

Portofino Apartments Qualifying Criteria

Thank you for applying for an apartment home at Portofino Apartments. Portofino Apartments comply with all federal, state and local regulations regarding fair housing for all applicants and residents. The following qualification standards will be required from every applicant. Details regarding our applicant process are as follows:

General Requirements:

Each resident who will live in the apartment, 18 years of age or older, must complete and application and qualify per the following criteria below. There is an application fee of \$40.00 per adult applicant- Money order, cashier's check or can be paid through paylease.com only. A \$100.00 holding deposit is also required at the time at application in a separate money order, cashier's check or paylease.com transaction.

Income requirements:

We require verifiable income (gross income) of all applicants to total the equivalent of 2.5 times the monthly rent.

Acceptable forms of income verification include:

- Two consecutive, current paystubs
- Financial Aid or Scholarship Awards letter
- Last year's tax return (if you are self-employed) showing 2.5 times the monthly rent x 12
- Proof of retirement or investment income
- Signed offer letter on company letterhead (dated within the last 30 days)
- Three consecutive months of current bank statements showing a residual ending balance equaling 2.5 times the market rent x 12 months

Occupancy Limits:

The occupancy standard is as follows:

1 Bedroom- up to 3 people

2 Bedroom- up to 5 people

3 Bedroom -up to 7 people

Credit History:

65% or better credit- Approved with Normal Deposit

50% to 64% positive credit- Approved with conditions

30% to 49% positive credit- Approved with deposit equal to one month's rent

No Credit \$600 Deposit (applicant must meet all other requirements)

(Excluding student loans, medical bills and foreclosures) Judgments must have proof of payoff and Bankruptcies must be discharged

Rental History:

- 2 Years verifiable positive rental history
- No more than 2 late payments in the last 12 months
- No more than 2 NSF's during the previous rental term if greater than 1 year (No NSF's if less than 1 Year)

Evictions or money owed to a rental establishment within the last 5 years are an automatic denial.

*No rental history is approved with conditions with 65% or better credit and income requirements are met.

Criminal Background check:

A criminal background check will be conducted for each applicant. The application will be rejected for any of the following reported criminal related reasons that have occurred prior to the application date:

- Any felony pending charges or felony conviction.
- Any drug related crimes
- Any sex related offences

Guarantors (Co-Signers):

Guarantors can be used for income qualifying purposes only. Guarantors must qualify under the above criteria with the monthly income equal to four (4) times the rental amount. (Applicant must meet all other requirements)

Renter's Insurance:

Must have proof of insurance upon move in \$100,000.00 minimum liability required.

Pets:

We are a pet friendly community and welcome your pet with certain terms and breed restrictions: (ask for details) *the resident is responsible to pick up after their pet(s)*

\$500.00 pet deposit (one cat or one dog) \$700.00 pet deposit (two cats or two dogs)–All animals must be contained in the rented dwelling unless accompanied by owner.

Weight Limit of 35 LBS max

Breed Restrictions: Pit Bulls, Staffordshire Terriers, Rottweiler's, Dobermans, Siberian husky's, Great Danes, Shepard's or Wolf Hybrids. Additionally, no pets mixed with the above breeds will be accepted. (Special Documentation required for acceptance.)

You will need prior to move in:

- Current vaccination records
- A current picture of the animal for our files
- A vet signed document of the animals behavioral demeanor (No pets with a vicious nature will be accepted.)
- Proof of spay or neuter
- The breed of the animal

*Please note that you are required to keep your shots up to date and provide management a copy.

Applicant understands that if the criteria is not met that their application can be denied.

_____	_____	_____
Signature	Date	Apt #

_____	_____	_____
Signature	Date	Apt #

_____	_____
Agent for Owner	Date



APPLICATION FOR APARTMENT HOME RENTAL

NOTE: This ENTIRE application must be completed or it may not be considered for acceptance. Please read and sign the Qualification Guidelines prior to completing application. All applicants over 18 years of age must submit separate applications.

