

Rental Criteria

The Palace Fair Housing Policy

The Palace Apartments including its employees, is committed to following the letter and spirit of the Federal Fair Housing law by respecting the diversity and differences within our customer base by providing equal professional service to all, without regard to race, color, religion, sex, handicap, familial status, national origin or other protected status. The Palace, including its employees, is also committed to following the letter and spirit of the Oklahoma Fair Housing Act, by respecting the diversity and differences within our customer base by providing equal professional service to all, without regard to race, color, religion, national origin, sex, familial status, or disability. The Palace, including its employees, is also committed to following the letter and spirit of the City of Tulsa fair housing ordinances, by respecting the diversity and differences within our customer base by providing equal professional service to all, without regard to race, color, religion, national origin, sex, familial status, disability, sexual orientation or gender identity. The Palace is committed to keeping informed about fair housing laws and practices, and will not tolerate non-compliance.

Non-discrimination Statement The Palace complies with the letter and spirit of the Fair Housing Act, the Oklahoma Fair Housing Act, and the City of Tulsa ordinances that prohibit housing discrimination against certain persons under each law. No qualified person will be denied housing or otherwise discouraged from obtaining housing at The Palace because of his/her status under these laws.

The Palace Screening Policy The Palace, including its employees, is committed to following the letter and spirit of all federal, state, and local fair housing laws by respecting the diversity and differences within our customer base by providing equal professional service to all, without regard to race, color, religion, sex, handicap, familial status, national origin or other protected status contained in state or local statutes. The Palace reserves the right to approve or deny any application whereby the following criteria are not met. The Palace requires all residents 18 years of age or older to apply for residency. In an effort to help you understand the manner in which we evaluate your qualifications to become a resident and to assist you in determining for yourself whether you qualify prior to submitting an Application for Residency, the following are The Palace's basic policies and procedures. Any person of legal age may submit an Application for Residency. Each application will be evaluated in a fair and uniform manner based on creditworthiness, including but not limited to income stability, negative rental, or credit history. Only the applicant's status regarding these issues will be evaluated. The Palace will not take into account any status protected in its Fair Housing Policy. The Palace cannot enter into a lease, or accept rent payments or security deposits until 5 days after the receipt of required disclosures and the prospective resident's review of the Rent/Fee Schedule and the current Rules and Regulations. In this regard, The Palace requires the following:

Identification All applicants 18 years of age and older must provide identification to verify the identity of the applicant. If identification is provided in the form of a government-issued photo I.D., The Palace will not keep a copy. If no photo identification is available, an applicant must provide sufficient proof to verify identity.

Application Everyone 18 years of age and older must complete and sign The Palace standard residency application. In the event an applicant has a guarantor, the guarantor must file a joint application, follow this policy, and agree to its terms. Incomplete or falsified applications will not be accepted for further processing. • Large print applications are available upon request. • The Adams charges a \$55 fee for all

applications. • If the application meets all guidelines, The Palace will accept the application and proceed to consider the applicant's qualifications for residency.

Income Verification Once an application has been accepted, the applicant must provide an employment history and sufficient proof of current income, including but not limited to two recent pay stubs, a letter offering the applicant employment, bank statements, etc. The monthly income must meet three times the monthly rent to qualify for an apartment.

Residence Verification Once an application has been accepted, the applicant must provide a listing of places the applicant has resided over the previous five (5) years, and include any instances where the applicant has been evicted from that particular residence.

Credit Verification Once an application has been accepted, The Palace will run a credit check on the applicant. Following a review of the information provided above, The Palace will notify the applicant whether the application was approved or denied. Availability of units is based on a first-approved/first-served basis.

Criminal Background Check Once an application has been accepted, The Palace will run a criminal background check on the applicant. Any criminal conviction less than ten (10) years old or any pending conviction stemming from events that occurred within the past five (5) years for offenses that may be reasonably determined to pose a threat to The Palace premises, to any employee or their property, or to any tenant or their property, including but not limited to murder, rape, sexual assault, battery, arson, vandalism, burglary, robbery or larceny will be a disqualifying factor for residence at The Palace.

Consent Form I agree to authorize The Palace to obtain a Background Check and/ or Consumer Credit Report. This authorization is valid for the purpose of verifying information given pursuant to leasing, renting, employment, or any other lawful purpose covered under the Fair Credit Reporting Act (FCRA).

Pet / Animal Policy We are a very pet-friendly community and allow 2 pets per household. There is a \$200 non-refundable pet fee for each pet and a monthly \$25 pet rent per pet. We have no breed or weight restrictions.