

**BLUE CANOE PROPERTIES, LLC  
APPLICATION FOR RESIDENCY**

Blue Canoe Properties, LLC As Agent For: \_\_\_\_\_ Owner

Requested Move-in Date \_\_\_\_\_ Unit Assigned \_\_\_\_\_ Application Fee Paid \_\_\_\_\_

Rent Amount \_\_\_\_\_ Deposit Amount \_\_\_\_\_ Admin Amount \_\_\_\_\_ Lease Term \_\_\_\_\_  
\*\*\*\*\*

APPLICANT'S NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
*First Middle Last*

SOCIAL SECURITY NO.: \_\_\_\_\_ DRIVER'S LICENSE NO.: \_\_\_\_\_ STATE: \_\_\_\_\_

SPOUSE'S NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
*First Middle Last*

SOCIAL SECURITY NO.: \_\_\_\_\_ DRIVERS'S LICENSE NO: \_\_\_\_\_ STATE \_\_\_\_\_

**SECTION ONE**

Current Address: \_\_\_\_\_  
*Street Address Apt. City State Zip Code*

E-Mail Address: \_\_\_\_\_ Current Phone Number: \_\_\_\_\_

Landlord Name & Phone Number: \_\_\_\_\_

How Long Have You Lived At Current Address?: From \_\_\_\_\_ To \_\_\_\_\_

*If you have not lived at your current address for at least 12 months, indicate additional information:*

Prior Address: \_\_\_\_\_  
*Street Address Apt. City State Zip Code*

Name & Phone Number of Prior Landlord: \_\_\_\_\_

Have You Ever Been Evicted From Any Leased Premises? \_\_\_\_\_ If Yes, Dates: \_\_\_\_\_

Have You Ever Been Convicted of a Felony? \_\_\_\_\_ If Yes, Dates: \_\_\_\_\_

**SECTION TWO**

Present Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
*Street Address City Zip*

Supervisor: \_\_\_\_\_ Employed Since: \_\_\_\_\_

Gross: \$ \_\_\_\_\_ Source: \_\_\_\_\_ Please **Circle One:** Hourly Weekly Monthly Yearly

Other Income: Source \_\_\_\_\_ Monthly Amount: \_\_\_\_\_

**SECTION THREE**

Other Occupants: \_\_\_\_\_  
Full Name Date of Birth Full Name Date of Birth

Pets: \_\_\_\_\_  
Type (Dog, Cat) Weight Breed



**EQUAL CREDIT OPPORTUNITY ACT**

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of sex or marital status. The Federal Agency which administers compliance with this law concerning this company: Equal Credit Opportunity, Federal Trade Commission, Washington, DC 20580.

APPROVED	DECLINED
CREDIT CHECK AND REVIEWED: _____	DATE DECLINED: _____
BACKGROUND CHECKED: _____	DATE APPLICANT CONTACTED: _____
DATE APPROVED: _____	METHOD USED FOR CONTACT: _____
DATE APPLICANT CONTACTED: _____	AGENT WHO CONTACTED APPLICANT: _____
METHOD USED FOR CONTACT: _____	WHAT WAS THE BASIS FOR DECLINATION:
AGENT WHO CONTACTED APPLICANT: _____	<input type="checkbox"/> UNFAVORABLE CREDIT REPORT
COMMENTS OR CHANGES: _____	<input type="checkbox"/> WAS THE APPLICANT GIVEN THE NAME AND ADDRESS OF THE REPORTING AGENCY? ___ YES ___ NO
_____	<input type="checkbox"/> UNFAVORABLE RESIDENT HISTORY
_____	<input type="checkbox"/> UNFAVORABLE CRIMINAL BACKGROUND CHECK
_____	<input type="checkbox"/> INCORRECT INFORMATION ON APPLICATION
MANAGER'S SIGNATURE: _____	<input type="checkbox"/> OTHER (SPECIFY): _____
DATE SIGNED: _____	MANAGER'S SIGNATURE: _____
	DATE SIGNED: _____

**Leasing Criteria**

**EQUAL AND FAIR HOUSING:** We do not discriminate on the basis of race, color, religion, sex, disability, familial status, or national origin.

**AVAILABILITY:** Applicants for apartment homes will be accepted on a first come, first serve basis and are subject to the availability of the apartment floor plan requested.

**RENTAL APPLICATIONS:** Rental applications must be completed by each applicant, unless legally married (defined as all residents to be identified in the lease as the person or persons responsible for paying the rent or occupant age 18 or older). Any omissions or falsifications may result in rejection of an application or termination of a lease. A driver's license or other state or federally issued photo I.D. will be required for identification at the time of application submission. All applicants must be a minimum age of nineteen (19) years of age.

