



GENERAL QUALIFYING GUIDELINES & REQUIREMENTS for

**COMPANY APPLICATION**

Specific guidelines may vary at different properties.

PLEASE COMPLETE THE FOLLOWING:

1. APPLICATION form front and back. The application must be signed by an authorized Officer of the company.
2. In the event a company is closely held/small business, the authorized Officer or Owner will have to qualify and sign the lease personally as well as on behalf of the company.
3. OCCUPANT FORM AND ID form: An occupant form should be completed, signed and turned in with the application and a copy of their state issued ID for each intended occupant.
4. STATEMENT OF RENTAL POLICY form: Read, sign and date the form.
5. NON-REFUNDABLE APPLICATION FEE: Include check or money order for \$35.
6. SECURITY DEPOSIT: Include check or money order to cover the amount of the security deposit. (The security deposit is refundable, only if application is denied.) There may be an additional security deposit for facilities keys depending on the property to which you are applying.

WE VERIFY THE FOLLOWING:

1. Good credit history/criminal background on each occupant.
2. Company credit history and officer/owner qualifications for closely held small businesses.
3. The electricity should be turned on at least 3 business days before move in.
4. Renter's insurance with a minimum of \$50,000 liability coverage is part of our lease.

We welcome the opportunity to show you our community and help you choose an apartment. If you have any further questions, please call the rental office of the property you are interested in.

Prices and deposits are subject to change.

# TONTI MANAGEMENT COMPANY APPLICATION FOR APARTMENT

Unfurnished \_\_\_\_\_ Furnished \_\_\_\_\_ Corporate \_\_\_\_\_

Date: \_\_\_\_\_

Property Name: \_\_\_\_\_ Apartment #: \_\_\_\_\_

Desired Date of Occupancy: \_\_\_\_\_ Monthly Rental Rate: \_\_\_\_\_

Lease Term: \_\_\_\_\_ Security Deposit: \_\_\_\_\_ Pet Fee: \_\_\_\_\_

This information is sought to assure the most responsible residents and occupants possible and to assist the management in case of emergencies. Your cooperation is appreciated.

Company Name

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Type of Business \_\_\_\_\_ # Years in Business \_\_\_\_\_

Owner

Owner Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

## AUTHORIZED OCCUPANT(S) INFORMATION

Persons authorized to occupy apartment:

Name	Relationship	Date of Birth	Driver's Lic. # & State	Social Security #
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Make/Model of Vehicle 1	Year	License #	State
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Make/Model of Vehicle 2	Year	License #	State
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## PET INFORMATION

Are you authorizing a Pet, agreeing to pay all Pet Fees and Damages?  Yes  No

If Yes, Pet Info:	Kind	Weight	Breed	Age	Name	# Pounds Full Grown
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## REFERENCES

Bank Name	Phone #
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Address	City/State	Zip
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Contact Person	Account #
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Vendor Name	Phone #
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Address	City/State	Zip
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Contact Person

Vendor Name	Phone #
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Address	City/State	Zip
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Contact Person

ACKNOWLEDGMENT BY PERSON(S) SIGNING. The undersigned person(s) represent all the above statements as true and complete and hereby authorize verification of such information via consumer reports, rental history reports, criminal history reports and other means, now, upon any contemplated renewal, and after lease termination if any funds are due. Such authorization does not require owner to make verifications or investigations. Failure to answer any of the above inquires shall entitle owner to reject this application. False information given above shall entitle owner to (1) reject this application, (2) retain the application fee(s) and deposits(s) for owner's time and expenses of processing this application, and (3) terminate resident's right of occupancy. I understand that this application shall be made a part of my lease and that giving false information in this application, upon discovery by Owner, shall be considered a breach of the lease and a default under the lease. False information may also constitute a serious criminal offense under the laws of this state. In any lawsuit, complaint, or claim filed with a court of competent jurisdiction or a regulatory, administrative or law enforcement agency owner is entitled to recover attorney's fees and all other costs associated with said lawsuit, complaint, or claim if Owner prevails. Owner reserves the right to regularly and routinely furnish information to consumer reporting agencies about performance of lease obligations by residents. Such information may be reported at any time and may include both favorable and unfavorable information regarding a resident's compliance with the lease, rules, and financial obligations.

