or revoked license, or DWI/DUI (unless the DWI/DUI resulted in additional charges for injury to a person).
- No matter the date of the conviction, we reject applications for criminal convictions for the illegal manufacture or distribution of controlled substances or for any convictions that mandate denial of tenancy in federally assisted housing. We reject applicants who are subject to any lifetime sex-offender registration requirement under any state's jurisdiction.
- We reject applications where less than 10 years has passed from the sentencing date for the following felonies: first-degree assault, first-degree arson, aggravated robbery, first-degree murder, second-degree murder, third-degree murder, first-degree manslaughter, kidnapping, and first-degree criminal sexual conduct.
- All felony convictions not listed above will result in rejection of an application for 7 years from the sentencing date.
- All gross misdemeanor and misdemeanor convictions not listed above will result in rejection of an application for 3 years from the sentencing date.
- Given the variety of convictions that exist and the need to review accurate records, we cannot make binding pre-application determinations about whether your criminal history may disqualify you from our housing. We make admissions decisions after we have ordered and reviewed screening reports.

Occupancy Limits

- Local ordinances will vary. If the local ordinance for your community is more restrictive than MGM limits, the local ordinance will apply.

<u>Size of Apartment</u>	<u>Maximum # of occupants</u>
Efficiency/Studio	Two persons but no more than one adult
One Bedroom	Two persons
Two Bedroom	Two persons per bedroom but no more than two adults*
Three Bedroom	Two persons per bedroom but no more than three adults*

*Our restriction on the number of adults is designed to maximize housing opportunities for families with children and to minimize the problems that can occur with parking and guests, where there are multiple adults/roommates.

Application Process and Performance Deposit

- The Rental Office Staff does not make the decision regarding your application. After the screening report is obtained, all applications are forwarded to the MGM Corporate Office for approval or denial. The Community Manager or Leasing Consultant will notify you as to the status, usually within 1 to 5 working days. MGM MGMT is a Fair Housing provider and will grant equal opportunity to all persons under the law.

Should your rental application be denied and you wish to obtain information about your tenant screening report, do not call MGM Property Management, LLC. Please call Rental History Reports' Consumer Information line at 1-888-389-4023. This is the agency contracted by MGM MGMT to run tenant screening reports.

- There is a \$45.00 application fee per adult and \$500.00 Performance Deposit required on all rental applications. This application fee is NON-REFUNDABLE regardless of approval or disapproval. All adults in the household must apply.
- Applicant(s) and MGM MGMT agree to the following terms regarding the Performance Deposit.
 - 1) MGM MGMT agrees to process Applicant's application and notify Applicant whether Applicant has been accepted or denied. Depending on our ability to verify your application, this process will usually require one to five days.
 - 2) If Applicant is accepted and does not move into the unit, the Performance Deposit is non-refundable. If Applicant is accepted and moves into the unit, the Performance Deposit is kept by MGM MGMT during the term of the lease and is refunded to Applicant pursuant to Minn. Stat. §504B.178 (Minnesota's security deposit law).
 - 3) If application is denied, the application cannot be approved because material information cannot be obtained or verified through no fault of Applicant, or the application is only approved with additional financial conditions that are not agreeable to Applicant, then the Performance Deposit will be returned to the Applicant within seven days of notification to the Applicant. If the Performance Deposit was paid by personal check and MGM MGMT deposited the check, additional time may be required to verify that the check has cleared the Applicant's bank. Upon verification, a check will be issued by MGM MGMT to the Applicant in the amount of the Performance Deposit.
- This Performance Deposit Agreement, when signed by the Applicant(s) and MGM MGMT, is a binding agreement to enter into a Lease subject only to Applicant(s) meeting MGM MGMT's screening

standards. Applicant(s) acknowledges that MGM MGMT has agreed to hold a rental unit for Applicant(s) subject only to the screening process. If an accepted Applicant(s) fails, for any reason, to take possession of the rental unit, the Performance Deposit will be held by MGM MGMT as liquidated damages. Additionally, Applicant(s) is responsible for a two (2) month notice period equal to two (2) months' rent.

- Applicant(s) have reviewed and signed the Lease, agreeing to the terms and conditions of the Lease, with the understanding that the Lease is not a legal and binding document until the Application(s) have been approved, the Applicant(s) have been informed of the approval, and the Lease is approved and signed by an authorized representative of MGM MGMT. MGM MGMT may refuse to sign a Lease, or cancel a Lease, in the event that MGM MGMT cannot deliver possession of the rental unit as agreed. At the time of notification of the approval, the Lease will be signed by MGM MGMT and will be a legal and binding document.
- I/We hereby authorize Rental History Report, to prepare a consumer report for MGM Property Management, LLC. This report may include but will not be limited to federal and state records, including State Employment Security Agency records, a credit report, and a criminal history search. This authorization is for this transaction only and shall continue in effect for one (1) year unless limited by state law, in which case this authorization continues in effect for the maximum period, not to exceed one (1) year, allowed by law.

Disclosure of Tenant Screening Agency

- MGM Property Management, LLC uses a professional third-party company to process and screen applications. The company we use is:

Rental History Reports: 7900 W 78th St, Suite 400, Edina, MN 55439

Phone Number: 1-888-389-4023/952-545-3953 www.rentalhistoryreports.com/applicant