



OFFICE USE ONLY

PROPERTY NAME / NUMBER \_\_\_\_\_  
 UNIT NUMBER \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 DATE UNIT WANTED \_\_\_\_\_ UNIT RENT \$ \_\_\_\_\_ NON-REFUNDABLE SCREENING CHARGE \$ \_\_\_\_\_  
MM/DD/YYYY  
 OWNER / AGENT \_\_\_\_\_ PHONE \_\_\_\_\_  
 OWNER / AGENT ADDRESS \_\_\_\_\_  
 SMOKING POLICY:  ALLOWED - ENTIRE PREMISES  PROHIBITED - ENTIRE PREMISES  ALLOWED IN LIMITED AREAS (ASK MANAGEMENT FOR DETAILS)

APPLICANT

**APPLICANT** FULL LEGAL NAME \_\_\_\_\_ EMAIL \_\_\_\_\_  
 PREVIOUS NAMES, ALIASES OR NICKNAMES USED \_\_\_\_\_  
 DATE OF BIRTH \_\_\_\_\_ SOC. SECURITY # \_\_\_\_\_ APPLICANT PHONE (\_\_\_\_\_) \_\_\_\_\_  
MM/DD/YYYY  
 GOVERNMENT ISSUED PHOTO I.D. TYPE \_\_\_\_\_ # \_\_\_\_\_ / STATE \_\_\_\_\_ EXP. DATE \_\_\_\_\_  
MM/DD/YYYY  
 CURRENT STREET ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ DATE YOU MOVED IN \_\_\_\_\_  
MM/DD/YYYY  
**CURRENT LANDLORD** NAME \_\_\_\_\_ LANDLORD PHONE (\_\_\_\_\_) \_\_\_\_\_  
 STREET ADDRESS (OR APARTMENT NAME) \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**APPLICANT** FORMER STREET ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY  
**FORMER LANDLORD** NAME \_\_\_\_\_ LANDLORD PHONE (\_\_\_\_\_) \_\_\_\_\_  
 STREET ADDRESS (OR APARTMENT NAME) \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
**OTHER STATES AND COUNTIES YOU HAVE LIVED IN DURING THE PAST 5 YEARS** \_\_\_\_\_

**CURRENT EMPLOYER** \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_  
 STREET ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 POSITION \_\_\_\_\_ HOW LONG? \_\_\_\_\_  
 GROSS MONTHLY INCOME \$ \_\_\_\_\_  
**OTHER MONTHLY INCOME:** SOURCE \_\_\_\_\_ \$ \_\_\_\_\_ / SOURCE \_\_\_\_\_ \$ \_\_\_\_\_  
**ARE YOU SELF-EMPLOYED?**  YES  NO  
 **PREVIOUS**  **ADDITIONAL EMPLOYER** \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_  
 STREET ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 POSITION \_\_\_\_\_ HOW LONG? \_\_\_\_\_  
 IF ADDITIONAL EMPLOYER, GROSS MONTHLY INCOME \$ \_\_\_\_\_

**THE FOLLOWING INFORMATION IS SUBJECT TO CHANGE PRIOR TO EXECUTION OF RENTAL AGREEMENT.**

RENT

THE FOLLOWING ARE MAXIMUM AMOUNTS. THE ACTUAL AMOUNT CHARGED WILL DEPEND ON UNIT SIZE, SCREENING RESULTS, AND OTHER FACTORS.

MAXIMUM POTENTIAL RENT \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

DEPOSITS

SECURITY DEP. MINIMUM \$ \_\_\_\_\_  
 SECURITY DEP. MAXIMUM \$ \_\_\_\_\_  
 (DEPENDS ON SCREENING RESULTS AND UNIT SIZE)  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

INSURANCE

IF CHECKED, RENTER'S INSURANCE WILL BE REQUIRED.  
 IF CHECKED, RENTER'S INSURANCE WILL BE REQUIRED IF \_\_\_\_\_  
 \_\_\_\_\_  
 MINIMUM INSURANCE AMOUNT: \$ \_\_\_\_\_  
(\$100,000 IF LEFT BLANK)  
 OWNER/AGENT MUST BE LISTED AS AN "INTERESTED PERSON" ON THE INSURANCE POLICY AND PROOF OF SUCH LISTING PROVIDED PRIOR TO MOVE-IN.  
(NO INSURANCE WILL BE REQUIRED IF: A) THE HOUSEHOLD INCOME OF ALL OF THE TENANTS IN THE UNIT IS EQUAL TO OR LESS THAN 50 PERCENT OF THE AREA MEDIAN INCOME, ADJUSTED FOR FAMILY SIZE AS MEASURED UP TO A FIVE-PERSON FAMILY; OR B) IF THE DWELLING UNIT HAS BEEN SUBSIDIZED WITH PUBLIC FUNDS, NOT INCLUDING HOUSING CHOICE VOUCHERS.)

