

# PRIVACY POLICY

## **Privacy Policy for Personal Information of Rental Applicants and Residents**

Portofino Apartments is dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

### **How information is collected.**

You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.

### **How and when information is used.**

We may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.

### **How the information is protected and who has access.**

In our company, only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

### **How the information is disposed of.**

After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

### **Locator Services.**

If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees- even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their privacy policies as well.

## **QUALIFICATION GUIDELINES**

Portofino Apartments does business in accordance with the federal, state, and city fair housing laws and does not discriminate against any person on the basis of race, color, national origin, religion, familial status, mental or physical disability, marital status, sexual orientation, or age.

### **INCOME**

Gross income must be at least three (3) times the amount of market rent. If we are unable to verify income, we will need copies of last year's tax returns, pay stubs for the last 6 months, etc.

### **EMPLOYMENT**

Applicant must be employed with current employer for a minimum of six (6) months. Applicants are required to submit proof of income, such as check stubs. If employed with current employer for less than six months, verification of previous employment will be necessary.

### **RENTAL HISTORY**

All past lease agreements must have been fulfilled. No more than two (2) late pays and no more than one (1) NSF in the past six (6) month period. No outstanding monies owed to any rental property. Rental reference must be favorable. Favorable rental history means landlord would lease to you again without special restrictions.

### **CREDIT**

Credit approval will be determined by credit score. A credit score of 700-850 will qualify without restrictions, a credit score of 620-699 will qualify as conditional, and a credit score of 579-619 will be conditional or denied. Any medical bills or information undisclosed under the F.A.C.T. Act is not a factor in determining approval.

### **CONDITIONAL APPROVAL**

If you do not qualify based on credit, income, or employment, we may require a guarantor or pay and additional deposit equal to 75% of one month's rent. A guarantor must make five (5) times the amount of market rent. However, a guarantor cannot be excused from monies owed to other rental properties and must qualify based on our rental qualifications.

### **PETS**

Maximum number of pets is 2 pets per apartment. All residents must pay all fees and deposits for the animals. Any aggressive dogs will be prohibited, no Rottweilers, Dobermans, Pitbulls, Pit Bull mixes or hybrids, or American bullies. The weight limit for each animal is 35 lbs.

### **CRIMINAL**

All arrests and convictions must be noted on the application. All persons with felonies in the past ten years will be automatically declined. Any other crimes or convictions will be under the discretion of management.

## **NUMBER OF OCCUPANTS**

The number of occupants is not to exceed the designated allowance per floor plan. All persons will be considered an occupant, regardless of age.

1 Bedroom	1-2 people
2 Bedroom	1-4 people
3 Bedroom	1-6 people

## **APARTMENT AVAILABILITY**

All apartments are on a first come, first serve basis. Our company policy prohibits associates from showing apartments that are not marketable. An apartment is not taken off the market until the required fees and deposits are paid.

## **GENERAL REQUIREMENTS**

You must be a minimum of eighteen (18) years of age to enter into a lease agreement. If you have ever had bed bugs, you must disclose on the application. You will be required to provide a letter furnished by a pest control company, stating that your items are no longer harbor bed bugs or their eggs. A follow up inspection after you move in will be done by a professional pest control company to insure that you do not have bed bugs.

All renters are required to have renter's insurance and keep it during the duration of the lease, minimum of \$10,000 is required.

Portofino Apartments is a Non-Smoking complex. We do not allow smoking in any of our apartments or in the common areas. Smokers must stay a minimum of 15 feet from any structure.

**YOU ARE REQUIRED TO LEAVE A VALID DRIVER'S LICENSE OR PICTURE ID IN THE LEASING OFFICE WHILE TOURING OUR COMMUNITY.**

## **IMPORTANT NOTIFICATION**

If we are unable to verify within seven (7) business days from the date your application is turned into our office any part of the information required by the above guidelines, the property will be placed back on the market and other applications accepted. The Non Refundable Administration Fee and Application Fee are not considered an application deposit, and the administration fee is non-refundable once submitted.

Any falsification of information on the on the application automatically disqualifies the applicant.

APPLICANT SIGNATURE

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MANAGEMENT SIGNATURE

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