



MANUFACTURED HOUSING ENTERPRISES, INC.

RENTAL CRITERIA

Manufactured Housing Enterprises, Inc. (MHE) strongly supports the applicable Federal and State Fair Housing laws in both spirit and actual practice. All policies set forth below are to be strictly adhered to without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, veteran status, handicap, elderliness, source of funds, or familial status. All prospects will be treated in the same manner when marketing a home or rental property.

NOTE: Anyone 18 years or older who will be living in the home must complete an application and qualify according to the guidelines set herein. A minor who turns 18 during occupancy will be required to complete an application at lease renewal but will not be subject to the qualifying guidelines.

The application process for MHE communities is made up of multiple components to include a Credit Score, Income Qualification, Criminal History, and Housing Verification. Each of these components is detailed below.

CREDIT SCORING

MHE relies upon statistical scoring models to determine the relative financial risk of leasing a unit to applicants. We use a third-party screening company, Rental History Reports (RHR), to screen all applicants. In addition to estimating risk, credit scores are an objective and consistent way of reviewing relevant application information and help speed the application's approval process.

- Any applicant with a score of 650 or higher is **APPROVED** without conditions with a refundable deposit.
- Any applicant with a score of 400-649 will be **CONDITIONALLY APPROVED** with a double deposit (refundable) or a qualified guarantor.
- Any applicant with a score of 399 or lower is **DENIED**.

Please note that other factors are also considered in addition to the Credit Score which may affect the final decision including, but not limited to, negative housing, verification of income, and unreported or false information provided on the application.

Where can I have my score explained?

If your application is declined, your application did not meet the landlord or property management company's minimum score requirement. You have the right to request a free copy of your consumer report within 60 days after receipt of an adverse action letter. If you would like to request a free copy of your consumer report or dispute any information on your consumer report that you believe is inaccurate, you may contact us directly at the number or address listed below.

Rental History Reports
7900 West 78th St, Suite 400, Edina, MN 55439
Phone: (888) 389-4023
Website: www.RentalHistoryReports.com/Applicant

FUNDS REQUIREMENTS

Combined monthly gross funds must be at least three (3) times the rent and will be verified by Management. Acceptable employment/funds verification is as listed below and are required upon a Conditional or Approved Rental Score.

- A recent paycheck stub that reflects year-to-date earnings or annual salary, recent income tax statement, W-2 form (verifying current salary), or written formal employment offer on company letterhead will be required to verify employment.

- If source of funds is supported by alimony, child support, SSI, trust fund, housing vouchers, appointed funds, etc. applicant must provide legal documentation of such funds.
- In the event that compensation is primarily a result of tips or commissions, three (3) weeks of paycheck stubs or a W-2 verifying the amount is required.

HOUSING REFERENCE

Any negative housing reference will disqualify an applicant from renting with MHE. An acceptable rental history is defined as follows:

- No breach of material noncompliance with a housing provider
- No judgments with housing providers, including satisfied judgments
- No outstanding balance to housing provider

CRIMINAL RECORDS

Any applicant, including applications submitted by a spouse or by any person(s) over the age of 18 intending to move into an existing household, may be rejected for the following reasons:

- A court of competent jurisdiction has convicted an applicant of manufacture or distribution of a controlled substance as defined under applicable federal or state law.
- An applicant has a prior record of a criminal conviction(s) that involve harm to persons or to property, which may constitute a clear and present threat to health, or safety of other individuals.
- An applicant poses a clear and present threat of substantial harm to others or to the dwelling, or property, itself.

Management reserves the right to request a copy of applicant(s) Criminal History Record at any time during the application process of residency (if application is approved) at a MHE community.

MISCELLANEOUS INFORMATION

OCCUPANCY STANDARD

MHE Occupancy Standards are in accordance with Federal and Local occupancy standards and are as follows:

One Bedroom:	Maximum – 2 people
Two Bedroom:	Maximum – 4 people
Three Bedroom:	Maximum – 6 people
Four Bedroom:	Maximum – 8 people

An infant shall not be counted in the total number of persons to be occupying the subject unit. As used in this Rental Criteria, “infant” shall be defined as and shall include any child up to the age of twelve (12) months.