OTHER OCCUPANTS

NAME	DATE OF BIRTH	MAKE	MODEL	COLOR	STATE	LICENSE PLATE #
_____	MM/DD/YYYY	_____	_____	_____	_____	_____
_____	MM/DD/YYYY	_____	_____	_____	_____	_____
_____	MM/DD/YYYY	_____	_____	_____	_____	_____
_____	MM/DD/YYYY	_____	_____	_____	_____	_____
_____	MM/DD/YYYY	_____	_____	_____	_____	_____

VEHICLES

OTHER

IF CHECKED, PETS ARE NOT ALLOWED AT THIS PROPERTY.

IF CHECKED, PETS ARE ALLOWED SUBJECT TO APPROVAL BY MANAGEMENT. HOW MANY PETS WILL BE RESIDING IN THIS UNIT? \_\_\_\_\_

TYPE \_\_\_\_\_ BREED \_\_\_\_\_ AGE \_\_\_\_\_ WEIGHT \_\_\_\_\_

TYPE \_\_\_\_\_ BREED \_\_\_\_\_ AGE \_\_\_\_\_ WEIGHT \_\_\_\_\_

DO YOU INTEND TO USE:  WATERBED  AQUARIUM  MUSICAL INSTRUMENT \_\_\_\_\_

DO YOU HAVE RENTER'S INSURANCE?  YES  NO

BANK(S) \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT IN CASE OF DEATH \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

ADDRESS \_\_\_\_\_

HAVE YOU EVER BEEN EVICTED, OR ARE YOU CURRENTLY IN THE EVICTION PROCESS?  YES  NO IF YES, DATE \_\_\_\_\_

HAVE YOU EVER FILED FOR BANKRUPTCY, OR ARE YOU CURRENTLY IN THE BANKRUPTCY PROCESS?  YES  NO IF YES, DATE \_\_\_\_\_

HAVE YOU EVER HAD A HOME FORECLOSED ON, OR ARE YOU CURRENTLY IN THE FORECLOSURE PROCESS?  YES  NO IF YES, DATE \_\_\_\_\_

**HAVE YOU OR ANY OTHER PERSON WHO WILL BE OCCUPYING THE UNIT EVER BEEN CONVICTED OF, OR PLED GUILTY OR NO CONTEST TO, ANY FELONY OR MISDEMEANOR?**  YES  NO IF YES, WHO \_\_\_\_\_ WHERE \_\_\_\_\_ WHEN \_\_\_\_\_

WHAT \_\_\_\_\_

WHY ARE YOU VACATING YOUR PRESENT PLACE OF RESIDENCE? \_\_\_\_\_

HAVE YOU GIVEN LEGAL NOTICE WHERE YOU NOW LIVE?  YES  NO

HOW DID YOU HEAR ABOUT OUR PROPERTY? \_\_\_\_\_

SCREENING

Owner/Agent has charged a screening charge as set forth above. Owner/Agent may obtain a consumer credit report and/or an Investigative Consumer Report which may include the checking of the applicant's credit, income, employment, rental history, and criminal court records and may include information as to his/her character, general reputation, personal characteristics, and mode of living. You have the right to request additional disclosures provided under Section 606 (b) of the Fair Credit Reporting Act, and a written summary of your rights pursuant to Section 609(c). You have the right to dispute the accuracy of the information provided to the Owner/Agent by the screening company or the credit reporting agency as well as complete and accurate disclosure of the nature and scope of the investigation.

**SCREENING COMPANY OR CREDIT REPORTING AGENCY**

COMPANY NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

If the application is approved, applicant will have \_\_\_\_\_ hours from the time of notification to either, at Owner/Agent's option, execute a rental agreement and make all deposits required thereunder or make a deposit to hold the unit and execute an agreement to execute a rental agreement which will provide for the forfeiture of the deposit if applicant fails to occupy the unit. If applicant fails to timely take the steps required above, he/she will be deemed to have refused the unit and the next application for the unit will be processed.

