



APPLICATION FOR RESIDENCY

Date _____ Property _____
 Apartment No. _____ Expected Move-In Date _____

PERSONAL INFORMATION

Applicant's Name _____ Date of Birth _____ SS# _____
 Drivers License # _____
 Street Address _____ Home Phone _____
 E-mail address _____ Cell Phone _____
 City _____ State _____ Zip _____ Rent Amount \$ _____ How long at Address? _____
 Landlord's or Mortgagor Name & Address _____ Phone _____
 Previous Address _____ How long at Address? _____
 Landlord's or Mortgagor's Address _____ Phone _____
 Spouse's Name _____ Date of Birth _____ SS# _____
 Drivers License # _____
 Street Address _____ Home Phone _____
 E-Mail Address _____ Cell Phone _____
 City _____ State _____ Zip _____ Rent Amount \$ _____ How long at Address? _____
 Previous Address _____ How long at Address? _____
 Landlord's or Mortgagor's Name & Address _____ Phone _____

List all persons to occupy Apartment: ***Only those listed on this application shall occupy apartment.***

NAME	RELATIONSHIP	AGE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Why are you leaving your present residence? _____
 Have you or your spouse ever left owing rent? ___ Yes ___ No
 Have you or your spouse ever been evicted? ___ Yes ___ No
 Have you or your spouse ever been convicted of a Felony? ___ Yes ___ No

EMPLOYMENT INFORMATION

Present Employer _____ Phone _____
 Address _____ City _____ State _____ Salary _____ Per _____
 Position _____ Dates of Employment _____ Supervisor _____
 Previous Employer _____ Phone _____
 Address _____ City _____ State _____ Salary _____ Per _____
 Position _____ Dates of Employment _____ Supervisor _____
 Other income\$ _____ (Describe Source) _____
 Spouse's Present Employer _____ Phone _____
 Address _____ City _____ State _____ Salary _____ Per _____
 Position _____ Dates of Employment _____ Supervisor _____
 Previous Employer _____ Phone _____
 Address _____ City _____ State _____ Salary _____ Per _____
 Position _____ Dates of Employment _____ Supervisor _____
 Other Income\$ _____ (Describe Source) _____

OTHER INFORMATION

Autos: Make	Year	License No.	State	Color
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

Do you have a Pet ___ Yes ___ No If Yes, what kind? _____
 Do you own real estate? ___ Yes ___ No. If Yes, where? _____

Person to be Notified in Event of Emergency:
 Name _____ Phone _____
 Address _____ Relationship _____

I (we) hereby apply for occupancy of apartment no. _____ located at _____ and agree to take the premises and execute an apartment lease in form used by the Owner.

I (we) hereby make an earnest money deposit of \$150.00 which is to be forfeited and retained by the Owner if balance of deposit, equaling \$ _____ is not paid by the due date. (Due date is 10 days after selection of an apartment or before move-in date, whichever occurs first). If this application is NOT accepted, or if I (we) cancel the application within 3 days of application, the earnest money deposit will be refunded within 30 days of application. The Owner will retain the credit check fee.

I (we) acknowledge that the selection of an apartment will cause the Owner to remove that apartment from the market, so that if I (we) fail to occupy the apartment, the Owner will incur monetary damages which are certain to occur but difficult to calculate. Therefore, if I (we) fail to occupy the apartment, the entire amount of this deposit shall be considered liquidated damages and shall be retained by the Owner. If I (we) occupy the apartment, the entire amount of this deposit shall be converted to the security deposit required under the lease.

I (we) represent that all of the above statements are true and correct and hereby consent to allow PCRMM, Inc., through its designated agent and its employees, to obtain and verify my credit information including a criminal background search for the purpose of determining whether or not to lease me/us an apartment. I (we) understand that should I (we) lease an apartment, PCRMM, Inc. and its agent shall have a continuing right to review my credit information, rental application, criminal background, payment history and occupancy history for account review and collection purposes. I (we) understand that falsifying of information on the application will be grounds for rejection of tenancy.

Applicant's Signature _____ Date _____

Spouse's Signature _____ Date _____

Received: Credit Check Fee \$ _____ (non-refundable)
 Earnest Money Deposit \$ _____

PCRMM, Inc.
 Agent _____



**PARTNERSHIP CONCEPTS REALTY MANAGEMENT, INC.
RESIDENT SELECTION CRITERIA**

It is the policy of Partnership Concepts Realty Management, Inc. to establish consistent and fair resident selection standards that support Federal, State, and City Fair Housing Laws. All applicants will be evaluated without regard to race, color, religion, sex, disability, familial status, national origin, age, marital status, military or veteran status, sexual orientation or lawful source of income. In order to assist you with your decision on your new home, we are providing a list of guidelines used to qualify prospective new residents of Hampton-In-Highland. Please note that this is our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by the Hampton-In-Highland Apartments that all residents and occupants currently residing at this community have met these requirements. There may be residents and occupants that have resided at this community prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from Choicepoint Services Inc./Resident Data and other third party sources.

