

BILOXI SHORES APARTMENT HOMES RENTAL APPLICATION

Effective July 2014

Biloxi Shores Apartment Homes Office: 228-388-5479 / Fax: 228-385-4667

Desired move-in date _____

Desired apartment size _____

Residence History

Primary Applicant

Name _____ Previous Name(s) _____ Phone # _____

Date of Birth _____ SS# _____ DL# _____ State _____

Current Address _____ City _____ State _____ Zip _____

Years/Months @ Current Address _____ Landlord's Name _____ Phone No. _____

Previous Address _____ City _____ State _____ Zip _____

Years/Months @ Previous Address _____ Landlord's Name _____ Phone No. _____

Other Occupants (minors only)

Name _____ Date of Birth _____

Name _____ Date of Birth _____

Name _____ Date of Birth _____

(Please use other side if more space is needed)

Employment Information

Your status: ___ Full-Time ___ Part-time ___ Student ___ Retired ___ Not employed

Current Employer _____

Address _____ Phone No. _____

Dates Employed: From _____ To _____ Position _____

Supervisor _____ Hours/per Week _____ Gross **Monthly** Salary \$ _____

Previous Employer _____

Address _____ Phone No. _____

Dates Employed: From _____ To _____ Position _____

Supervisor _____ Hours/per Week _____ Gross Monthly Salary \$ _____

Additional Information

Make/Model _____ Year _____ Color _____ Tag No./State _____

Have you ever been convicted or charged with a felony, crime of violence or property crime? ____ Yes ____ No

If yes, please explain (use separate sheet of paper if needed) _____

Have you ever been convicted of or charged with a crime involving illegal use, manufacture, sale or distribution of a controlled substance? ____ Yes ____ No

If yes, please explain (use separate sheet of paper if needed) _____

Are you currently illegally using a controlled substance? ____ Yes ____ No

Have you ever been sued for non-payment of rent? ____ Yes ____ No

Declared Bankruptcy? ____ Yes ____ No Broke a rental agreement or lease in any way? ____ Yes ____ No

Been evicted or asked to move-out? ____ Yes ____ No Been sued for damage to rental property ____ Yes ____ No

Do you own a pet or plan to get a pet? ____ Yes ____ No Weight of Pet _____ Breed _____

How did you hear about our property? _____

In case of Emergency, Notify _____

Relationship to applicant _____

Address _____ Phone _____

*The above information, to the best of my knowledge, is true and correct. I am not renting an apartment under an assumed name. **I am not currently being evicted.** I understand to hold an apartment off the market for 72 hours earnest money is required. I understand that the earnest money deposit of \$100.00 is not refundable after 72 hours for any reason other than rejection of the application by management. At the time a written lease is executed earnest money will be applied to the security deposit. The lease must be signed and all monies due paid within one week of payment of earnest money or this agreement will be void. I understand that I have acquired no rights in an apartment until this application is approved by an agent of Biloxi Shores Apartment Homes, a lease is signed & accepted by parties & the security deposit & first month's rent is paid in full. **I understand that falsifying information on this application will be grounds for denial/eviction.** Application fees are non-refundable.*

Applicant

Date

AUTHORIZATION TO RELEASE INFORMATION

BILOXI SHORES APARTMENT HOMES

I authorize Biloxi Shores Apartment Homes to obtain information about me from my credit sources, current and previous landlords, criminal records, employers, and personal references, to enable Biloxi Shores Apartment Homes to evaluate my rental application.

I give permission for the landlord or its agent to obtain a consumer report about me for the purpose of this application, to ensure that I continue to meet the terms of the tenancy, for the collection and recovery of any financial obligations relating to me tenancy, or for any other permissible purpose.

Applicant (print name)

Applicant (Signature)

Date

Address: _____

Phone Number: _____

BILOXI SHORES APARTMENT HOMES

263 Eisenhower Drive, Biloxi, MS 39531

Phone: 228-388-5479

STATEMENT OF RENTAL POLICY (Effective August 21, 2012)

