

Tenant Selection Plan

1. Introduction The purpose of this Tenant Selection Plan is to outline the criteria and procedures that Safe Harbor Property Management uses to screen and select tenants for the properties we manage. Our goal is to ensure a fair, transparent, and compliant process while maintaining the safety, stability, and financial viability of our rental communities.

2. Non-Discrimination Policy Safe Harbor Property Management adheres to all applicable federal, state, and local fair housing laws. We do not discriminate based on race, color, religion, sex, national origin, disability, familial status, sexual orientation, gender identity, or any other protected class.

3. Application Process a. **Application Submission** - Prospective tenants must complete and submit a rental application form online. Each applicant aged 18 or older must submit a separate rental application. A non-refundable application fee of \$45 is required to cover the cost of background and credit checks.

b. **Required Documentation** - Government-issued photo identification (e.g., driver's license, passport). - Proof of income (e.g., pay stubs, tax returns, employment verification letter). - Rental history (e.g., contact information for previous landlords). - Additional documents as requested (e.g., references, pet vaccination records if applicable).

4. Tenant Screening Criteria

a. **Income Requirements** - Applicants must have a gross monthly income of at least 2.5X-3X the monthly rent. For example, if the monthly rent is \$1,500, the gross monthly income must be \$4,500. - Proof of income is required to verify this criterion.

b. **Credit History** - A minimum credit score of 580 is required. - Credit reports will be reviewed for delinquencies, collections, bankruptcies, and evictions.

1 or more bankruptcy filings in the last 3 years will result in automatic denial. Bankruptcy filings beyond 3 years will negatively impact the application and may result in denial.

3 or more accounts in collections is an automatic denial. 1 or 2 accounts in collections will negatively impact the application and may lead to denial.

c. **Rental History** - Applicants must have a positive rental history with no evictions or lease violations in the past 5 years. - References from previous landlords will be contacted. (Exceptions are made for evictions from April 2020 through May 2022 due to the COVID-19 VA State of Emergency order in compliance with the VRLTA through 2028.) Application will weigh history of late payments, lease violations, court judgements or anything else that

may negatively impact the application. Positive rental history or history of home ownership will also impact the application.

d. Background Check - A criminal background check will be conducted for all applicants. – Any felony, misdemeanor, or criminal charge related to drugs, murder, arson, sex or assault will be an automatic denial.

1 or more misdemeanors will negatively impact the application and may lead to denial.

e. Occupancy Standards - Maximum occupancy is limited to 2 persons per bedroom, in accordance with local housing codes.

5. Pet Policy

- Cats and dogs are allowed with owner authorization with the following dog breed limitations: Dobermans, German Shepherds, Pit Bulls, Cane Corso, Rottweiler, Staffordshire terriers, Akita, Mastiffs, Great Dane. Size restrictions: any pet larger than 60lbs with exceptions made at management’s discretion. Animals such as fish, reptiles, amphibians, rodents, insects require additional Agent approval. Exotic animals or animals illegal for private ownership are strictly prohibited. There is a one-time non-refundable pet fee due after the lease signing, there is monthly pet rent due on the 1st of the month in addition to the base rent. Any unauthorized animal will incur a lease violation fee and an authorized animal fee. Service or assistance animals are exempt from pet fees but applicants must provide valid documentation from a medical professional stating the applicant requires such a service or assistance animal. You are also required to complete a separate PetScreening Profile. We will email you a link to this page after you have completed this application. For Household Pet owners there is a \$25 Pet Screening Fee. For Assistance/Service Animals or No Pet Households the Screening is free. As part of the screening process, you may be required to provide a pet photo, breed information, vaccine records, behavioral history, and medical records, etc. Pets with a bite history or that do not meet our breed/size restrictions will not be authorized or approved. Your Rental Application will be considered Incomplete until we receive the PetScreening Profile AND this portion of the application below.

6. Co-Signer Policy

- Co-signers are permitted for applicants who do not meet income or credit requirements.
- Co-signers must complete a separate application and meet the same screening criteria.

7. Notification of Application Status

- Applicants will be notified of approval, denial, or the need for additional information within 3 business days.
- If denied, applicants will receive written notice with the reason for denial and information about how to request a review. Exceptions will be granted at the owner's sole discretion

8. Waiting List Policy

- If no units are available, approved applicants may be placed on a waiting list.
- Applicants on the waiting list will be contacted in the order their applications were received.
- Applications will be valid for 60 days. If the applicant is still on the waiting list beyond 60 days a new application and screening may be required.

9. Reasonable Accommodations

- Safe Harbor Property Management provides reasonable accommodation for individuals with disabilities as required by law. Requests can be made in writing to info@safeharborpmllc.com

10. Recordkeeping and Confidentiality

- All application records, including personal information, will be kept confidential and stored securely for a minimum of 3 years as required by law.