



## **Acceptance Requirements**

Thank for your interest in one of the Henry Corporation premier managed apartment communities. To insure residents meet Henry Corporation acceptance requirements, all applicant(s) and guarantor(s) must meet the following:

**Occupancy:**

	<u>Minimum</u>	<u>Maximum</u>
<i>One Bedroom Apartment</i>	1	2 (+1 12 months or under)
<i>Two Bedroom Apartment</i>	1	4 (+1 12 months or under)

**Initial Rental Requirements:**

All prospective applicant(s) and guarantor (if applicable) must submit a complete application with the application fee. A prospective applicant/guarantor must be of legal age and all occupants over the age of 18 must submit an application. Either the applicant or the guarantor is required to have a valid Social Security number.

- 1) Security Deposit or Surety Bond (financial guarantec) is required.
- 2) Applicant(s) and guarantor (if applicable) will pay a non-refundable application fee of \$12.95 per applicant. Additional applicants will pay an application fee of \$12.95. A Holding Deposit of \$235 is required to reserve an apartment and will be applied as follows:

<u>Apartment Size</u>	<u>Applied to Rent</u>
One Bedroom	\$235
Two Bedroom	\$235

**EACH PROSPECTIVE RESIDENT AND GUARANTOR WILL BE QUALIFIED BASED ON THE FOLLOWING FIVE (5) GUIDELINES AND RULES**

- 1) **RESIDENT HISTORY** – A minimum of six (6) months of rental history on a current or previous address verifiable via a landlord or home ownership. Home ownership must be verified via a credit report or written documentation from the Mortgage Company.
- 2) **EMPLOYMENT HISTORY** – All applicants must have verifiable income. Income must be verified by current employer. Self-employed or retired applicants must provide proof of income (EG: W2, completed tax return for the most current year, or six months of bank statements.
- 3) **INCOME** – Gross monthly income of applicant(s) per apartment applied for must exceed 3 times the monthly rental amount (conventional properties only). If not verifiable through employer, a copy of the most current years' tax return, W2, or six months of previous bank statements must be submitted for review.
- 4) **CREDIT HISTORY** – A national credit-reporting agency will be processing the credit application. All credit reports will be evaluated on a percentage system based on all trade lines.
- 5) **CRIMINAL BACKGROUND** – A criminal background check will be run on each individual 18 years of age or older who will be residing in the apartment.

**RULES**

- Bankruptcy that has been discharged 12 months or longer will not be a factor in determining acceptable credit provided rent history is acceptable.
- Medical collections are not considered in the qualifying process.
- Negative credit will consist of accounts that have a past due or unpaid balance more than thirty (30) days past due.
- First time renters and negative or no credit applicants will be approved with a qualified co-signer for lease guaranty.

**AUTOMATIC DENIAL – APPLICANTS WILL BE AUTOMATICALLY DENIED FOR THE FOLLOWING REASONS**

- Having been evicted within the past five years or currently in the process of being evicted by a landlord.
- Having any unresolved debts to a current/previous landlord or mortgage company within the past five years.
- Having been asked to vacate a residence within the past five years due to non-compliance with any terms of the lease contract and/or community policies.
- Having been convicted of a felony (except hot checks) or currently serving deferred adjudication.
- Having outstanding government liens, court judgments or other liens within the past five years (unless supporting documentation can be provided to rebut lien).
- Having an open bankruptcy.
- Falsification of any information on the rental application.

**GUARANTORS**

A guarantor must fill out an application, pay the application fee and meet all qualifying criteria outlined above. A lease guaranty addendum must be signed by the guarantor before the prospective resident may move in and the guarantor will be fully responsible to the lease term if the occupying resident defaults.

