



Apartment Association of North Carolina RESIDENT APPLICATION FOR OCCUPANCY

Name of Community: **Coffey Creek Apartments** (hereinafter "Management") Date: _____

Apartment/Address of Property for Occupancy: _____

Expected Occupancy Date: _____ Lease Term: _____ Mo. Rental Rate: _____

PART 1 (PLEASE PRINT CLEARLY)

Applicant: _____ Home Tel: _____ Work Tel: _____

Cell: _____ Date of Birth (mm/dd/yyyy) _____ Social Security # _____

Driver's License # _____ State _____ Email Address: _____

Co-Applicant/Spouse: _____ Home Tel: _____ Work Tel: _____

Cell: _____ Date of Birth (mm/dd/yyyy) _____ Social Security # _____

Driver's License # _____ State _____ Email Address: _____

Have you or your co-applicant/spouse ever been convicted by a court of law? YES _____ NO _____

If yes, please explain: _____

Have you or your co-applicant/spouse ever been convicted for any felony offense? YES _____ NO _____

If yes, please explain: _____

Total number of persons who will occupy apartment (including applicants): _____

OTHER OCCUPANTS:

1) _____ 3) _____
Full Name Age DOB Relationship Full Name Age DOB Relationship

2) _____ 4) _____
Full Name Age DOB Relationship Full Name Age DOB Relationship

In case of emergency notify (other than occupants): _____ Tel: _____

Mailing address of emergency contact: _____

Do you have any pets? If so, please specify type(s)/breed(s): _____ Weight(s): _____

PART 2 RESIDENCE HISTORY FOR LAST THREE YEARS (LIST CURRENT FIRST, THEN PREVIOUS)

Street Address, City, State & Zip: _____

Landlord/Mortgage Co.: _____ Tel: _____ How Long? _____ Mo. Rent/Pmt.: _____

Street Address, City, State & Zip: _____

Landlord/Mortgage Co.: _____ Tel: _____ How Long? _____ Mo. Rent/Pmt.: _____

Street Address, City, State & Zip: _____

Landlord/Mortgage Co.: _____ Tel: _____ How Long? _____ Mo. Rent/Pmt.: _____

PART 3 EMPLOYMENT FOR LAST THREE YEARS (LIST CURRENT FIRST, THEN PREVIOUS)

APPLICANT:

Company Name : _____ Address, CSZ: _____
Job Title: _____ Length of Employment: _____ Monthly Income: _____
Supervisor: _____ Tel: _____

Company Name : _____ Address, CSZ: _____
Job Title: _____ Length of Employment: _____ Monthly Income: _____
Supervisor: _____ Tel: _____

CO-APPLICANT/SPOUSE:

Company Name : _____ Address, CSZ: _____
Job Title: _____ Length of Employment: _____ Monthly Income: _____
Supervisor: _____ Tel: _____

Company Name : _____ Address, CSZ: _____
Job Title: _____ Length of Employment: _____ Monthly Income: _____
Supervisor: _____ Tel: _____

OTHER INCOME? *If so, please provide the following information:*

Source: _____ Amt. per month: _____ (Please provide documentation)
NOTE: Sources of additional income will NOT be considered, unless applicant(s) provide documentation that establishes such income.

PART 4 VEHICLE IDENTIFICATION

Make/Model/Color: _____ License Plate #: _____ County/State: _____
Make/Model/Color: _____ License Plate #: _____ County/State: _____

APPLICATION FEE

Applicant(s) has submitted the sum of **\$50.00 Per Person** ("application fee") with this application. Applicant(s) understand and agree that this application shall not be considered by management until the application fee is paid. Applicant(s) understand and agree that the application fee is used by management for the payment of processing of this application, which includes costs for verifying the authenticity of the information provided and to obtain or otherwise procure information regarding applicant's credit history, criminal background, and rental references. As such, applicant(s) understand and agree that the application fee is nonrefundable. Applicant(s), by signing this application for occupancy, represent that the information provided herein is true and correct to the best of their knowledge. In the event that management discovers that any information provided herein is false, resident understands and agrees that management may, at management's sole option, reject this application and immediately rescind any current or future agreement with applicant(s).

