

# Application Agreement

## Part 1 of 2

Location \_\_\_\_\_ Rental Rate \_\_\_\_\_ Application Date/Time \_\_\_\_\_

Computer/Apt.# \_\_\_\_\_ Apt Type \_\_\_\_\_ Move-in Date \_\_\_\_\_ Lease Term From \_\_\_\_\_ To \_\_\_\_\_

Apartment Mailing Address \_\_\_\_\_ Application Taken By \_\_\_\_\_

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| <p>Last Name _____</p> <p>First Name _____ Middle Initial _____</p> <p>Social Security # _____</p> <p>Birth Date - Month _____ Day _____ Year _____</p> <p>Drivers License # _____ State _____</p> <p>Home Phone ( _____ ) _____</p> <p>Work Phone ( _____ ) _____</p> <p>Other Phone ( _____ ) _____</p> <p>E-mail _____ Fax ( _____ ) _____</p> <p>Address: _____ Apt. _____</p> <p>City _____ State _____ Zip _____</p> <p><small>Lease Holder - Anyone 18 years and over must complete an application.</small></p> <p><small>Rent is due on the 1st of the Month at the Management office or as designated by Management.</small></p> <p><small><b>Renter's Insurance is a requirement for living at this community. Proof required.</b></small></p> <p><small>Resident is responsible for placing utilities in their name and providing proof prior to move-in.</small></p> <p><small>We would like to take this opportunity to inform you: The Community has a NO CASH Policy.</small></p> <p><small>Thank-you for choosing our Community, we look forward to your stay!</small></p> | <p style="text-align: center;">An application fee per applicant, along with a deposit or fee to hold your apartment or for placement on the Priority Waitlist is due at the time of application.</p> <p>Application Fee (Non-refundable) _____</p> <p>Full Month Rental Rate (move-in after the 15th) _____</p> <p>Prorate Rent (partial month rent, if applicable) _____</p> <p>Lease Administration Fee (Non-Refundable) _____</p> <p>Parking Structure # _____ ...Pro-rate ___ + _____</p> <p>Monthly Pet Rent ...Pro-rate _____ + _____</p> <p>Other (Describe) _____</p> <p>Other (Describe) _____</p> <p>Security Deposit _____</p> <p>Pet _____ or Other _____ Deposit _____</p> <p>Total Due _____</p> <p>Less Amount Received (App Fee &amp; Deposit) _____</p> <p>Balance Due at Move-in _____</p> <p><small>*May require greater Security Deposit pending Applicant's Qualifying Criteria results.</small></p> <p><b>All Move-In Monies must be in the form of Cashier's Check or Money Order.</b></p> <p><small>All money is due at the signing of the lease and prior to possession of the apartment.</small></p> |
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| <p>Total # of Occupants _____ (Include applicant on 1st line below)</p> <p>Name _____ Birth Date: _____ Relationship <b>Applicant</b></p> <p>Name _____ Birth Date: _____ Relationship _____</p> <p>Name _____ Birth Date: _____ Relationship _____</p> <p>Name _____ Birth Date: _____ Relationship _____</p> <p><u>Within the past 2 years have you:</u></p> <p>1. Declared Bankruptcy? No _____ Yes _____ Date _____</p> <p>2. Been Evicted? No _____ Yes _____ Date _____</p> <p>3. <u>NOT</u> fulfilled a lease term? No _____ Yes _____ Date _____ Reason for 2 or 3, if yes: _____</p> | <p>Pet Yes _____ Type _____ Weight _____ No Pet _____</p> |
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| <p>Landlord/Mortgage Holder Name _____ Phone ( _____ ) _____ Move-in Date _____</p> <p>Address _____ City _____ State _____ Zip _____ Monthly Payment \$ _____</p> <p>Home Owner _____ Renting _____ Living with Family _____ Are you presently under a lease term? No _____ Yes _____ Lease Exp Date: _____</p> <p>If above is less than two (2) years</p> <p>Previous Landlord Name _____ Phone ( _____ ) _____ Move-in Date _____</p> <p>Address _____ City _____ State _____ Zip _____ Monthly Payment \$ _____ Lease Term _____</p> | <p>Credit Card: Visa _____ Am Exp _____ Master Card _____ Other _____</p> <p>Holder _____ Acct _____ Exp _____</p> <p>Holder _____ Acct _____ Exp _____</p> <p>Bank _____ Branch _____</p> <p>Checking # _____</p> <p>Savings # _____</p> <p>Emergency Contact Name _____</p> <p>Phone ( _____ ) _____ Relationship _____</p> <p>Address _____ City _____ State _____ Zip _____</p> <p>Emergency Contact Name _____</p> <p>Phone ( _____ ) _____ Relationship _____</p> <p>Address _____ City _____ State _____ Zip _____</p> |
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| <p>Employer _____ Occupation _____</p> <p>Address _____ City _____ State _____ Zip _____</p> <p>Date of Hire _____ Yearly Income _____</p> <p>HR Director Name _____ Phone _____</p> <p>Supervisor Name _____ Phone _____</p> <p style="text-align: center;"><b>If Less than Two (2) Years</b></p> <p>Previous Employer _____</p> <p>Supervisor Name _____</p> <p>Address _____ City _____ State _____ Zip _____</p> <p>Phone ( _____ ) _____ How Long? _____</p> <p>Automobile Make _____</p> <p>Automobile Model _____</p> <p>Yr. _____ Plate _____ Color _____</p> | <p>Emergency Contact Name _____</p> <p>Phone ( _____ ) _____ Relationship _____</p> <p>Address _____ City _____ State _____ Zip _____</p> <p>Emergency Contact Name _____</p> <p>Phone ( _____ ) _____ Relationship _____</p> <p>Address _____ City _____ State _____ Zip _____</p> |
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**COMMUNITY POLICIES**

