

## **METRO RAHWAY STATEMENT OF RENTAL POLICY**

### **NON-DISCRIMINATION**

Metro Rahway does not discriminate on the basis of age, race, color, religion, sex, handicap, familial status or national origin.

### **AVAILABILITY**

Applications for apartment homes are accepted on a first come, first serve basis. Apartment homes are considered "available" when they are vacant, without a good faith deposit, or occupied with a Notice tendered. There are times when an apartment may become available suddenly, providing a floor plan that was not previously obtainable. This usually happens when an application being reviewed for approval is declined or when an applicant cancels their reservation. Occasionally a resident will change their Notice. Should an applicant have a good faith deposit on an apartment that is no longer available, the Management Team will make every effort to accommodate the applicant by reserving another apartment of the same type. If the applicant considers the alternate apartment unacceptable or there are no other available apartments of the same type, the applicant's good faith deposit will be refunded.

### **QUALIFICATION**

The following will be used in qualifying all applicants for residency:

- Credit History - A credit report will be pulled to determine the applicant's creditworthiness. Unsatisfactory credit may disqualify an applicant. Unpaid collections, slow credit, liens, and bankruptcy reported to credit agencies are reviewed prior to acceptance. Foreclosures are not subject to immediate disqualification. Metro Rahway reserves the right to require prepaid rent in cases of marginal credit histories. Please be advised that Metro Rahway may not discuss the contents of a credit report. Should unsatisfactory credit interfere with application acceptance, you will need to contact the reporting credit agency for more information.
- Criminal Background Check – We perform criminal background checks in accordance with applicable federal and state laws. By submitting an application and applying, you authorize us to check not only your credit history, but also any arrests and/or convictions. You will be required to answer questions on the application stating whether you have been convicted or arrested of a crime, and, if so, what the crime was, when and where it occurred and the disposition of that charge. An unsatisfactory criminal background check revealing a serious charge including, but not limited to, conviction of a felony or deferred adjudication/status of a felony will result in denial of your application. Your Application for Residency will be rejected if a criminal background check reveals a filing as a Sexual Predator or Offender, guilty pleas or no contest pleas for sexual assault, injury to or obscenity with a child, and/or sexual molestation regardless of the time frame involved. Your Application for Residency will also be rejected if a criminal background check reveals any convictions, guilty or no contest pleas to certain charges occurring within the last seven years. Charges include but are not limited to: burglary, robbery, drug possession with intent to sell, drug trafficking, unlawful carrying of a weapon, pornography, solicitation, cruelty to animals, obscenity and/or indecent exposure. The fact that we perform criminal background checks does not mean that our residents and occupants have no prior or current criminal histories, and we cannot and do not guarantee that this community and its residents are free from crime. Verification of the accuracy of information supplied to or made available to us by applicants and credit reporting services is limited.
- Income - An applicant must be able to substantiate that their gross income is (3) three times the monthly rent. Income will be verified via a direct supervisor, payroll/human resources and from the applicant's previous two (2) paycheck stubs. If self employed, the previous (2) two year's tax return will be required as verification of income. In the case of a brand new business, previous year's income verification and a CPA's statement of projected income will be required and proof of capital. Verifiable income includes one or more of the following: Current Employer, Child Support, Grants, Pensions, Social Security, GI Benefits, Alimony and Disability. Roommates must be able to substantiate that their Gross Income is 65% of three (3) times monthly rent.
- Resident History - Applications reflecting a foreclosure, eviction, skip or money owed to a previous Landlord will be denied. Applicants must fulfill lease obligations at current residence prior to approval. Notice to Vacate to Landlord must be received before application can be processed. A relative or sublet is not considered verifiable rental history. If less than two (2) years at current address, a prior address must be verified.
- Employment History - An applicant's job stability and length of employment will also be considered.

**APPLICATION FEE**

Application Fee

\$50.00 Per Resident

Upon receiving approval from Metro Rahway, applicants have 72 business hours to sign a lease agreement and provide full security deposit and first month's rent. An application must be completed for each individual age eighteen (18) or older that will occupy the apartment. The application must be accompanied by two (2) current, consecutive paycheck stubs. A picture ID card issued by a governmental agency, a Driver's License and/or a Social Security Card is required for verification. Payment for the Application Fee will only be accepted in the form of certified funds.

**RENTAL PAYMENTS**

Rental Payments are due in the form of a personal check, cashier's check or money order. Only one personal check per apartment is accepted for rental payments. Rental payments are due on or before the first day of every month. Rental payments received after the 5th of each month will be subject to a \$50.00 late fee. Personal checks returned by the bank will incur a \$50 NSF charge, in addition to the all Late Fees. Metro Rahway reserves the right to require that future rental payments be made in the form of secured funds for any resident that tenders an NSF check.

**OCCUPANTS**

All occupants of an apartment home must be identified in the Lease and approved by Metro Rahway including anyone under legal guardianship of the applicant. Please refer to the rental application and list the names of all dependents. Any family member over the age of eighteen (18) and dependent upon the applicant for financial support must fill out an application for approval. Upon approval, they may be listed as an occupant. Anyone over the age of eighteen and financially independent must apply and be accepted as a Lessee and be listed on the Lease Agreement. The Metro Rahway Occupancy Standard is two (2) occupants per bedroom.

**VEHICLES**

No more than 1 vehicle is permitted per apartment home. All vehicles will be in working condition, properly insured as required by New Jersey Law and with legal tags. Car maintenance and repairs at the property are expressly forbidden. Cars illegally parked, without legal tags or not in proper working order will be towed from the community at the Owner's sole expense.

**RENTERS INSURANCE**

Resident acknowledges and understands that Owner's fire, hazard, and liability coverage for injury or damage to persons or property, both real and personal, does not extend to or on behalf of the Resident. Therefore, Owner requires that Resident obtain his/her own insurance coverage against such risk. Resident's insurance policy shall include a minimum limit of \$50,000 for personal property and \$100,000 for personal liability. Furthermore, the Resident shall name Metro Rahway Urban Renewal, LLC as additional insured on their policy with a 10-day notice of cancellation. Resident shall offer proof that the policy is in effect prior to occupying the unit and coverage shall remain in effect for the duration of the lease term.