

**NORTHSTAR RESIDENTIAL, LLC
RESIDENT SELECTION PLAN
and
TENANT SCREENING CRITERIA**

Northstar Residential, LLC subscribes to the following procedures for qualifying applicants for occupancy in its rental communities.

Equal Housing Opportunity

Northstar Residential, LLC and its rental communities adhere to local, state, and federal Fair Housing Laws. We do not discriminate against any person on the basis of race, color, creed, religion, gender, national origin, ancestry, marital status, status with regard to receipt of public assistance, disability, familial status, sexual or affectional orientation.

THIS IS AN EQUAL HOUSING OPPORTUNITY COMMUNITY

Occupancy Standards

The recommended occupancy standards at move in are as follows:

<u>Number of Bedrooms</u>	<u>No. of Persons</u>	
	<u>Minimum</u>	<u>Maximum</u>
Efficiency	1	1
1 Bedroom	1	2
2 Bedroom	2	4
3 Bedroom	3	6
4 Bedroom	4	8

Income Requirements

Income from all sources must be sufficient to pay the applicant's rent, utilities, and other predictable living expenses. As a guideline, applicants must have monthly household income equal to or greater than 2.5 time their monthly rental obligation.

At some housing communities operated by Northstar Residential, LLC, there are limits on the maximum household income and assets that an applicant may have for the community, or specific units in the community. These income limits are issued and annually updated by HUD for each state by county and/or metropolitan statistical area according to family size. Household income qualification and eligibility for any specific program applicable to a unit or a rental community managed by Northstar Residential, LLC will be determined in accordance with any applicable regulations or requirements.

Application Requirements

Your application must be filled out completely and accurately. We must receive any required consents or authorizations, including a Release of Information Consent form and any other releases or consent forms that may be required by a specific program applicable to a unit or an individual property. Any misstatements or omissions made on your application, whether or not discovered before you are approved or move into the community, is grounds for denial of an application or termination of an existing lease. Information must be legible and verifiable. If information given on

the application cannot be checked out and verified, this is a reason for rejection. Omission of information, such as an address or prior employer, may be grounds for rejection.

Completion of the Rental Application by a household does not mean the applicant has been approved for occupancy. Approval for occupancy is determined only after all information on the application is verified and the additional screening set forth in this Resident Selection Plan is completed.

Identification and Application Process

Every person over 18 must be screened and must provide a government-issued photo ID.

Credit

In general, a positive credit history is required. Any adverse bank or credit reference, high debt, past due or dishonored debt, or the absence of a credit history may be grounds for rejection. Consideration may be given to special circumstances for first time renters or where credit has not been established.

Housing History

We require the name and last known telephone number of each landlord/property manager/mortgage or contract for deed payee for each address you have had for the last three (3) years. Roommate references are not acceptable. A positive housing history is one of the most important things considered in screening an application. The refusal of a prior landlord to give a reference, or a negative reference, may be grounds for rejection. In the case of first time renters, this requirement may be varied subject to additional requirements of Management. In cases where a prior landlord or lender cannot be contacted, Management may accept alternative screening information and verification of housing history.

We are looking for a record of a positive housing history. Inquiry will be made into nonpayment of rent/housing obligations, failure to cooperate with applicable recertification procedures, lease compliance, violation of house rules, history of disruptive behavior, destruction or damage to property, conduct or complaints regarding household members' guests, and any termination of assistance for fraud, and/or previous/current evictions/foreclosures. The existence of outstanding amounts owed for rent, damages or utilities relating to prior housing, is grounds for denial.

Criminal/Public Record History

We will conduct a criminal/public record background search. A criminal/public record history of convictions may be a basis for denial. In considering criminal/public record history, we do not consider arrests, but do consider the nature, severity, and age of the offense and the impact that the offense could have upon the potential safety and welfare of residents, management staff, the well-being of the property, the reputation of the property, the conformance of the property to rental licensing, local ordinance requirements, and participation in any crime-free/drug-free housing program.

Business Relationship

The relationship between a landlord and tenant is a business relationship. A courteous and business-like attitude is required from both parties. We reserve the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, makes threats, has been drinking, or appears "under the influence" of any unlawful drug or controlled substance, is argumentative, or in general displays an attitude at the time of the unit showing and application process that causes Management to believe we would not have a positive business relationship. Conduct such as verbal abuse, threats of

violence, violence, or outbursts of anger or hostility directed at staff by applicants or residents will be grounds for rejection.

Other

Individual properties, and units, may be subject to additional tenant selection and screening criteria including but not limited to:

Lease Requirements: Applicants may be required to sign a lease for a minimum term, such as one year. Other programs or properties may limit the entire period of occupancy to a maximum period based upon a particular program requirement, or may require a lease with a month-to-month term. Inability or refusal by an applicant to sign Management’s lease, or to meet the requirements of any specific lease term, are grounds for rejection.

Animals: Common household pets are not permitted at most of the properties managed by Northstar Residential Properties, LLC. Animals needed as an accommodation for a person with a disability are an exception to this requirement. Verification from a medical professional that an applicant meets the definition of disability and that there is a need for a specific accommodation animal may be required unless the existence of the disability and the disability-related need for the animal (such as a seeing-eye dog for the blind) is obvious.

One Strike Rule: An eviction from a federally assisted site for drug related criminal activity, use of illegal drugs, abuse of alcohol, or sex offenders may not be eligible for residency.

Disability Status: Applicants will not be asked whether they have a disability or asked about the nature or severity of a disability unless such inquiry is necessary to determine whether an applicant qualifies for an accessible unit or a requested reasonable accommodation/modification.