OTHER FEE(S)

List and describe: **\$150.00 Administrative Fee**

APPLICANT(S) RELEASE AND AUTHORIZATION

By signing this application for occupancy, the undersigned applicant(s) authorize management to obtain a consumer credit report and any other information necessary in management's sole discretion to assist in the evaluation of this application for occupancy. Applicant(s) understand and agree that any such information obtained by management may include, but is not limited to, applicant's credit history, criminal record, evidence of any civil litigation and civil judgments, records of arrest, past rental history, employment history, salary information and history, vehicle records, driver's license records, driving history, or any other information. Applicant(s) release management, its principals, investors, employees, agents, vendors, the owner(s) of the community or property generally described in this application, and any furnisher or supplier of information related to this application from any and all liability in the procurement, use, distribution, and possession of all obtained information. Applicant(s) also understand and agree that the information provided in this application and other consumer reports, to include credit reports, criminal records, evidence of any civil litigation, and civil judgments, records of arrest, past rental history, employment history, salary information/history, vehicle records, driver's license records, driving history, or any other information may be provided to state, local, and/or federal government agencies. Any disposal of information received by management shall be done in accordance with 16 CFR part 682 and N.C. Gen. Stat. § 75-64, *et seq.*

APPLICANT'S SIGNATURE: _____ DATE: _____

CO-APPLICANT'S/SPOUSE'S SIGNATURE: _____ DATE: _____

YFP Management

Resident Screening Criteria

Coffey Creek Apartments offer the following information so that all applicants will have available to them a statement of the rental policy. Although we have attempted to make this document easy to read and understand, by its nature as a statement of policy, it includes formal language and legal terms. You are encouraged to contact a staff member with any questions you may have regarding our policy. All prospective residents will be required to meet the following qualification standards to include, but not limited to:

Occupancy Policy:

1. Occupancy is based on the number of bedrooms in an apartment.
2. Occupancy standard is two (2) persons per bedroom (plus a child who is lesser than 12 months old).
3. Residents who have a newborn less than 12 month old at the time of rental or lease renewal will be required upon lease expiration to either (1) move into another available dwelling of the Owner which has an additional bedroom or (2) give the required 60-day notice to vacate.

Application Process:

1. Select your apartment home!
2. Complete the application on the designated form. (Each adult occupant must complete an application).
3. Pay your Application Fee (non-refundable) and the required Reservation Fee, which upon move in is non-refundable. These fees will need to be submitted with a money order or cashier's check. If for any reason you cancel your application after 72-hours of submission; you forfeit the Reservation Fee. If your application is denied; the reservation fee will be refunded.
4. Be prepared to wait three (3) business days for the application process to be completed.
5. If the application is approved, you will be required to sign a lease agreement in which you agree to adhere to all rules & regulations of this community.

General Requirements:

1. State or Government issued identification with tax ID and/or social security validation is required.
2. A complete and accurate rental application listing a residency for at least 24 months is required.
3. All non-familial applications must be eighteen (18) years of age or older. Emancipated minors must show written legal proof.
4. Inaccurate or falsified information will be grounds for immediate denial.
5. All applicants 18 years of age must apply and be added as a leaseholder. All occupants under the age 18 must apply and be added as a lease holder once the occupant reaches the age of 18. They must apply by filling out an application and must pay the required application fee by money order/cashier's check within 72 hours of notification. Failure to do so is a violation of the rental contract and can result in eviction.

Credit Requirements:

1. A credit report will be processed on each applicant.
2. Three (3) or more unsatisfied accounts rated 4 or higher within the last three years will be required an additional deposit equal to 1-Month Rent (Market Rent) in advance by certified funds.
3. Two (2) or more unsatisfied accounts rated 9 within the last three year will required an additional deposits equal to 1-Month Rent (Market Rent) in advance by certified funds.
4. Collections from previous apartment communities will be immediate denial, unless acceptable proof of payment can be provided.
5. Judgments are automatic denial unless proof of payment is full can be provided.