**QUALIFYING CRITERIA:** If the applicant is a student and requires a guarantor the resident must complete the application, the guarantor must fill out the guarantor form only. In approving an applicant for residency, the following criteria must be met:

**RENTAL HISTORY:** Any rental history will be verified. An applicant may not have any unresolved debts to a current or previous landlord/mortgagor. The latter will result in automatic rejection. The following will be cause for rejection as a result of information gathered from prior landlords: repeated disturbance of neighbor's peace; reports of unsavory or illegal activity (drugs, gambling, etc.); damage beyond normal wear and tear; reports of violence or threats to neighbors or landlord; allowing persons not on lease to reside in apartment; failure to give proper notice before moving; failure to make timely and correct rental payments. **If you are providing us with a guarantor form we will not require rental history for the resident.**

**BACKGROUND CHECK:** No applicant or occupant may have been convicted or had adjudication deferred for a felony, or any other crime that involves property damage, terrorist related activity, cruelty to animals, assault, illegal drug

manufacture/sale/distribution, sexual offenses or any other nature representing a potential risk of damage to the property, its residents, its employees and owners. Any such offenses shall be grounds for denial of the application or termination of the lease should such offense occur after the approval of the initial application.

**INCOME :** Each applicant must have verifiable current employment (two (2) most recent check stubs are required) or other income sufficient to be three (3) times the amount of the monthly rent and two (2) years employment history or a verifiable source of income. Full-time students may require a guarantor, proof of enrollment or graduation. Self-employed individuals must provide a financial statement from a CPA or previous year's tax return.

**ROOMMATES:** Each roommate will be responsible for the entire rental payment and each must execute the lease agreement. No partial or split payments will be accepted.

**CO-SIGNERS:** Co-signers must complete an additional application, be an immediate family member, make (5) times the amount of market rent, and have favorable credit. Each guarantor's credit report will be processed and will be approved as such. Additional deposits will be based off the applicant's score.

**CREDIT:** Each applicant's credit report will be processed and will be approved, accepted with conditions or rejected. Additional deposits will be based of the applicant's score. Unsatisfied bankruptcies, judgments and tax liens will be an automatic denial. Satisfied and unsatisfied evictions or housing debt will be an automatic denial.

\*\*If no or insufficient credit history is obtained then the potential resident will need to pay one and one half a month's rent as a security deposit or provide an immediate family member cosigner.

**OCCUPANCY:** Occupancy is strictly limited to two persons per bedroom.

**SECURITY DEPOSIT:** The security deposit will be at least 50% of the amount equal to a full month's rent but is based on the specific property owner's requirements. If Applicant pays the security deposit at the time of application submission, the Applicant has 48 hours to cancel their application(s) in writing and receive a full refund of his/her security deposit. Applications(s) may take longer than 48 hours to verify based on the information provided by the applicant(s). Therefore an applicant's 48 hours written cancellation policy is not contingent upon the applicant's application being approved. If an applicant's application is denied, based on an applicant not meeting the leasing criteria, Blue Canoe Properties, LLC will refund in full the amount of the deposit within 30 days from the date of denial.

**RENTAL PAYMENTS:** Rent is due on the 1<sup>st</sup> day of each and every calendar month and late after the 5<sup>th</sup>. There is a service charge, in the amount of **10%** of your apartment's market rental rate, **for any rent paid after the 5<sup>th</sup> day of each calendar month. No partial payments and only one check per apartment, for the full rental amount due will be accepted.** Checks, cashier's checks or money orders are the requested forms of payment. All returned checks, will be assessed a NSF fee of \$50.00 in addition to the **10%** service charge. After two (2) NSF is tendered, lessee(s) will be on a money order or cashier's check basis, for the rest of their lease term.

**VEHICLES:** One vehicle will be permitted per adult resident. Boats, trailers, commercial vans and/or trucks, campers and motorcycles will not be permitted on the property at any time, without management's prior written approval.

**WATER ITEMS:** Waterbeds and aquariums are only permitted with management's written approval. Proof of renter's insurance coverage will be required prior to signing your lease agreement.

**PETS:** Pets are prohibited, except within the restrictions of the community and with management's written approval.

I/We have read and agree to the above criteria from which my/our application(s) will be approved.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Dated

**BLUE CANOE PROPERTIES, LLC**

1601 21<sup>st</sup> Street South  
Birmingham, AL 35205  
(205) 918-0921 Office (205) 918-0787 Fax

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**Request for Rental History Information**

Resident(s) Name: \_\_\_\_\_

Resident(s) Address: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Landlord Number: \_\_\_\_\_

Applicant Signature : \_\_\_\_\_ Date : \_\_\_\_\_

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**For Office Use Only:**

Move In Date: \_\_\_\_\_ Move Out Date: \_\_\_\_\_

Lease Expiration Date: \_\_\_\_\_ Rental Amount: \_\_\_\_\_

Is Account Current? Yes No Was Proper Notice Given? Yes No

Number of Late Payments: \_\_\_\_\_ Number of Returned Checks: \_\_\_\_\_

Any Damage Caused to the Apartment? \_\_\_\_\_

Have there been any Disturbances? If Yes, Please Explain \_\_\_\_\_

Would you Rent to this Applicant Again? Yes No

Does the Applicant have Pets? Yes No If Yes, what Type? \_\_\_\_\_

Prepared By \_\_\_\_\_ Title \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete as soon as possible and fax back to (205) 918-0787. Thanks!**