



Shady Oaks Fair Housing Policy

Shady Oaks, 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.

Shady Oaks, including its employees, is also committed to following the letter and spirit of Florida Statutes Chapter 760.23, by respecting the diversity and differences within our customer base by providing equal professional service to all, without regard to race, color, national origin, sex, handicap, familial status, or religion.

Shady Oaks is committed to keeping informed about fair housing laws and practices, and will not tolerate non-compliance. This commitment will be demonstrated through the general practices of Shady Oaks and through advertising and the media that everyone is welcome and no one is excluded. Shady Oaks will additionally inform our clients and customers about their rights and responsibilities under the fair housing laws.

Non-discrimination Statement

Shady Oaks complies with the letter and spirit of the Federal Fair Housing Act and Florida Statutes Chapter 760.23, that prohibits housing discrimination to certain persons under each law. No qualified person will be denied housing or otherwise discouraged from obtaining housing at Shady Oaks because of his/her status under these laws.

Shady Oaks Screening Policy

Shady Oaks, 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.

Shady Oaks reserves the right to approve or deny any application whereby the following criteria is not met.

Shady Oaks 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 Shady Oaks 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 credit worthiness, including but not limited to income stability, negative rental or credit history, and criminal background. Only the applicant's status regarding these issues will be evaluated. Shady Oaks will not take into account any status protected in its Fair Housing Policy.

Shady Oaks cannot enter into a lease, 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 regards, Shady Oaks requires the following:

Identification

- All applicants 18 years of age and older must provide identification in order to verify the identity of the applicant. If identification is provided in the form of a government issued photo I.D., Shady Oaks 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 Shady Oaks 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.
- Shady Oaks charges a \$40 fee per person for all applications.
- If the application meets all guidelines, Shady Oaks 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.

Residence Verification

- Once an application has been accepted, the applicant must provide a listing of places the applicant has resided over the previous three (3) years, and include any instances where the applicant has been evicted from that particular residence.

Credit Verification

- Once an application has been accepted, Shady Oaks will run a credit check on the applicant.



Following a review of the information provided above, Shady Oaks will notify the applicant whether the application was approved (verbally) or denied (in writing). Availability of units is based upon first approved, first served.

Shady Oaks Occupancy Policy

Shady Oaks adheres to the Department of Housing and Urban Development Guidance on Occupancy Standards and local county ordinances. Due to the guidelines set forth therein, the maximum occupancy within a manufactured home in Shady Oaks shall be two (2) persons per bedroom.

A preborn infant or one (1) infant under the age of 12 months shall not be considered when calculating this occupancy requirement. At the time of renewal, a child who is at least twelve (12) months old will be counted as an additional person for purposes of determining the maximum occupancy allowed. Residents who have exceeded the occupancy restrictions during a lease term due to newborn family members will not be required to move to a larger dwelling (if available) until the end of their current lease or renewal term (not including any month to month automatic renewal extensions).

Shady Oaks Reasonable Modifications/Accommodation Policy

No qualified individual with disabilities will be excluded, solely on the basis of disability from participation in or the benefits of programs or activities administered by Shady Oaks. Shady Oaks will provide reasonable accommodations to all applicants, residents, and employees, who need such accommodations to be able to enjoy the benefits of the housing and employment provided by Shady Oaks. In addition, reasonable modifications will be provided to the structure and features of the dwelling, as well as public and common use areas of the property should such modifications be necessary to provide full enjoyment of the premises, providing such modifications do not result in an administrative and financial burden to Shady Oaks or threat to the other residents of Shady Oaks.

A reasonable accommodation is a change, exception, or adjustment to a rule, policy, practice, or service that allows a person with a disability to use and enjoy a dwelling, as well as public and common use areas of Shady Oaks. A reasonable modification is a structural change made to a resident's dwelling or to the common areas of Shady Oaks, which is necessary to enable a resident with a disability to have full use of and enjoyment of the housing.

Requests for modification/accommodation must be in writing and accompanied by verification from a doctor or other medical professional, or other qualified third party who, in their professional capacity, has knowledge about the person's available information. When additional information is necessary, Shady Oaks will notify the person seeking the modification/accommodation about what information is



needed and offer a reasonable time to provide the information. If, after a reasonable period of time, the requester fails to provide the necessary information, Shady Oaks may base the decision on the available information. Shady Oaks adheres to the Department of Housing and Urban Development Guidance on Service Animals and Assistance Animals for People with Disabilities, as well as Florida Statutes Chapter 760.23. Shady Oaks will evaluate each request on a case by case basis, in a timely and professional manner.

The reasonableness of a particular modification/accommodation depends on various factors, including but not limited to undue financial and administrative burden, or unreasonable fundamental alteration of a dwelling or structure, as well as whether the request poses a threat to other residents of Shady Oaks.

If the initial modification/accommodation proposed by the tenant is determined to be unreasonable and more than one alternative is available, Shady Oaks may offer a modification/accommodation that still meets the resident's needs.