**GOOD FAITH ESTIMATE**

Approximate number of units currently available, or which will in the foreseeable future be available, of the size and in the area requested by applicant: \_\_\_\_\_ unit(s).

Approximate number of applications previously accepted and currently under consideration for those units: \_\_\_\_\_ application(s).

If the blanks above are not filled in, then there is at least one unit available and there are no applications ahead of yours currently under consideration.

SIGNATURE

*I certify that the above information is correct and complete and hereby authorize you to do a credit check and make any inquiries you feel necessary to evaluate my tenancy and credit standing. I understand that giving incomplete or false information is grounds for rejection of this application. I understand that if any information supplied on this application is later found to be false, this is grounds for termination of tenancy. I have received and read the Owner/Agent's rental criteria.*

APPLICANT X \_\_\_\_\_ DATE \_\_\_\_\_  PHOTO I.D. VERIFIED BY \_\_\_\_\_ (INITIALS)

OWNER/AGENT X \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_ TIME RECEIVED \_\_\_\_\_

OWNER/AGENT NOTES \_\_\_\_\_

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# RENTAL CRITERIA FOR RESIDENCY

(Applicable only if Owner/Agent does not have custom criteria.)

## OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet for clothing.)
2. Two persons are allowed per bedroom.

## GENERAL STATEMENTS

1. Current, positive, government-issued photo identification will be required.
2. Each applicant will be required to qualify individually or as per specific criteria areas.
3. Inaccurate or falsified information will be grounds for denial of the application.
4. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, eviction shall result.
5. Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the complex, or the property of others, will be denied tenancy.

## INCOME CRITERIA

1. Monthly income should be equal to three times stated rent, and must be from a verifiable, legal source.

## EMPLOYMENT CRITERIA

1. Twelve months of verifiable employment will be required if used as source of income.
2. Self-employed applicants will be verified through state corporation commission, and may be required to submit the previous year's tax returns.

## RENTAL CRITERIA

1. Twelve months of verifiable contractual rental history from a current third party landlord or home ownership is required. If less than twelve months verifiable rental history, you may be required to pay an additional security deposit and/or provide qualified co-signers.
2. Three years of eviction-free history is required. Eviction actions that were dismissed or resulted in a judgment for the applicant will not be considered.
3. Three or more 72-hour notices within one year will result in denial of the application.
4. Three or more dishonored checks within one year will result in denial of the application.
5. Rental history reflecting past due and unpaid rent will result in denial of the application.

## CREDIT CRITERIA

1. Negative or adverse debt showing on consumer credit report may require additional security deposits.
2. Three or more unpaid collections (not related to medical expenses) will result in denial of the application.

## READY TO RENT GRADUATES

If applicant fails to meet any criteria related to credit, evictions and/or landlord history, and applicant has received a certificate indicating satisfactory completion of a tenant training program such as "Ready to Rent," Owner/Agent

will consider whether the course content, instructor comments and any other information supplied by applicant is sufficient to demonstrate that applicant will successfully live in the complex in compliance with the Rental Agreement. Based on this information, Owner/Agent may waive the credit, eviction and/or landlord history screening criteria for this applicant.

## CRIMINAL CONVICTION CRITERIA

Upon receipt of the Rental Application and screening fee, Owner/Agent will conduct a search of public records to determine whether applicant or any proposed resident or occupant has charges pending for, been convicted of, or pled guilty or no contest to, any: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of residents, the landlord or the landlord's agent.

A single conviction, guilty plea, no contest plea or pending charge for any of the following shall be grounds for denial of the Rental Application. If there are multiple convictions, guilty pleas or no contest pleas on applicant's record, Owner/Agent may increase the number of years by adding together the years in each applicable category. Owner/Agent will not consider expunged records.

- a) Felonies involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, manufacturing or distribution of a controlled substance unless applicant provides evidence acceptable to Owner/Agent that applicant has been crime-free for at least 10 years since the later of: i) the date of release from incarceration; or ii) completion of parole.
- b) Felonies not listed above involving: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 7 years.
- c) Misdemeanors involving: drug related crimes, person crimes, sex offences, weapons, violation of a restraining order, criminal impersonation, criminal mischief, stalking, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 5 years.
- d) Misdemeanors not listed above involving: theft, criminal trespass, property crimes or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 3 years.
- e) Conviction of any crime that requires lifetime registration as a sex offender will result in denial.