Please review this information before filling out an application.

RENTAL APPLICATIONS:

A rental application is to be completed separately by all occupants 18 years or older. An application fee of \$50.00 is paid for each application. Married couples with joint credit may complete one application for a \$60.00 application fee. Applicant must provide a valid drivers license (or state I.D. card) and social security number. Non-US citizen applicants must provide a current passport, INS identification card or work/student visa and a qualified Co-applicant, who is a US citizen, must also sign the lease.

OCCUPANCY:

Two (2) persons per bedroom or two (2) persons plus one minor who is twelve (12) months of age or less are acceptable. The minor must reside with his/her parent, guardian or legal custodian.

CREDIT CRITERIA:

Each applicant's credit history will be analyzed as shown on his/her respective credit report. Acceptance for residency will be based on a scoring model provided by Choicepoint. The system evaluates debt to income ratio, rent to income ratio, FICO credit score, check writing history, and public records. Applicant cannot be approved with any outstanding utility collections in the last 12 months. When management notifies the applicant of utility debts that need to be satisfied, the applicant has 72 hours to provide receipts or the apartment reserved will go back on the market. Applicant must have a positive check verification rating or they will be required to pay rent with a certified check or money order. (Rental payments cannot be paid in cash).

INCOME:

All applicants must have verifiable income to support the rental payment. Employment income is verified by the applicant providing the two most recent paycheck stubs. For applicants starting a new job, a job offer letter including first date of employment, salary information, and supervisor contact information, will be acceptable. Other income, such as commissions, tips or bonuses will be accepted if included in paycheck stubs or claimed on last year's tax return. Child support or alimony income will be accepted with a copy of the court order and documentation of the two most recent payments. Self-employed applicants must provide their previous year's tax return. Social security, pension and disability income is acceptable with the two most recent monthly statements. In the case of roommates, when a fully qualified applicant has a roommate who qualifies in all respects except financially, they may rent an apartment together; however, they both must sign the lease.

CRIMINAL HISTORY:

A criminal background search will be performed on all occupants 18 years or older. This applies to occupants as well as applicants.

PETS:

A maximum of 2 cats will be accepted with a non-refundable fee of \$250.00. They must be de-clawed and neutered. Small caged animals will also be accepted; however, they must remain in the cage at all times. No dogs will be permitted; except those medically necessary to assist the disabled. (Doctor's written authorization will be required).

AUTOMATIC DENIAL:

Applicant will automatically be denied residency for the following reasons:

- ? Falsifying information on the rental application
- ? Foreclosure or tax lien in the last 24 months
- ? A non-discharged bankruptcy
- ? Previous eviction
- ? Debt to a previous landlord in the last 36 months
- ? Felony conviction, deferred adjudication and/or pending charges for any such offense or probation for a felony
- ? Conviction involving sexual crimes, legal requirements to register as a sex offender, weapons charges, crimes against persons or crimes related to the sale or manufacture of a controlled substance.

SECURITY DEPOSITS:

One bedroom apartment \$550.00
Two bedroom apartment \$600.00
Earnest Money Deposit of \$150.00 due at the time of application
Balance of security deposit \$400.00/\$450.00 due within 10 days of selection of an apartment or before move-in, whichever occurs first.

All necessary documents must be provided within 72 hours of application, AND the full balance of the security deposit must be paid by the due date, or the reserved apartment will go back on the market and the earnest money deposit will be forfeited.

We do not discuss individual credit reports with ANYONE, including the applicant. Applicants will be provided with the name, address and phone number of the credit bureau we used, and they must contact them directly if there are any disputes.

I have read and understand the terms and conditions outlined above.

Applicant Signature

Date

Applicant Signature

Date

LEASE ADDENDUM FOR DRUG-FREE HOUSING

In consideration of the execution of a lease of the dwelling unit identified in the lease, Owner and Resident agree as follows:

1. Resident, any member of the resident’s household, or a guest or other person under the resident’s control shall not engage in criminal activity, including drug-related criminal activity, on or near property premises. “Drug-related criminal activity” means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 812).
2. Resident, any member of the resident’s household, or a guest or other person under the resident’s control shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on or near property premises.
3. Resident or members of the household will not permit the dwelling unit to be used for, or to facilitate, criminal activity, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or a guest.
4. Resident or member of the household will not engage in the manufacture, sale, possession or distribution of illegal drugs at any location, whether on or near property premises or otherwise.
5. Resident, any member of the resident’s household, or a guest or other person under the resident’s control shall not engage in acts of violence or threats of violence, including, but not limited to, the unlawful discharge of firearms, on or near property premises.
6. VIOLATIONS OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF TENANCY. A single violation of any of the provisions of this addendum shall be deemed a serious violation and a material noncompliance with the lease. It is understood and agreed that a single violation shall be good cause for termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by a preponderance of the evidence.
7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of the addendum shall govern.
8. This Lease Addendum is incorporated into the lease executed this day between Owner’s Agent and Resident.

DATE:

DATE:

Agent for Beneficial Owner

Resident:

Resident: