

**Date Requested** \_\_\_\_\_ **Apt. Type** \_\_\_\_\_ **Apt. #** \_\_\_\_\_ **Lease Term** \_\_\_\_\_  
**Applicant Name** \_\_\_\_\_ **Social Security Number #** \_\_\_\_\_  
**Home Telephone # ( )** \_\_\_\_\_ **Work # ( )** \_\_\_\_\_ **Email** \_\_\_\_\_

**Occupants:** indicate the number of persons to occupy the apartment: (include yourself)

	Name	Relationship	Social Security #	Driver's License/State	Birthdate
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____

**Residency:**

Current: Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
How Long \_\_\_\_\_ Monthly Payment \_\_\_\_\_  
Landlord or Mortgage Company \_\_\_\_\_ Phone # ( ) \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Previous: Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
How Long \_\_\_\_\_ Monthly Payment \_\_\_\_\_  
Landlord or Mortgage Company \_\_\_\_\_ Phone # ( ) \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Previous: Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
How Long \_\_\_\_\_ Monthly Payment \_\_\_\_\_  
Landlord or Mortgage Company \_\_\_\_\_ Phone # ( ) \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Have you ever been evicted or asked to terminate a lease? \_\_\_\_\_ Have you ever been convicted of a crime? \_\_\_\_\_  
If so, please explain: \_\_\_\_\_

**Employment:**

Current: Employer \_\_\_\_\_  
Address \_\_\_\_\_ Phone # ( ) \_\_\_\_\_  
Position \_\_\_\_\_ How Long \_\_\_\_\_  
Gross Monthly Salary \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Spouse Employer \_\_\_\_\_  
Address \_\_\_\_\_ Phone # ( ) \_\_\_\_\_  
Position \_\_\_\_\_ How Long \_\_\_\_\_  
Gross Monthly Salary \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Previous: Employer \_\_\_\_\_  
Address \_\_\_\_\_ Phone # ( ) \_\_\_\_\_  
Position \_\_\_\_\_ How Long \_\_\_\_\_  
Gross Monthly Salary \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

**Financial:** Name of Bank \_\_\_\_\_ Address \_\_\_\_\_

**Vehicle:** Number of automobiles \_\_\_\_\_ Motorcycles \_\_\_\_\_ Recreational/Other \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate \_\_\_\_\_ State \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate \_\_\_\_\_ State \_\_\_\_\_

**Pets:** If you have any pets please complete the following:  
Name of pet \_\_\_\_\_ Type of pet \_\_\_\_\_ age \_\_\_\_\_ color \_\_\_\_\_ size/weight \_\_\_\_\_

**Emergency:**

Person(s) to notify in case of emergency: (other than co-resident): Name: \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Home: \_\_\_\_\_ Work \_\_\_\_\_

Applicant(s) hereby represent that all the above statements are true and correct and are made to induce Owner to lease or rent apartment and Applicant(s) hereby authorizes verification of references given, including bank account balances, employment and credit information. I (we) agree that I (we) have no right to occupy the apartment until the application is approved and a Rental or Lease agreement is entered into. Any false statements made above shall be sufficient cause for Owner to cancel and terminate any agreement made with Applicant(s). Owner reserves the right to reject Applicants Rental Application any time prior to executions and delivery of the Rental or Lease Agreement. In the event of rejection, any sums deposited less application fees will be refunded to Applicants. **If Applicant(s) withdraws application prior to execution of Rental or Lease agreement, the deposit/fee will be forfeited unless written cancellation is received within 72 hours from the date and time indicated below.** If Owner for any reason cannot deliver possession of the premises to Applicant(s) at the commencement of the term, all deposits/fees less application fee paid to owner shall be refunded to Applicant(s).

Applicant Signatures: \_\_\_\_\_ Community \_\_\_\_\_

Office Phone # \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Leasing Consultant Signature \_\_\_\_\_

Identification of Applicant Verified by: \_\_\_\_\_



Home Matters. Make it Count.™

**Identification:** Driver License # \_\_\_\_\_ State \_\_\_\_\_ Verified By \_\_\_\_\_

<b>Residency:</b>	Current	Previous
Landlord/spoke to:		
Rent Amount		
Length of occupancy		
Rent paid on time		
Any NSF'S		
Was lease term fulfilled?		
Any Pets?		
Any Problems		
Would you re-rent		
Comments		
Verified by		

<b>Employment</b>	Current	Previous
Employer / Spoke to:		
Length of employment		
Position		
Salary		
Satisfaction		
Comments		
Verified by		
Credit/Financial Verification		Verified by _____
Comments		
Verification		

**Application Approved:** Date \_\_\_\_\_ Manager Signature \_\_\_\_\_

**Application Denied:** Date \_\_\_\_\_ Manager Signature \_\_\_\_\_

**Date Applicant Notified of Denial:** \_\_\_\_\_

**Reason for Denial**

- Unfavorable Credit Report
- Unfavorable Residency
- Unfavorable Employment
- Other (specify) \_\_\_\_\_
- Incorrect information submitted on application
- Number of Occupants
- Size/number of pets

APPLICANT CONVERSATION LOG _____
_____
_____
_____
_____

Please remember that this requirement does not constitute a guarantee or representation that residents or occupants currently residing in our community have not been charged with or convicted of a felony, deferred adjudication for a felony or misdemeanor crime against a person or property. There may be residents or occupants that have resided in our community prior to this requirement going into effect. Additionally, our ability to verify this information is limited to the information made available to us by the resident credit reporting services used and other factors.

