

**STATEMENT OF RENTAL POLICY  
AND APPLICATION TO RENT OR LEASE****Statement of Rental Policy**

1. **WE ARE AN EQUAL OPPORTUNITY 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.

2. **APARTMENT AVAILABILITY POLICY.** 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.

3. **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. For example, a one-bedroom apartment could house three people, and a two-bedroom apartment could house as many as five people.

4. **APPLICATION PROCESS.** We evaluate every apartment application in the following manner. You must submit a rental application and answer all questions on the form. You must pay the \$35.00 per person nonrefundable application fee. We will determine whether, from your responses to the application questions, if you qualify for the apartment you are applying for. If you do not, we will reject the application. If you do qualify, we will send your application to our screening company, which will check your credit report to confirm that it meets our rental criteria. If you meet our criteria, we will approve your application.

5. **RENTAL CRITERIA.** To qualify for an apartment you must meet the following criteria.

- a. **INCOME.** Your monthly income must be at least 2.5 times the monthly rent. You must verify income with your most recent 2 pay stubs or 2 most recent months of bank statements. If you are unemployed you must provide proof of a source of income or have your lease guaranteed.
- b. **RENTAL HISTORY.** If you have ever been evicted your application will be denied.
- c. **CREDIT HISTORY.** Your credit history must be satisfactory.
- d. **GUARANTORS.** If you do not meet one or more of the above criteria, you may be able to qualify for an apartment if you can get a third party to guarantee your lease. The guarantor must pass the same application and screening process that you must pass, except that the guarantor must earn 4 times the current rent.
- e. **CRIMINAL HISTORY.** If you have been convicted of a felony, your application will be denied.

6. **APPLICATION FEE & HOLDING DEPOSIT REQUIREMENTS.** If you are putting a holding deposit on an apartment, please bring a separate cashier's check or money order for the application fees (\$35 per applicant over 18 years of age) and a separate cashier's check or money order for \$100 to reserve the apartment

# COASTLINE

REAL ESTATE ADVISORS, INC.

for 72 hours. The application fee must be paid with money orders or cashier's checks payable to \_\_\_\_\_ . The holding deposit must be paid with money orders or cashier's checks payable

to \_\_\_\_\_. Cash or personal checks will not be accepted.

## APPLICATION TO RENT OR LEASE

**APPLICANT** *Each Applicant over the age of 18 must complete their own application form.*

First, Middle, Last Name	Date of Birth	Social Security #	Driver's License #
Other Names Used in the Last 10 Years	Home Phone	Work Phone	Cell Phone

**ADDITIONAL OCCUPANTS** *List everyone, who will live with you:*

First, Middle, Last Name	Relationship to Applicant

**EMPLOYMENT**

	Current Employment	Prior Employment
Employer		
Address		
Employer Phone		
Job Title		
Name of Supervisor		
Dates of Employment		
Income Per Month		

**RESIDENCE**

	Current Residence	Previous Residence	Previous Residence
Street Address			
City			
State & Zip			
Dates of Stay			
Owner/Manager and Phone Number			
Reason for Leaving			
Last Rent Paid	\$	\$	\$

**VEHICLES**

Automobiles	Make	Model	Color	Year	License Number
Motorcycles					

## PERSONAL REFERENCES

In Case of Emergency, Notify	Address/City	Phone	Relationship
Close Friend			
Nearest Relative Living Elsewhere			

## CREDIT INFORMATION *Please list all of your financial obligations*

Name of Bank or Savings & Loan		Branch Address	Account Number		Balance
			Checking		
			Savings		
Credit Accounts	Account #	Address / City	Phone	Balance	Due Monthly

## GENERAL INFORMATION *Circle answer that applies*

Do you smoke?	YES	NO
Do you have any pets?	YES	NO
Have you ever filed for bankruptcy?	YES	NO
Do you have any musical instruments?	YES	NO
Do you have any water-filled furniture or do you intend to use water filled furniture in the apartment?	YES	NO
Have you ever been convicted for selling, possessing, distributing or manufacturing illegal drugs or convicted of any other crime?	YES	NO
Have you ever been evicted for non-payment of rent or any other reason?	YES	NO

Please explain any "yes" answers to the above questions:

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Why are you leaving your current residence? \_\_\_\_\_

The applicant hereby applies to rent/lease Apartment # \_\_\_\_\_ at \_\_\_\_\_  
 For \$ \_\_\_\_\_ per month, and upon owner's approval agree to enter into a Rental Agreement and/or Lease and pay all rent and security deposits required before occupancy.

An application fee of \$ \_\_\_\_\_ is hereby submitted for the cost of processing this application, to obtain credit history and other background and other background information.

Applicant: \_\_\_\_\_

Print Sign Date