VAWA Notice: Northstar Residential, LLC will not deny admission to housing to any person because that person is or has been a victim of domestic violence, dating violence, stalking, or sexual assault provided that such person is otherwise qualified for admission and meets the tenant selection criteria stated herein.

Coordinated Entry: Applicants seeking housing that support Long-Term Homeless or High Priority Homeless families will be referred through the appropriate Coordinated Entry system for the County in which the housing is located.

Special Programs and Supportive Housing

Some of the rental communities managed by Northstar Residential, LLC may include some units that are set aside for supportive housing or housing offering supportive services. Some rental communities participate with, or are in partnership with, programs that offer transitional housing or housing opportunities for applicants that would not meet the customary standards required by property owners and managers for tenant screening and approval. For units or properties participating in supportive or transitional housing programs, applicants will be reviewed under the same criteria as set forth above; provided, however, in the event an applicant family does not meet all of the standard requirements for approval, approval may be given by Northstar Residential, LLC subject to additional requirements and under the following circumstances:

For Supportive Housing Units/Programs

1. Applicant must have the support of an approved supportive housing service provider.
2. Applicant must have a contact name and contact number for a support worker to be contacted in case of behavior determined to be lease violations. The contact name and number must be available to the management agent to be used on a 24-hour basis. Applicant must consent to us having a right to share application and lease information with the supportive housing service provider and any assigned contact.
3. Applicants determined unable to afford the typical rent for the unit must have secured verifiable and continuing rent assistance either at the time of application or in advance of any move-in date.
4. Applicants without the ability to pay the full security deposit must have secured verifiable assistance, and documentation or a guarantee of such assistance, either at the time of application or in advance of any move-in date.
5. All lease rules and regulations for the development will apply to the Applicant in the same manner as all other residents in the development. Provided, however, that Northstar Residential, LLC shall have the right to condition approval on applicant signing a lease for a shorter period of time than one year, that can be terminated on shorter notice

Program Partnership

Where Northstar Residential, LLC has a community or units that are made available to a program partner that has as its program mission offering transitional housing, special housing assistance for the homeless, or other housing opportunities for participants in such partners' programs, exceptions in some of the standard requirements for screening and approval as they relate to income, credit, and housing history may be given for the specific property or units available for rental for persons referred by, or receiving assistance from, the agency or organization partnering with Northstar Residential, LLC to offer these special programs. Exceptions will not be made from Management's regulations regarding criminal/public record history. In considering any exception, Northstar Residential, LLC will look at the overall application and will seek evidence of some positive credit or housing history or record of the applicant fulfilling obligations and may refuse to consider any exception for applicants where there is a record of unpaid rent, damages, utilities, or lease violations relating to disturbance, housekeeping, or property damage, at a prior home. In cases where exceptions are made, all lease rules and regulations for the development will apply to the applicant/program participant referred by such program provider. An exception may be conditioned on Northstar Residential, LLC offering a shorter term lease that can be terminated on notice by Northstar Residential, LLC.

Application Processing

Applications are processed, and units are made available, on a first-come, first-served basis. If two or more Rental Applications are received for the same unit, the first application received will be referred to as the First-in-Line Application and all subsequent applications will be referred to as a Back-up Application. All applications will be screened through Rental History Reports, however, should the First-in-Line Application be approved and sign a lease, the Back-up Applicant(s), will receive a refund of the Application Fee in addition to the deposit paid at time of application.

Approval

If an application is approved by Management, the applicant will be notified by phone or in writing of acceptance. The applicant will have two calendar working days from initial notification to accept the apartment, by confirming a date to sign the lease. If the applicant does not respond within two (2)

working days, is unable to sign the lease within five (5) working days of approval, or wishes to change the effective date of the lease by more than seven (7) calendar days from the desired Move-in date appearing on the application, Management reserves the right to cancel the application and remove the applicant from any waiting list. If the applicant wishes to cancel the application after approval by Management, it must be done within two (2) working days or the security deposit will be retained by Management. It is the applicant's responsibility to notify Management of changes of address, phone number and/or eligibility information.

Notification

If an application is rejected by Management, a formal letter of rejection will be sent to the applicant at the address shown on the application unless otherwise notified. If the cause for rejection is due to an unfavorable credit history or otherwise is based on information provided by a residential tenant screening service, the applicant may contact the screening company for a copy of the report. The screening company is LeasingDesk Screening, 2201 Lakeside Boulevard, Richardson, TX 75082; 1-866-934-1124. Management may not discuss or provide you with copies of information obtained in any credit report or information provided by a residential tenant screening service. You do have the right and opportunity under law to contact that credit reporting provider or residential screening agency to inquire about the information provided and to inquire about opportunities to correct or clear any incorrect information provided.

SCREENING CRITERIA & RELEASE FORM

SIGNATURE CLAUSE:

I have read and understand the above-mentioned criteria. I authorize investigation of all statements contained in this application for residency as necessary. I agree that this signed release of information may be photocopied at the discretion of Northstar Residential (Agent for Owner) and should be considered as valid as the original. I authorize the owner, its subsidiaries, and its agents to investigate my credit worthiness through any credit bureau or other reasonable means. I further authorize investigation of my criminal background/history. This release for information will expire thirteen (13) months from the date of signature.

Each applicant 18 years of age and older must sign and date below:

Dated _____
Signature of Applicant

Dated _____
Signature of Applicant

Dated _____
Signature of Applicant

Dated _____
Signature of Applicant