- I agree to abide by the community policies listed in the Community Policies/Rules and Regulations Part 2 (VG 101C) and in the Resident Handbook (VG 153).
- I understand I may not make any alterations, additions, or improvements to the apartment without the Owner's written consent.
- Have you ever been convicted of or plead guilty or "no contest" to a felony (whether or not resulting in a conviction)? Yes \_\_\_\_\_ No \_\_\_\_\_
- Have you ever been convicted of or plead guilty or "no contest" to a misdemeanor involving sexual misconduct (whether or not resulting in a conviction)? Yes \_\_\_\_\_ No \_\_\_\_\_ **A response of Yes to either question #3 or #4 is an automatic denial.**
- I understand I must meet the community's applicant screening criteria and hereby authorize Village Green, as Agent, to investigate all foregoing information by such methods as they may deem appropriate including, but not limited to consumer reports, applicant screening and credit reports, criminal activity/history reporting, and income and housing reporting. I release all parties, including the Agent, from liability or any damage that may result from furnishing or investigating such information. Village Green uses commercially reasonable practices to review each applicant's identity information or to investigate information provided.
- I declare that all responses and information are true and complete. False information supplied in this application agreement or found as part of the application process will be sufficient grounds for denial of the application for housing or termination of any executed lease, hereafter.
- It is agreed, a facsimile signature shall stand in place of and stead of applicant's original signature.
  - No tenancy is created by this Application nor until a lease in form satisfactory to Owner is duly executed by Owner and Resident.
  - A deposit when required to secure an apartment or for placement on a Priority Waitlist. The deposit is applied to the total due at move-in when 72 hours have passed and application meets the qualifying criteria.
  - The deposit, when applicable, will be returned if the application is cancelled within 72 hours of the application date or if the application is denied because the applicant does not meet the community's qualifying criteria. The deposit is forfeited if the applicant wishes to cancel the application AND 72 hours have passed.



Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_ By: Witness: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION AGREEMENT**  
**Part 2 of 2**  
**COMMUNITY POLICIES/RULES AND REGULATIONS**