GUARANTORS/COSIGNERS

- A guarantor will be accepted for any applicant who has insufficient income.
- A guarantor’s monthly income must be 3x the monthly rent.
- A guarantor must have permanent residence in the United States.
- A guarantor will not be accepted for an applicant’s denied Credit Score.
- A guarantor will not be accepted if they do not have an Acceptable Credit Score
- Any negative housing reference will instantly disqualify guarantor. Acceptable rental history is defined as follows:
 - No breach of material noncompliance with a housing provider
 - No judgments with housing providers, including satisfied judgments
 - No outstanding balance to housing provider

MULTIPLE LEASE AGREEMENTS

No leaseholder may lease more than 2 units and is required to complete an application for the second unit if their

application for the initial unit is more than 6 months old.

CORPORATE LEASE AGREEMENTS

Listed below you will find a list of all required information and qualifying guidelines necessary for a corporate lease:

- Corporations must supply at least three (3) credit references and be in good standing with all creditors.
- Lease agreement must be signed by a corporate officer, or a Letter of Responsibility signed by a corporate officer that authorizes a company representative to sign a lease agreement.
- Each individual occupying the unit will be listed on the lease as an occupant.
- An application must be completed by all persons occupying the unit and each occupant must pay an application fee.
- Occupants will not have to meet Credit Scores above but must satisfy Criminal History criteria above.

NAME ADDITION

Name addition is the adding of a person to a lease agreement with the permission of all parties concerned. The applicant will follow the criteria outlined above. To qualify for the full rental amount, the new applicant's income will be combined with the current resident's income. Applicants who qualify with combined income will be required to re-qualify in the event that one of the leaseholders wishes to remove themselves from the lease agreement. The current resident will be required to complete a new application, unless they have lived with us for less than 6 months. In the event that the name addition is denied, each case will be reviewed individually, and previous rental history will be evaluated.

NAME DELETION

Name deletion is the removal of a person from a lease agreement with the permission of all parties concerned. The remaining resident(s) on the lease must re-qualify under our current criteria if we originally combined the income of all applicants. Monthly rent may not exceed 3x the applicants' verifiable monthly income.

NON-US CITIZENS

Non-U.S. Citizens who have entered the United States legally are eligible to apply for residence with MHE. In order to qualify, the individual(s) must provide the necessary documentation to verify their legal status, provide the supplemental documentation required for non-U.S. citizens, and satisfy the rental criteria as listed above.

To establish an applicant's legal status, we require all non-US citizens to provide either:

- One of the documents in the first bulleted list **OR** second bulleted list below
- **Plus** one of the documents in the third bulleted list.

List 1 – Any one of the following:

- Unexpired U.S. passport;
- Unexpired foreign passport, with VISA, I-551 stamp or attached Form I-94 indicating unexpired employment authorization;
- Permanent Resident Card of Alien Registration Receipt Card (Form I-551);
- Unexpired Temporary Resident Card (Form I-688);
- Unexpired Employment Authorization Card (Form I-688A); or
- Unexpired Employment Authorization Document issued by U.S. Citizenship & Immigration Service (USCIS) (Form I-766 or I-688B).

List 2 – Or any one of the following documents that establish identity:

- Driver's license or ID card issued by a state or outlying possession of the United States if it contains a photograph or information such as name, date of birth, sex, height, eye color, and address;
- ID card issued by federal, state, or local government agencies, if it contains a photograph or information such as name, date of birth, sex, height, eye color, and address;
- School ID with a photograph;
- Voter Registration Card;
- U.S. Military Card or Draft record;
- Military dependent's ID card;
- U.S. Coast Guard Merchant Mariner Card;
- Native American tribal document; or

- Canadian driver's license.

List 3 – Plus, any one of the following documents that establish employment eligibility:

- U.S. Social Security Card (other than a card stating it is not valid for employment);
- Federal Tax Identification Number (TAX ID # or TIN) - must present card;
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350);
- Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States, bearing an official seal;
- U.S. Citizen ID card (Form I-197);
- ID card for use of a resident citizen in the United States (Form I-179); or
- Unexpired employment authorization document issued by the Department of Homeland Security (other than those listed above, for which only one form is needed).

Si usted no comprende ingles, es necesario que obtenga alguien que traduzca esta noticia.