

**The Harbour North Condominium Association, Inc. and
The Harbour South Condominium Association, Inc.
Guidelines for Candidates submitting a Lease Application
July 28, 2020**

Please be advised that the Board of Directors has approved the following guidelines for candidates submitting lease applications. Failure to meet the below-referenced requirements, as further addressed below, will result in denial of the lease application for good cause.

Good Cause Reasons for Disapproval. The Board may disapprove a proposed lease of a Unit on the presence of any good cause factor set forth in these Guidelines. The Board shall have the discretion to make the determination as to whether any one factor alone or together with other factors provides sufficient basis to disapprove an applicant. Except to the extent required by law, the Board is not required to provide the specific reasons for the disapproval:

1. The person seeking approval has been convicted of a felony involving violence to persons or property, sale or distribution of controlled substances, or a felony demonstrating dishonesty or moral turpitude or has pled guilty to any such felonies. In determining whether to disapprove based on this factor, the Board shall consider the nature, severity and recency of the applicant's criminal conduct, which is the subject of the conviction or guilty plea, as well as any rehabilitation efforts, on a case-by-case basis.

2. The person seeking approval has a record of financial irresponsibility, including without limitation prior bankruptcies, foreclosures or bad debts or the person does not appear to have adequate financial resources available to meet his/her obligations to the Association. In order to assist the Board with determining if this factor has been satisfactorily met, each applicant must provide the following documentation:

- Annual Income: Applicants must have a combined net income of at least three (3) times the monthly rent. Incomes must be verified in writing; applicant may provide recent pay stubs.
- A minimum of three year's residential history is required. Rental history must be rated satisfactory or better, with no record of evictions.
- Self-employed applicants may be required to produce upon request two (2) years of signed tax returns including W2 and/or 1099. Non-employed applicants must provide proof of income.
- Previous rental history reports from previous landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no NSF checks, and no damage to common areas or failure to leave the property clean and without damage.
- Credit history and score of no less than 650 and/or Civil Court Records must not contain landlord judgments, eviction filings, landlord collections, or liens. The credit report will not be shared; however, the name of the credit reporting agency may be provided for the applicant to request a copy from the credit bureau. All information collected

for the approval or denial of the lease application is considered confidential in nature and for association use only.

3. The application for approval provides information which, on its face, indicates that the person seeking approval intends to conduct himself or herself in a manner inconsistent with the covenants and restrictions applicable to the Community.
4. The person seeking approval failed to provide the information, fees or appearance required to process the application in a timely manner or included inaccurate or false information in the application.
5. The owner requesting the approval has had fines levied against him or her which have not been paid.
6. All assessments and other charges against the Unit have not been paid in full.