



## RESIDENT SELECTION CRITERIA

1. All Adult applicants the age of 18 and over must submit a fully completed, dated and signed residency application and fee. A Non refundable Application fee is \$\_\_\_\_\_ for the initial application and \$\_\_\_\_\_ for each additional adult who may co-sign and/or plans to occupy the rental property.
2. Applicants must provide proof of identity by showing valid government issued photo I.D. and valid Social Security Number.
3. Applicants must have a combined gross income of at least three times the monthly rent. All sources of income must be verifiable in writing. Self-employed applicants may be required to produce 2 years of tax returns or 1099's.
4. Residency may be denied by reason of credit history and/or Civil Court Records containing slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past 5 years.
5. Residency may be denied by reason of criminal convictions and/or pleas of "no contest" for felonies in the prior seven years, and/or violent or sexual offenses ever. In the event a record comes back "adjudication withheld" further documentation may be required and applicant may be denied on this basis.
6. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding disturbances or illegal activities, and no damage to unit or failure to leave the property clean and undamaged. A minimum of two years residential history is required.
7. No pets (with the exception of medically necessary pets) of any kind are permitted without specific written permission of landlord in the lease documents, an addendum to lease, a non-refundable pet fee and/or an additional security deposit. Fees and deposits are waived for medically necessary pets.
8. Current occupancy standards are a maximum of 2 persons per bedroom.
9. Landlord may require a holding deposit to be collected to hold a property off the market. In the event the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit.
10. Information on the Application must be true and correct to the best of the applicant's knowledge. False information of any kind will be grounds for rejection.
11. Any exceptions to these criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, co-signers, and/or additional advance rent payments may be required.
12. Approval of an application will be based on a point system by assigning points based on income, credit, and rental reference. A copy of the point system is available for the applicant's review upon request. Applicants scoring below the target number of points will be rejected or required to pay additional security, have a co-signer, and/or pay additional advance rent.
13. Landlord's policy is to report all non-compliance with the terms of a rental agreement, failure to pay rent, or any amounts owed to the credit bureau.

Applicant(s) Initials (\_\_\_\_\_) (\_\_\_\_\_) (\_\_\_\_\_) (\_\_\_\_\_) (\_\_\_\_\_)

# APPLICATION FOR RESIDENCY

PLEASE FILL OUT COMPLETELY – One Application for each person 18 or older - THANK YOU

## Please Tell Us About Yourself

Applicant				Date of Birth	Social Security #	Driver's License #
Marital Status		Present Phone No. ( )		9:00 to 5:00 CONTACT PHONE NO.: ( ) Ext.		
Have you ever had an eviction filed against you?				PEIS (Keeping of pets requires a pet deposit and owner's consent)		
Yes No				Breed		Age
Present Address		Rent/Mortgage Payment		Own	Rent	Since / /
Landlord Mtg. Co.		City State Zip		Phone No. ( )		
Previous Address		Rent/Mortgage Payment		Own	Rent	Since / /
Have you ever been arrested for, or convicted of a felony?				If yes, please explain		
Yes No						

## Please Tell Us About Your Job

Present Employer		Business Address		City State		Phone No. ( )	
Position		Supervisor		Monthly Income		From / / to / /	
Previous Employer		Business Address		City State		Phone No. ( )	
Position		Supervisor		Monthly Income		From / / to / /	

## Please Give Us The Following Information

Emergency Contact		Full Address		Phone No. ( )	
Automobile 1 <sup>st</sup> Car		Automobile 2 <sup>nd</sup> Car		Year Make Model Color Tag #	
Children Occupying		Name Age		Name Age	
Bank Ref		Name Location City State		e-mail address:	
How did you hear about us?				Have you ever left owing money to a landlord?	

Applicant represents that all of the statements and representations are true and complete, and hereby, authorizes verification of the above information, references and credit records. Applicant understands that a investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records may be made. Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and/or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms if any. Applicant authorizes verification of all information by the Landlord and or Management company. Applicant has the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

**NON REFUNDABLE APPLICATION FEE**--Applicant(s) has paid to Landlord and/or Management company herewith the sum of \$ \_\_\_\_\_ as a **NON REFUNDABLE APPLICATION FEE** for costs, expenses and fees in processing the application.

**APARTMENT DEPOSIT AGREEMENT** --Applicant has deposited a "**APARTMENT DEPOSIT**" of \$ \_\_\_\_\_ in consideration for taking the dwelling off the market while the application is being processed. If applicant is approved by Landlord and/or Management and the lease is entered into and possession of the apartment is taken **the "APARTMENT DEPOSIT" shall be applied toward the security/damage deposit.** If applicant is approved, but fails to enter into the lease within 3 days of verbal and/or written approval and/or take possession after lease signing, the **FULL "APARTMENT DEPOSIT"** shall be forfeited to the Landlord or Management in addition to any penalties as provided in the lease if the lease has been signed by the applicant. The "**APARTMENT DEPOSIT**" shall be refunded only if applicant is not approved. Keys will be furnished only after lease and other rental documents have been properly executed by all parties and only after applicable rentals and security deposits have been paid. This application is preliminary only, in no way implies that a particular rental unit shall be available and in no way obligates Landlord or Management to execute a lease or deliver possession of the proposed premises.

I HAVE READ AND AGREE TO THE PROVISIONS AS STATED

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

SECURITY DEPOSIT	\$ _____
PET SECURITY	\$ _____
PET FEE	\$ _____
CREDIT CHECK FEE	\$ _____
PAID WITH APPLICATION	\$ _____
BALANCE OF DEPOSIT DUE	\$ _____
FIRST MONTH'S RENT	\$ _____
TOTAL DUE BEFORE MOVE-IN	\$ _____
RECEIVED BY: _____	\$ _____
APPROVED BY: _____	\$ _____

**OFFICE USE ONLY**

COMMUNITY \_\_\_\_\_  
 APT. # \_\_\_\_\_  
 RENT \_\_\_\_\_  
 APT. TYPE \_\_\_\_\_  
 TERM OF LEASE \_\_\_\_\_  
 MOVE-IN DATE \_\_\_\_\_  
 CREDIT REPORT \_\_\_\_\_