



The Application and Administration Fee is \$ _____. **Application and Administration fees are non-refundable.**

RENTAL APPLICATION APPROVAL CRITERIA LIST

THIS COMMUNITY WILL NOT DISCRIMINATE AGAINST ANY PERSON BASED ON RACE, AGE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, FAMILIAL STATUS, AND/OR HANDICAP.

Thank you for taking an interest in living at our community. The following areas we will be reviewing to determine your qualification for residency at our community: Credit History, Residence History, Verification of Income and Arrest Record.

Occupancy: Occupancy will be limited to no more than two (2) persons in a one-bedroom apartment, four (4) persons in a two-bedroom apartment and six (6) persons in a three-bedroom apartment.

Income Requirements: The gross monthly income of all lease holder(s) will be considered jointly and must equal or exceed three (3) times the rent that you will be paying for the apartment. All income must be verified in order to be considered as part of your income.

Residence History: A prior residency history will be reviewed and cannot contain any prior evictions.

Credit & Criminal: Management will review a credit & criminal history.

Pets: All pets are subject to property policies and breed restrictions.

Age: All leaseholders must be a minimum of eighteen (18) years of age and everyone eighteen (18) years of age or older must be a leaseholder.

Applicant Signature: _____

Applicant Signature: _____



RENTAL APPLICATION

Property Location: _____ Apt.#: _____ Date: _____

Number of Bedrooms: _____ Maximum Number of Occupants: _____ Date Available: _____

Lease Term: _____ Monthly Rent: \$ _____ Security Deposit: \$ _____

Date Rent Begins: _____ Prorated Rent: \$ _____ Pet Fee: \$ _____

Utilities Paid By Renter: Gas _____ Elec. _____ Water _____ Sewer _____ Special: _____

Pets: No _____ Yes _____ Limitations: _____ Unfurnished _____ Furnished _____ Amount due at Move-In: \$ _____

TO BE COMPLETED BY APPLICANT

Applicant's Name: _____
Last First Middle Initial

Date of Birth: _____ Social Security #: _____

Present Address: _____ Phone #: (____) _____
Street City State Zip

Present Owner: _____ Owner's Phone #: (____) _____

Owner's Address: _____ Rent Amount \$ _____ Length of Occupancy: _____
Street City State Zip

Previous Address: _____
Street City State Zip

Previous Owner: _____ Rent Amount \$ _____ Length of Occupancy: _____

Owner's Address: _____ Owner's Phone #: (____) _____
Street City State Zip

Applicant's Present Employer: _____

Employer's Address: _____ Supervisor: _____
Street City State Zip

Position: _____ Dept # _____ Telephone #: (____) _____ Ext. _____

Present Monthly Income (Gross): \$ _____ Length of Employment _____ Full-time _____ Part-Time _____

Applicant's Previous Employer: _____

Employer's Address: _____ Supervisor: _____
Street City State Zip



Position: _____ Dept # _____ Telephone #: (_____) _____ - _____ Ext. _____

Present Monthly Income (Gross): \$ _____ Length of Employment _____ Full-time _____ Part-Time _____

Co-Applicant's Name: _____
Last First Middle Initial

Date of Birth: _____ Social Security #: _____ - _____ - _____

Present Address: _____ Phone #: (_____) _____ - _____
Street City State Zip

Present Owner: _____ Owner's Phone #: (_____) _____ - _____

Owner's Address: _____ Rent Amount \$ _____ Length of Occupancy: _____
Street City State Zip

Previous Address: _____
Street City State Zip

Previous Owner: _____ Rent Amount \$ _____ Length of Occupancy: _____

Owner's Address: _____ Owner's Phone #: (_____) _____ - _____
Street City State Zip

Co-Applicant's Present Employer: _____

Employer's Address: _____ Supervisor: _____
Street City State Zip

Position: _____ Dept # _____ Telephone #: (_____) _____ - _____ Ext. _____

Present Monthly Income (Gross): \$ _____ Length of Employment _____ Full-time _____ Part-Time _____

Co-Applicant's Previous Employer: _____

Employer's Address: _____ Supervisor: _____
Street City State Zip

Position: _____ Dept # _____ Telephone #: (_____) _____ - _____ Ext. _____

Present Monthly Income (Gross): \$ _____ Length of Employment _____ Full-time _____ Part-Time _____

DRIVERS (1) Number: _____ Expiration Date: _____ State Issued: _____
LICENSE (2) Number: _____ Expiration Date: _____ State Issued: _____

Vehicle (1) Year _____ Make _____ Model _____ License Plate # _____
Vehicle (2) Year _____ Make _____ Model _____ License Plate # _____

BANK Bank Name: _____ Checking Acct. Yes _____ No _____
REFERENCES Bank Name: _____ Savings Acct. Yes _____ No _____

PERSONAL
REFERENCES

Name: _____ Telephone # (_____) _____

Address: _____
Street City State Zip

EMERGENCY (List relative or friend)

Name: _____ Relationship: _____ Telephone #: (_____) _____

Address: _____
Street City State Zip

Have you ever filed bankruptcy? _____ Yes _____ No If yes, when did it occur? _____
Have you ever been evicted? _____ Yes _____ No
Have you ever been convicted of a felony? _____ Yes _____ No

Please list any additional occupants that will occupy premises (everyone 18 or older must be a leaseholder):

Relationship: _____ DOB: _____

Relationship: _____ DOB: _____

Relationship: _____ DOB: _____

APPLICATION STATEMENT

I hereby deposit with owner/agent, the sum of \$_____ for holding fee on the above premises pending execution of the lease agreement. I understand that my holding fee may be applied toward any rent loss, advertising costs, re-rental fees, etc.; if this application is approved and I am unable to fulfill the conditions of the lease agreement. The holding fee will be returned if this application is not approved, providing all the above questions are answered correctly and truthfully.