Apartment: _____ Desired Move-in Date: Earliest Date: _____ Latest Date: _____
Rental Rate: \$ _____ Lease Term: _____ Special Provisions: _____
Last Name: _____ First Name: _____ MI: _____ Sr./Jr.: _____
Social Security: ____-____-____ Date of Birth: ____/____/____ Driver License Number: _____ State: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____
Best time & preferred phone to contact you: _____ Do you have any pets? yes or no
How did you learn about our community? _____ Breed: _____
Weight: _____

OCCUPANTS: Total No. of Occupants: _____

Name: _____ Relationship: _____ Sex: _____ Date of Birth: ____/____/____ SSN: _____
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HOUSING INFORMATION:

Present Address: _____ City: _____ State: _____ Zip: _____
How long have you lived there?: _____ Rent: \$ _____ Landlord (Co. or person): _____
Landlord's Phone: _____ Landlord's Fax: _____
Reason for moving? _____
Previous Address: _____ City: _____ State: _____ Zip: _____
How long did you live there?: _____ Rent: \$ _____ Landlord (Co. or person): _____
Landlord's Phone: _____ Landlord's Fax: _____
Reason for moving? _____

EMPLOYMENT INFORMATION:

Present Employer: _____ Address: _____
City: _____ State: _____ Zip: _____
How long? _____ Position: _____ Supervisor: _____ Supervisor's Phone: _____
Human Resource Phone: _____ Salary: \$ _____ per _____
Previous Employer: _____ Address: _____
City: _____ State: _____ Zip: _____
How long? _____ Position: _____ Supervisor: _____ Supervisor's Phone: _____
Human Resource Phone: _____ Salary: \$ _____ per _____

VEHICLE INFORMATION:

VEHICLE(S)/RECREATIONAL #1 (Make, Model, Color, Year): _____

License Plate #1: _____ State: _____

VEHICLE(S)/RECREATIONAL #2 (Make, Model, Color, Year): _____

License Plate #2: _____ State: _____

EMERGENCY CONTACT INFORMATION:

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Home Phone: _____ Relationship: _____

Have you, your spouse, or any occupant listed in this application ever been ___ evicted, ___ filed bankruptcy, ___ been arrested for a felony or sex related crime?

Please date and list each: _____

I understand that this application for an apartment is subject to acceptance or denial. I hereby state that the information set forth above is true and complete and authorize verification of the information and references given including the investigation of a professional credit check, arrest/convictions record and background check for all applicants. Should any statement made above be a misrepresentation or untrue, the application will be immediately declined and the application fee will be retained as compensation to the agent for holding the apartment off the market.

It is understood the partial security deposit received in the amount of \$_____, will be returned if applicant is not accepted as a resident. If accepted and the resident does not move in on the starting date given, the amount received is hereby acknowledged as liquidated damages for non-performance and will be forfeited by the resident as compensation for holding the apartment off the market. I understand I may cancel this application by written notice within 72 hours and received a full refund of security deposit. If I cancel after 72 hours, I understand I forfeit the security deposit.

I have submitted the sum of \$ 32.00, which is a non-refundable application fee for a credit check and other processing costs of this application. This sum is not a rental payment or security deposit and will be retained by TMI to cover the costs of processing the application whether my application is accepted or not.

I have submitted the sum of \$ 8.00, which is a non-refundable administration fee, but not the application fee. If I cancel after 72 hours, or fail to enter into a rental agreement, I understand that all fees will be forfeited. I understand I will be charged rent from the agreed upon move-date.

I hereby consent to allow U.S. Residential Group, through its designated agent and its employees, to obtain and verify my credit information for the purpose of determining whether or not to lease an apartment to me. I understand that should I lease an apartment, U.S. Residential Group and its agent shall have the continuing right to review my credit information, rental application, payment history and occupancy history for account review purposes and for improving application review methods.

APPLICANT SIGNATURE: _____

DATE: _____

LEASING SPECIALIST: _____

DATE: _____

FOR OFFICE USE ONLY

Apartment # _____ Unit Type: _____ Applicant Last Name: _____

Person Accepting Application: _____

Person Processing Application: _____

Date the applicant(s) was notified by ___ phone, ___ letter, or ___ in person of ___ acceptance or ___ non-acceptance: _____

Name of applicant who was notified: _____

Name of owner's representative who notified applicant above: _____