- 1. Basic Rental Terms:** Applicants must be able to meet our basic rental terms, which include the rent and security deposit, the tenancy start date, and the maximum number of for this rental (two persons per bedroom). We have determined our occupancy guidelines in accordance with Fair Housing Laws.
- 2. Fair Housing:** We will fully comply with the federal fair housing laws and those of the City of Davenport and will not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, familial status, national origin, creed, age or disability.
- 3. Applications:** We require a separate application from every adult who will live in the rental. We will reject applications that contain information that we cannot verify or that are incomplete. We will reject applications that list false information, and will terminate the tenancy of anyone who has made a materially false statement on the application that we discover after accepting the applicant. Only those who have submitted a rental application, and any listed minor dependents may live in the rental unit. Any proposed additional residents (other than minor children) must go through our application process. Assuming the addition of another resident will not result in overcrowding under our occupancy standards.
- 4. Identification:** We will need a current photo ID from each adult applicant. We will need a Social Security number or individual taxpayer's ID number (ITIN) in order to run a credit check.
- 5. Credit Sources:** We will speak with current and prior landlords, current employers, and run a credit check on all applicants who advance to that state of our application screening process. We rent to applicants who have a history of financial responsibility. Our primary means of evaluating an applicant's financial history is a credit report. If you have utility collections, owe past landlords money, or numerous charge offs (in which a retailer gives up on collection attempts) or collections, we may deny your application.
- 6. Rental History:** We rent to applicants who have a history of being good tenants, which includes paying rent on time, being considerate of the rental property and neighbors, and leaving rental property in good shape when vacating. We require satisfactory references from past landlords other than family members. Applicants with unsatisfactory references or a history of evictions within the last seven years will be rejected. Providing a false rental reference will be grounds for denial. **Applicants who cannot provide a rental reference from someone other than family, maybe required to get a guarantor/cosigner or pay additional security deposit, unless an exception is required by law.**
- 7. Criminal History:** We will ask applicants to list any and all criminal convictions. We will strive to rent to applicants who demonstrate a history of honest (i.e. no charges or convictions of fraud, burglary, robbery etc.), nonviolent behavior (i.e. no charges or crimes of assault or abuse of any kind), and will not, to the best of our ability, rent to anyone whom we reasonably conclude poses a direct threat to persons or their property (i.e. drug charges and or convictions), unless an exception is required by law. We will check available databases, to determine whether applicants have been convicted of a crime. We may hire a criminal background screening firm for this search. This screening will be done subject to restriction on available data. We do not guarantee that the screening will reflect all criminal history or an applicant's current criminal status. We require your written consent for this check. *Examples listed above are not all inclusive.

8. **Drug Free Housing:** Our properties are drug free and you must be able to state that you do not currently use drugs. We actively participate in the Nets program and give officers full access to our common areas.
9. **Minimum Income:** Applicants applying as individuals must show income of at least 2.5 times the monthly rent in order to qualify, unless an exception is required by law. Proof of income may include bank statements, pay stubs, verification by the employer, tax returns if self-employed or a combination of these. Full time students or employed persons (making only 2 times the monthly rent) who do not meet the income requirement will require a co-signer who makes 4 times the monthly rent and can meet all of our guidelines. Please note that student loans are debt and not income; however, we will consider any grants or scholarships that do not require payback and can be used to pay rent (i.e. not directly applied to your tuition).
10. **Length of Employment:** Applicants whose income is based on employment must be able to show that they have been at their current employer for at least six months. Applicants who have not been with their current employer for at least six months for example those accepting a new job, must show that they were with the past employer for at least six months and present a letter of intent from the new employer. Applicants who were full-time students for the last year may substitute that for employment along with a letter of intent from their new employer. **Those applicants unable to demonstrate a stable and consistent work history or school history, may be offered conditional acceptance with a co-signer or additional deposit, unless a reasonable accommodation is required by law.**

I acknowledge that I fully understand what is required in order for my application to be approved.

Applicant Signature

Date

BILOXI POLICE DEPARTMENT
LANDLORD BACKGROUND CHECK

Name: _____

Last **First** **Middle Initial**

Social Security # _____ - _____ - _____ D.O.B. _____ / _____ / _____

Phone: _____ Alternate Phone: _____

Current Address: _____
 Street # City State Zip code

Rent _____ Own _____ Living with Family Member _____

If Renting, Name of Current Landlord: _____ Phone: _____

List all aliases: _____

List any co-applicants: _____

List any children who will be living in the household.

Child 1. _____ Child 2: _____ Child 3: _____
D.O.B.: _____ D.O.B.: _____ D.O.B.: _____

Current Employer: _____

Address: _____ Phone: _____
 Street City State Zip code

Please list any additional information you feel is relevant: _____

I authorize the release and verification of all information to complete a full background report including criminal and consumer credit report.

Applicant (Printed Name) **Date**

Applicant (Signature) **Date**

NOTE** All fields must be completed in full or request will not be processed*******

This information is being provided at the request of Landlord and Landlord agrees that the decision to rent is the Landlord's SOLE decision. The City of Biloxi not an agent of Landlord not does it guarantee or warrant the character of a tenant. The city is simply providing information requested.

Property Agent **Date**

Name of Property

Property Address

Phone # **Fax #**