**PET REQUIREMENTS**

Pets accepted are dogs, cats, birds and fish. Excluded dog breeds are Rottweilers, Pit Bulls, Chows, Dobermans or any mixed breed thereof. Management has discretion on breeds that are not specifically excluded. Maximum of two (2) pets per apartment. A non-refundable pet fee of \$300 is required as well as a monthly pet rent of \$10 per pet. The pet must be no higher than 14 inches or weigh no more than 25 pounds full grown. At no time will a reptile or rodent be allowed in the apartment.

If for any reason, management decides to decline the application, management will refund the Holding Deposit in full. Once the application is approved, the applicant may cancel within 72 hours and receive a full refund of Holding Deposit. Cancellation after 72 hours will result in the Holding Deposit being retained as liquidation damages.

Henry Corporation does business in accordance with the Federal Fair Housing Law. The Fair Housing Laws are designed to protect people who fall into one or more of the seven protected classes: Race, National Origin, Color, Religion, Sex, Handicap, and Familial Status.

I/We have read the above and understand the criteria from which my/our application will be approved.

\_\_\_\_\_  
Applicant Signature                      Date

\_\_\_\_\_  
Applicant Signature                      Date

\_\_\_\_\_  
Management Representative              Date

**CLEAR CREEK APARTMENT HOMES**  
**3906 Celeste**  
**Springdale, Arkansas 72762**  
**(479) 750-9900**

**Application for Housing**

For Office Use Only (Henry Corporation)  
Desired Date of Occupancy: \_\_\_\_\_ Date and Time Application Rec'd: \_\_\_\_\_ Rec'd By: \_\_\_\_\_  
Property: \_\_\_\_\_ Apartment# \_\_\_\_\_ Size \_\_\_\_\_ Rent\$ \_\_\_\_\_

**PLEASE TELL US ABOUT YOURSELF:** *(To be fill out by Applicant-Do not leave any sections blank)*

**First Name**                      **Middle Name**                      **Last Name**                      **Date of Birth**                      **S.S.#**  
\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Married     Never Married     Widowed     Divorced     Separated     Legally Separated

Maiden Name(if applicable): \_\_\_\_\_

**PLEASE LIST OTHER OCCUPANTS AND THEIR RELATIONSHIP TO YOU:**

<b><u>First Name</u></b>	<b><u>MI</u></b>	<b><u>Last Name</u></b>	<b><u>Relationship</u></b>	<b><u>Date of Birth</u></b>	<b><u>S.S.#</u></b>
_____		_____		____ / ____ / _____	- ____ - _____
_____		_____		____ / ____ / _____	- ____ - _____
_____		_____		____ / ____ / _____	- ____ - _____
_____		_____		____ / ____ / _____	- ____ - _____
_____		_____		____ / ____ / _____	- ____ - _____

Are you a full time student?  Yes  No    Are you a part time student?  Yes  No *(including grade school)*

Is any other member of your household a full time student?  Yes  No    If so, whom? \_\_\_\_\_

If yes, which school or university does the student attend? \_\_\_\_\_

What is the address of the school? \_\_\_\_\_

Do you or any other household member have any pets?     Yes  No    Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
If yes, please describe height, weight, type of pet: \_\_\_\_\_

Have you or any household member ever broken a lease or been evicted from an apartment?     Yes  No    If yes, explain: \_\_\_\_\_

Have you or any household member ever been convicted of a drug related crime?  Yes  No If yes, explain: \_\_\_\_\_  
 Have you or any household member ever been convicted of a felony?  Yes  No

**PLEASE TELL US ABOUT YOUR RESIDENCE HISTORY, BEGINNING WITH THE MOST CURRENT:**

**CURRENT ADDRESS:** \_\_\_\_\_  
 Street City State Zip  
 Name of Management or Owner: \_\_\_\_\_ Manager's Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Manager's Address: \_\_\_\_\_  
 Street City State Zip  
 Month and Year moved in? \_\_\_\_\_ Monthly Rent? \$ \_\_\_\_\_ Reason for leaving? \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_  
 Street City State Zip  
 Name of Management or Owner: \_\_\_\_\_ Manager's Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Manager's Address: \_\_\_\_\_  
 Street City State Zip  
 Month and Year moved in? \_\_\_\_\_ Monthly Rent? \$ \_\_\_\_\_ Reason for leaving? \_\_\_\_\_