The undersigned does hereby consent that all information stated on this application may be verified and processed through RENTGROW (a Credit Reporting Agency). This may include a rental report, credit report, police arrest record and/or a criminal activity report hereby release all parties from any liability in connection with the provision and use of such information. I understand that this application does not constitute any oral and/or written commitments on the part of the owner/agent. If I am accepted by this owner/agent hereby agree to the release of future rental payment history to RENTGROW.

A payment of \$_____ is included herewith, which is made for the purpose of verifying the information included on this application. I understand this charge is not under any circumstance, to be returned to me.

Applicant Signature Date Applicant Signature Date

Yes

I.D. Verified By _____

Office Use Only

Application Taken By: _____ Date _____ Fee Recorded \$ _____

Application: _____ Approved _____ Rejected _____ Date Applicant Notified: _____



RENTAL VERIFICATION FORM

Signature of Authorization _____

Date of Authorization _____

Current Address _____

Previous Landlords Name & Number _____

LANDLORD: PLEASE COMPLETE THE PORTION BELOW & FAX BACK TO
_____ **APARTMENTS**

Resident Name _____

Co-Resident Name (if applicable) _____

Address Rented? _____

Move-in Date? _____ Lease Expiration? _____

How many late payments? _____ How many NSF payments? _____

How many times has the resident been filed in court? _____

Did they leave the apartment in good condition? _____

Did they provide proper notice? _____

Is there a balance outstanding on their account? _____ How much? _____

Would you rent to them again? _____

Agent or Authorized Representative _____

Date _____





Pre-lease Guarantee

Upon submission of an approved application and a holding fee, we pledge to place you in an apartment of the size that you've requested. We will attempt to accommodate any preferences that you may have in regards to floor level, exact unit style, location on the property, etc. but we cannot guarantee anything more than an apartment of the size requested.

Your move-in is scheduled for _____. If you need to change your move-in date please contact us ASAP. We will guarantee a move-in on the date listed or later, if requested, but we cannot guarantee an earlier move-in date, although we will attempt to accommodate any date changes.

Your rental rate will be _____: Ask us if we're running a better special on the day of your move-in. If we are, you'll get the better special!

Apartment Size Requested _____

Move-in Special _____

Preferences:

- 1.) _____
- 2.) _____
- 3.) _____

Application Date _____

Name(s) _____

Applicant

Management

Applicant



Criminal Background Policy Approval/Denial Form

APPLICANT NAME: _____

An applicant will be **denied** if they were convicted of or plead guilty, or no contest to one of the following crimes **Regardless of when they occurred:**

(circle all that apply)

- | | |
|--------------------------------|---------------------------------|
| Arson | Indecent Exposure |
| Criminal Sexual Conduct | Lewd and Lascivious Conduct |
| Gross Indecency | Kidnapping |
| Homicide-Manslaughter | Rape |
| Homicide-Murder | Burglary 1 st degree |
| Robbery 1 st degree | Home invasion |
| Carjacking | |
| Terrorism | |
| OTHER: _____ | NONE |

An applicant will be **denied** if they were convicted of or plead guilty, or no contest to one of the following crimes during the **last (7) years**, from the date of conviction.

Any Felonies that involved:

(circle all that apply)

- | | |
|--|--|
| Assault | Larceny |
| Burglary 2 nd degree, Breaking & Entering, etc... | Robbery |
| Destruction of Property | Prostitution |
| Checks-No Account, NSF | Receiving & Concealing Stolen Property |
| Controlled Substances | Retail Fraud |
| Domestic Violence | Riot |
| Drugs (Simple Possession) | Stalking |
| Explosives | Theft |
| Weapons | |
| Possession of a Controlled Dangerous Substance with intent to distribute (unless currently in treatment) | |
| Manufacturing of a Controlled Dangerous Substance (unless currently in treatment) | |
| Trafficking of a Controlled Dangerous Substance (unless currently in treatment) | |

OTHER: _____ NONE

Pending Charges: Applicants with pending charges are neither accepted nor denied the applicant must have resolution on the charges before a determination can be made.

Deferred Sentences: That result in Probation, deferred adjudication, delayed sentences, suspended sentences ECT... will be denied until the completion of sentenced time, probation, delayed sentence ECT...

Dismissed decisions: are not considered convictions, and will not be held against the applicant.

The above list of criminal offenses is not an all-inclusive list of excluded criminal activity, and management reserves the right to categorize crimes not specially listed above, and to consider multiple offenses as a habitual offender as a basis for denial of an applicant.

I have reviewed the criminal report. According to our policy, this applicant's criminal background check is (check one) _____ Accepted _____ Denied.

Community Director

Date

