

++WIDEFIELD APARTMENTS STATEMENT OF RENTAL POLICY

Updated 07/08/05

Equal Housing: We are an equal housing provider. We fully comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.

Apartment Availability Policy: Apartments become available when they are ready to rent. A vacant apartment will not be deemed available until it has been cleaned, repainted, and prepared for a new resident. We update our list of available apartments as each apartment becomes available. An apartment that was unavailable in the morning may become available later that same day.

Occupancy Guidelines: To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment. In determining these restrictions, we adhere to all applicable fair housing laws. We allow two persons per bedroom plus one additional person per apartment.

Rental Criteria: To qualify for an apartment at Widefield Apartments, you must meet the following criteria:

1. **Income-** Your monthly income must be at least two times the monthly rent. We will include all sources of income (wages, child support, housing assistance, social security, etc.) that are verifiable. If you are unemployed, you must provide proof of a source of income or be able to pay rent for the full term of the lease at the time of move-in.
2. **Rental History-** Your current and previous rental history must show that you paid your rent in a timely manner in accordance with your lease agreement. You cannot have an outstanding balance due to a landlord/ apartment community. If you have an eviction within the last five (5) years, we will not be able to approve your application. If you were evicted prior to the last five (5) years, you must have established good rental history in the last five (5) years. You must give proper notice to vacate to your current landlord.
3. **Credit History-** Your credit history must show at least 50% positive credit with no outstanding balances due to previous landlords. If you have filed bankruptcy, any credit established subsequent to the bankruptcy must be positive.
4. **Criminal History-** Any criminal convictions will automatically require your file to be sent to our corporate office for review and subsequent approval/ denial. Felonies involving violence, anything that would threaten the safety of other residents, or anything drug related (within the last ten [10] years) will be an automatic denial.
5. **Age Requirements-** All lease signers must be at least eighteen (18) years of age to lease an apartment at this community.
6. **Application Process-** You must submit an application and provide all pertinent information requested on the form. You must pay the nonrefundable application fee of **\$20.00** per adult in the form of a **money order or other certified funds. We don't accept cash!** Upon receipt of the application and application fee, we will order a credit and criminal check. We will then call to verify employment and rental history. Upon receipt of all requested information, we will determine if you meet our rental criteria. If you meet our criteria, we will approve your application. This process takes one to four days (depending upon the speed with which all requested information is returned to us). We will rent available apartments to applicants in the order that their application is approved.
7. **Pet Policy-** The only pets we allow at Widefield Apartments are caged animals such as fish, or hamsters. Prior to housing ANY animal (even if it fits in these categories) you **MUST** receive written authorization from the property manager.

Applicant's signature

Date

Applicant's signature

Date

Member of Management Signature & Title

Date

RENTAL APPLICATION
(Please Print)

APPLICANTS:

1. _____ Name of Applicant Phone#	_____ Social Security Number	_____ Date of Birth
2. _____ Name of Co-Applicant Phone#	_____ Social Security Number	_____ Date of Birth

OTHER OCCUPANTS:

1. _____ Name	_____ Social Security Number	_____ Date of Birth
2. _____ Name	_____ Social Security Number	_____ Date of Birth
3. _____ Name	_____ Social Security Number	_____ Date of Birth

CURRENT ADDRESS:

APPLICANT ADDRESS _____	Dates: _____ to _____
_____	County: _____
Landlord Name: _____	Landlord Phone #: _____
Reason for leaving? _____	

CO-APPLICANT ADDRESS _____	Dates: _____ to _____
_____	County: _____
Landlord Name: _____	Landlord Phone #: _____
Reason for leaving? _____	

PREVIOUS ADDRESS:

APPLICANT ADDRESS _____	Dates: _____ to _____
_____	County: _____
Landlord Name: _____	Landlord Phone #: _____
Reason for leaving? _____	

CO-APPLICANT ADDRESS _____	Dates: _____ to _____
_____	County: _____
Landlord Name: _____	Landlord Phone #: _____
Reason for leaving? _____	

CURRENT EMPLOYER:

APPLICANT _____
CONTACT: _____ Phone# _____
DATES: _____ to _____ #hrs per week _____
INCOME: _____ Hrly/Mnthly/Yrly(circle one)

CO-APPLICANT: _____
CONTACT: _____ Phone# _____
DATES: _____ to _____ #hrs per week _____
INCOME: _____ Hrly/Mnthly/Yrly(circle one)

NEAREST RELATIVE:

APPLICANT _____
ADDRESS: _____
PHONE #: _____

CO-APPLICANT: _____
ADDRESS: _____
PHONE #: _____

Application is made with the understanding that it is subject to acceptance by the Owner. Applicants claim the information provided above is true and complete to the best of my/our knowledge and belief. I/We consent to the disclosure of income and financial information from our employer and financial references for purposes of income, tenancy, and asset verification related to my/our application for tenancy.

Signed:

_____ Applicant	_____ Date	_____ 2 or 3 bedrooms?
_____ Co-Applicant	_____ Date	_____ Upper or lower level?

RENTAL VERIFICATION

Date: _____

Applicant's Name: _____

Applicant's Address: _____

Community Name: _____

Contact Person: _____ **Title:** _____

Contact Phone Number: _____

Present Residence

Previous Residence

Monthly Rent Amount: \$ _____

Lease Dates: _____ **to** _____

To be completed by Management:

Proper Notice Given? **YES** **NO**

Was monthly rent paid on time? **YES** **NO**

If no, how many times late in past twelve months? _____

Was legal action necessary? _____

Housekeeping Habits: **Poor** **Fair** **Excellent**

Damages or disturbances? **YES** **NO**

Does applicant have any outstanding charges? **YES** **NO**

Would you re-rent to this applicant? **YES** **NO**

If no, why?

Additional Comments?

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Applicant

Date

Verified by:

Member of management

Date

EMPLOYMENT VERIFICATION

APPLICANT: _____

Name

Street Address

City, State, Zip Code

EMPLOYER: _____

Company

Contact Person, Position

Contact Phone Number

To be completed by employer or member of management:

Employment Dates: _____ to _____

Income: \$ _____ Hrly Wkly Mnth Yrly

Hours per week: _____

Date of Verification: _____

Verified via: Phone Fax Mail

Signature of Employer (representative)

Position

Date

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Applicant

Date

Verified by:

Widefield Apartments Management Signature

Date