Background Check Requirements:

1. A criminal background check will be performed on all applicants.
2. Anyone convicted by the court of illegal manufacture or distribution of a controlled substance, within the past 10 years, will be denied.
3. Anyone convicted by the court of any other felony other than a traffic violation, within the past 10 years, will be denied.
4. Coffey Creek reserves the right to deny any applicant based on their criminal history.

Income Requirements:

1. Income must be verified in writing by (A) two consecutive, recent payroll stubs reflecting YTD/pay period or (B) the previous year's tax return.
2. Total monthly combined household income must be at least 3 times the Market Rate.
3. Verifiable income will be required for applicants who are self-employed or receive money from non-employment source. Applicant must show proof of income through (1) copies of the previous year's tax returns, (2) provide a financial statement from a CPA verifying employment and income, or (3) photocopies of three most current bank statement illustrating ability to pay rent for three x's the monthly rent through the entire lease term.

Employment Requirements:

1. Employment can be verified with paycheck stubs no more than 30 days old.
2. If applicant is starting a new job or transferring with a current employer, the future/new position and salary must be verified in writing on company letterhead and effective on or before the proposed move-in date. (Letter will be verbally verified for confirmation).

Rental Requirements:

1. Two consecutive years of verifiable resident history will be required within the past two years from the date of application.
2. Eviction within 7 years from date of application will be result in denial if there is an outstanding balance. Otherwise, settled eviction accounts will require a deposit equal to 1 Month (Market) Rent.
3. Rental history reflecting money owed to a previous landlord will result in denial.
4. Two or more NSF checks received from current or previous landlord, within a twelve-month period will require applicant to pay rent (upon approval) with certified funds only.
5. If a negative check writing history is reported on the credit check all rental payment and fees will be required to be paid by money orders only throughout the life of the contract.

Disabled Accessibility:

Coffey Creek will allow the existing premises to be modified at the expense of the disabled person, if the disabled person agrees to restore the premises at their own expense to the pre-modification condition provided the modification would affect the use and enjoyment of the premises for future residents. We require:

1. Written proposals detailing the extent of work to be done.
2. Written assurance that the work would be performed by a licensed/bonded contractor.
3. Written approvals from the landlord before modifications are made.
4. Appropriate building permits/license made available for the landlord inspection.
5. A restoration deposit may be required based on Lessor’s estimated re-modification expense.

Pet Policy:

1. Pets will be accepted with a one-time non-refundable fee of \$200 (cat), \$200 (dog up to 39 lbs.) and \$250 (dog 40 lbs. and over) and \$100 for each additional pet. In addition, there is a \$15 monthly pet rent. We allow up to 3 pets per apartment. Total weight of all pets in apartment should not exceed 150 lbs.
****Ask about our breed restrictions.**
2. It is the Lessee’s responsibility to provide to the Lessor a written letter of referral from your veterinarian for breeds that are known to have an aggressive nature.
3. All residents are required to have a pet agreement on file and should submit a photograph of the pet.
4. Identification tags are required for all pets.
5. The only exception would be pets designated as service animals to accompany a resident with verifiable disability for the specific purpose of aiding that person.
6. Residents that violate Pet Agreement will be subject to lease termination by default.

Rejection Policy:

If your application is denied due to negative and adverse information being reported, you may:

1. Request a copy of your consumer credit report from the credit-reporting agency.
2. Request a correction of the information if you deem said information to be inaccurate.

Be Advised: a) Incomplete, inaccurate or falsified information will be grounds for denial. b) You may re-apply for an apartment 30 days from the date of this application.

I (WE) HAVE READ THE ABOVE AND UNDERSTAND THE BASIS FOR CONSIDERATION OF MY (OUR) APPLICATION.

X _____
Applicant’s Signature Date

X _____
Applicant’s Signature Date

X _____
Agent / Owner’s Representative Date

In compliance with State and Federal Fair Housing Guidelines, YFP Management / Coffey Creek Apartments does **not discriminate on the basis of race, color, religion, sex, handicap, familial status or national origin.**