- **ID Verification:** a government-issued photo ID is required at move-in.
- **Co-signer Acceptance** – An applicant may be eligible to be accepted for residency with a co-signer only under the following conditions:
  - The co-signer must meet the entire original qualifying criteria as set forth in the Residential Rental Criteria, with one exception. For a co-signer, the Income to Rent ratio is 4 to 1.
  - All applicants must meet income requirements, except applicants who have not yet established credit and/or rental history.
  - A co-signer may not be used due to an unfavorable credit rating – only lack of credit.
  - The co-signer must complete an application and submit an application fee for processing.
  - The co-signer must receive a Credit Retriever Recommendation of Accept, Low Accept or Conditional. (A credit application is always run on applicants, even with a co-signer.) An additional deposit may be required, based on the Recommendation received.
  - The co-signer must be a current U.S. resident.
  - The co-signer must sign the Co-Signer Addendum. If not present at move-in, the Addendum must be notarized and received on or before move-in day in order for applicant to receive keys.
- **Additional Deposits:**
  - A Credit Retriever recommendation of Low Accept will necessitate an additional deposit of one month's rent in addition to the standard deposit.
  - A Credit Retriever recommendation of Conditional will necessitate an additional deposit of two month's rent in addition to the standard deposit.
- **Applicant with no Social Security Number:** Applicant will be processed through Credit Retriever using the International applicant form; pay an additional deposit based on the recommendation or will be accepted provided the applicant obtains a qualified co-signer/guarantor. Applicant must also provide the following:

**Identification**

- A passport  
Or
- a government issued identification card  
Or
- driver's license

**Credit/Income Verification**

- Employment offer letter stating term of employment and starting salary and a bank statement, foreign or domestic, showing funds in the amount of the entire lease obligation  
Or
- A Letter of Credit in the amount of the entire lease obligation from applicant's bank.

An applicant using a false or invalid Social Security Number or with SSN irregularities (SSN has been associated with misuse), will be declined.

- Resident agrees to maintain, at Resident’s sole expense during the term of the lease and any subsequent renewal periods, a policy of personal liability, issued by a licensed insurance company of the resident’s choice, which provides limits of liability in an amount of \$25,000 per occurrence (\$100,000 effective 1/1/07).
- **Maximum Occupancy per Apartment:**

Unit Type	Occupants
Studio	2
1 Bedroom/1 Bath	3
2 Bedroom/1 Bath	5
2 Bedroom/2 Bath	5
3 Bedroom/2 Bath	7
4 Bedroom/2 Bath	9

- **Vehicle Regulations** – Recreational &/or commercial vehicles are not permitted in the parking garage. For an additional fee, the parking garage is available for personal vehicles. The 1 bedroom (den) apartment – maximum of 1 space, \$50, additional spaces at \$75. The 2 bedroom, maximum of 2 spaces for \$50 each, additional spaces \$75 each. Based on availability.
- **Pet Regulations** – 2 pets under 40 lbs pounds each (at anticipated full grown weight) will be allowed per apartment. Dogs will only be permitted on the first three floors. Aggressive breeds will not be permitted. These include Chows, Pit Bulls, etc. A \$300 fee is required at move-in for each pet in addition to \$25 per pet per month.

**CREDIT RETRIEVER SCORING MODEL**

Applicant scoring is primarily weighted to information found in the credit bureau file and information from a prospect’s application. The information contained on a prospect’s credit file will be scored by the Credit Retriever model, which analyzes hundreds of pieces of data from the following primary categories:

- **Income to Rent Ratio** – Measures ability to handle rent payments.
- **Number of Inquiries in the Last Six Months** – Measures the desire for new credit and potential overextension.
- **Average Age of Trade Lines** – Measures how recent and how regular the applicant’s credit is.
- **Revolving Debt to Credit Limit** – Measures the ability of an applicant to absorb credit problems.
- **Percentage of Bank Card Trades Relative to Total Trades** – Measures responsible use of credit and potential overextension.

- **Percentage of “Good” Trade Lines** – Measures reliability and helps eliminate the effect of inconsistent trade lines.
- **Months Since Last Delinquency** – Indication of recent credit behavior.
- **Number of Major Derogatory Ratings** – Flags serious credit issues.
- **Bureau Score** - Measures general credit risk related to renting an apartment.
- **Bankruptcies** - must have not been filed within the last 6 months or must have been discharged in over 6 months from date of application.

Risk scores are based on data found in a current credit report for each applicant. Any discrepancies between the data provided by a given bureau and an applicant’s personal records must be taken up with the credit bureau providing the report for scoring. An adverse action letter containing the name, address, and telephone phone number of the bureau used in the scoring process will be provided to any applicant receiving a recommendation other than Accept. You must contact the credit agency directly to correct any inaccuracies or update your credit report.

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Signature

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Date

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Signature

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Date