**PLEASE TELL US ABOUT YOUR AUTOMOBILE:**

	<u>Year of Automobile</u>	<u>Make/Model</u>	<u>Color</u>	<u>License Plate Number</u>	<u>State</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

**EMERGENCY INFORMATION: In Case of Emergency, Please Notify:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

In case of a serious illness, accident or death is this person authorized to enter and remove all of resident's property?  
 Yes  No

**ASSETS: (List all assets, which include, but are not limited to, sums in checking accounts, savings accounts, safe deposit boxes, and cash on hand, stocks & bonds, certificates of deposit, real estate, and/or other capital investments.)**

1. Type of Asset:	_____	Amount of Asset:	_____	Name of Institution Held by:	_____
2. Type of Asset:	_____	Amount of Asset:	_____	Name of Institution Held by:	_____
3. Type of Asset:	_____	Amount of Asset:	_____	Name of Institution Held by:	_____
4. Type of Asset:	_____	Amount of Asset:	_____	Name of Institution Held by:	_____

**PLEASE LIST ALL EMPLOYMENT INCOME OF EVERY HOUSEHOLD MEMBER: (Include all income anticipated for the next 12 months.)**

<u>Household Member</u>	<u>Employer/Address</u>	<u>Supervisor/Phone</u>	<u>Amount</u>
_____	_____	_____	_____ per _____
_____	_____	_____	_____ per _____

	per
	per
	per

**PLEASE LIST ALL OTHER INCOME OF EVERY HOUSEHOLD MEMBER:** *(Include all income anticipated for the next 12 months.)* This includes, but is not limited to, full and/or part time employment, public assistance, social security, pension, SSI, military pay, unemployment compensation, disability compensation, child support, educational loans, scholarships and grants, annuities.

Household Member	Source/Address	Amount
		\$ _____ per _____
		\$ _____ per _____
		\$ _____ per _____
		\$ _____ per _____

If Management and/or its agents have any questions about this application, please give PHONE NUMBERS where you can be reached:

Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Applicant has submitted an application fee of \$ \_\_\_\_\_, which is a nonrefundable payment for a credit check and processing charge of this applicant. Such sum is not a rental payment or premises deposit. This amount will be retained by Management to cover the cost of processing application as furnished by the applicant. Any false information will constitute grounds for rejection of application.

I hereby deposit \$ \_\_\_\_\_ with Management as a good faith deposit in connection with this application for residency. If my application is accepted I understand this amount will be applied toward payment of my total premises deposit of \$ \_\_\_\_\_. If for any reason, Management decided to decline my application, then Management will refund this good faith deposit to me in full. If this application is approved, and I fail to occupy the premises on the agreed upon date, except for the delay caused by construction or the holding over of a prior resident, I understand that Management will retain the above referenced deposit. Any interest accrued on subject during the time held by owner shall become the property of the owner and not subject to refund to applicant.

I/We hereby affirm that the foregoing information is true and correct to the best of my knowledge

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

DL# \_\_\_\_\_

DL# \_\_\_\_\_

# Authorization To Release Information

## To Whom It May Concern:

The undersigned applicant applied for residential consideration with Henry Management, Inc. You are hereby authorized to release any information required by **Clear Creek** Apartment community to complete the processing of this application. Necessary information may include the following:

- Savings and Checking Deposit Verification
- Employment and Income Verification
- Rental/Mortgage Balances and Payment History
- Consumer Credit Balances and Payment History
- Any other pertinent personal or financial information

A photocopy of this letter will be deemed as acceptable authorization for release of any of the above information or documentation requested by Henry Management, Inc. Please do not remove this authorization letter from the attached verification request.

Thank You.



\_\_\_\_\_  
Applicant/Date

\_\_\_\_\_  
Applicant/Date