1. All Residents 18 years of age and older are required to show their government issued photo identification in order to tour the community, view the model or an apartment and at the time of application and/or lease signing or for purposes of lockout. We may exclude from outside area or common area anyone who refuses to show photo identification or refuses to identify himself or herself as a resident, occupant, guest or invitee of a resident in the community.
2. Residents are not permitted to store or use flammable liquids or explosives including firecrackers or fireworks on or around the premises. Exception: Propane tanks for gas BBQ grills are permitted, if gas grills are allowed on the property. Use of charcoal barbecue grills or chimineas on balconies or patios is prohibited. Electric or gas fueled grills may be allowed depending upon local ordinances and building construction.
3. Resident agrees to immediately notify management of any deficiencies including, but not limited to, smoke alarms and signs of water infiltration, mold, water leaks, or burst pipes both within and about the premises.
4. Resident vehicles must be currently registered with the site office, be legally licensed and in operable road ready condition. The Property Manager must approve all motorcycles, mini-bikes, and motorized scooters, recreational, commercial, or other vehicles before being brought on the premises.
5. Window treatments must be white or have a white backing/lining facing the exterior of the building. Window ledges are never be used for seating purposes. Window screens are never considered to be a safety feature to prevent a person from falling out the window.
6. Sidewalks, entrances, passages, patios, balconies, vestibules, stairways, hallways, and corridors must be unobstructed or otherwise unencumbered and may not be used for any other purpose other than entering and exiting the apartment.
7. Resident agrees that only artificial Christmas trees and greenery will be permitted.
8. No awnings, radio, television, CB antennas, satellite dishes, etc. may be installed or used in or about any part of the apartment interior or exterior including windows, balconies, and patios without the written permission of the owner. Owner will follow FCC rulings on resident satellite dish placement.
9. Resident agrees to provide management access to their apartment for the purposes of pest control or preventive maintenance on a periodic basis and the conducting of an annual inspection.
10. Use of the pool, spa facilities, billiard room, fitness center, and tennis or racquetball courts, other recreational facilities or common area elements is at your own risk. Use of these facilities or areas is limited to residents and a maximum of two guests per apartment at one time. A resident must accompany all guests. A parent or responsible adult must accompany residents under the age of 16. Residents agree to abide by all posted instructions and rules, along with rules in the Resident Handbook and conduct themselves in a manner that will not interfere with the quiet enjoyment of other residents.
11. Resident may not re-adjust energy efficient or utility conserving devices without written consent of owner. Resident agrees to maintain a temperature range between 55 and 75 degrees Fahrenheit during cold weather to prevent pipes from freezing.
12. Resident agrees that laundry functions shall be done only in the rooms provided for such purpose. Washing machines and dryers will only be used during designated hours.
13. Resident agrees to maintain the carpeting by appropriate vacuuming and shampooing as needed.
14. Resident agrees to inform the on site management office staff of any changes concerning telephone numbers, employers, vehicles, and names and number of occupants.
15. Residents are responsible for the conduct of their guests, other persons residing in the unit, pets, visitors, or invitees.
16. Residents, other persons, guests or invitees may not possess a weapon in or about the apartment community that is prohibited by Federal, State, or local law; discharge or cause to be discharged a firearm in or about the apartment community; display a gun, knife or other weapon in the community's common areas that may be reasonably expected to alarm others or act in a manner that is harassing, threatening or otherwise disturbing to others, including our agents and employees.
17. A resident MAY NOT conduct garage sales or other sales on the premises.
18. Door-to-Door solicitation IS NOT permitted within the community. Resident agrees to notify the management office of any such solicitation.
19. Resident will provide management with proof that the utilities (deemed the responsibility of the resident) have been placed in the resident's name before occupying the apartment. Resident agrees to maintain said utilities in their name throughout the term of the initial and subsequent leases terms.
20. Resident hereby acknowledges they will obtain and provide proof of Renter's Insurance prior to move-in and understands it must remain in force throughout the initial and subsequent lease terms.
21. No pet is permitted without written authorization. Management reserves the sole right to determine the acceptability as to type and number of pets that may be permitted and limit such authorization to domesticated, common household pets, only. Pets of vicious or aggressive disposition deemed by management to be potentially harmful to the health and safety of others, along with livestock, reptiles, amphibians, rodents or other non-domesticated animals are strictly prohibited.
22. For participating communities, Resident agrees his or her signature on the lease indicates his or her free enrollment in the LeasEquity rent rebate program and agrees to abide by the Terms and Conditions therein. Rebate is based on occupancy date and acknowledgment of Terms and Condition is required. To activate your account visit LeasEquity.com

This community \_\_\_ does, \_\_\_ does not participate in LeasEquity Home purchase program.

23. Resident states that he/she has never been convicted of or plead guilty or "no contest" to a felony of any type or misdemeanor involving sexual misconduct. False information supplied in the Apartment Application will be sufficient grounds for termination of the Lease.
24. Rent is due on the 1<sup>st</sup>. When you provide us with a personal check, you authorize us to either use information from your check to make a one-time electronic debit from the financial institution provided on the check or to process the payment as a check. The electronic debit will be for the amount of your check. If you do not have sufficient funds in your account for any reason, the check WILL NOT be resubmitted; rather you will be required to honor the transaction by cashiers check or money order and you will be assessed additional fees. When using electronic debit, funds may be withdrawn from your account quickly.
25. Village Green will comply with all Federal, state and local laws regarding Fair Housing practices. It is the resident's responsibility to request any reasonable accommodation or reasonable modification. Requests should be in written form to document the request.
26. Upon signing the lease, the Application Agreement and Community Policies/Rules and Regulations become an amendment to the lease.



Resident's Signature \_\_\_\_\_ /Date \_\_\_\_\_

Resident's Signature \_\_\_\_\_ /Date \_\_\_\_\_

Resident's Signature \_\_\_\_\_ /Date \_\_\_\_\_

Resident's Signature \_\_\_\_\_ /Date \_\_\_\_\_

By: \_\_\_\_\_  
Property Manager's Signature or Authorized Representative

\_\_\_\_\_ /Date  
Date Signed