By my signature below, company/organization hereby guarantees payment of all rent, damages, fees and expenses and agrees to be the designated Lessee on all apartments applied for.

\_\_\_\_\_  
Signature of Authorized Company Representative

**STATEMENT OF RENTAL POLICY**

- EQUAL HOUSING:** Non-discrimination on basis of race, color, religion, sex, handicap status, family status or national origin is the comprehensive policy of this company.
- APPLICATIONS:** To be completed by each adult applicant without omissions or falsifications. Driver's license or State I.D. required as proof of identity. All applicants must be 18 years of age to contract. Any occupant 18 years of age or older must complete an application and be approved *prior* to moving in.
- APPLICATION FEE:** Applicant has delivered to owner's representative an "application fee". This fee partially defrays the cost of administrative paperwork. It is not refundable.
- EMPLOYMENT/INCOME:** Lessor must be able to obtain verification of stable employment and sufficient income for the last 12 months. Gross monthly income must exceed 3 times your monthly rent plus any other mortgage/finance obligations. Allowances from scholarships, government agencies, study subsidies and/or inconsistent income are not permitted for income purposes. Self-employed persons must provide verification of income and tax returns for the last 2 years. Child support/alimony will be considered as income with a copy of the court order and proof of payments for the last 6 months.
- CREDIT CHECK:** A complete check of credit history will be made.
- RESIDENCY:** 2 years of most recent residency records must show satisfactory payment history and sufficient notice given for moving out. If renting from an individual owner, applicants must supply a copy of the lease and proof of payment for the last 6 months. Also, applicants must have no history of disturbance of neighbors, destruction of property, or living habits that adversely affect the health, safety, or welfare of other residents. Tonti Management reserves the right to deny any applicant on the basis of felony criminal conviction, guilty plea, or plea of no contest, without regard to the nature of the offense. Also, Tonti Management reserves the right to deny any applicant if they, or any occupant, are presently under arrest, indictment or charged with a felony or serious crime under the laws of any state of the United States. If any applicant should fail to disclose such fact during the application process, this failure to disclose shall constitute a breach of any lease agreement executed by applicant and shall allow Tonti Management to demand immediate possession of the leased premises.
- OCCUPANCY:** No more than 2 persons per bedroom. Children under 2 will not be factored into our occupancy standard.
- AUTOMOBILES:** No more than 2 vehicles per apartment at most locations. Some locations are limited to 1 vehicle.
- OTHER VEHICLES:** Boats, campers, trailers, taxicabs, and other commercial and recreational vehicles are not permitted at most locations.
- ELECTRICITY:** Electrical service must be turned on in leaseholder's name before you can receive keys and move in.
- RENTAL PAYMENT:** The monthly rent is due on the first of each month. There will be a late fee after 4 P.M. on the third as per your lease.
- SECURITY DEPOSIT:** All security deposits must be paid in the form of a check, money order, or cashier's check at the time of application.
- PET FEES/PETS:** This is a non-refundable fee. It does not cover damages. Should you have a pet in the apartment at any time after move-in, all additional deposits, fees, and pet provisions must be adhered to. Pets must not exceed 25 lbs. at maturity. Cats must be de-clawed and neutered. Pets are subject to visual inspection and must be approved by Tonti Management's agent.
- RENTAL INSURANCE:** Leaseholders are advised and agree to obtain renter's insurance containing a waiver of subrogation and maintain it throughout the entire lease term. Tonti's insurance does not cover damage to any property or persons caused by fire, theft, frozen pipes, flooding, roof leaks, smoke damage, vandalism, water escape from toilets or water heaters, etc.
- SHOWING APARTMENTS:** Applicants can view a model apartment and/or a vacant unit (if available and ready for viewing). Applicants are welcome upon request to see the interior of the apartment they have chosen to rent, once it is ready for occupancy. Management has standard criteria that must be met before a unit can be considered ready to rent.
- ADDITIONS & ALTERATIONS:** Additions or alterations to the premises are not allowed without written permission of Lessor. These include, but are not limited to, satellite dish or antenna installations; adding or changing locks, phone or cable lines; painting or papering of walls. Waterbeds require proof of insurance.

**READ AND ACCEPTED BY:**

\_\_\_\_\_

\_\_\_\_\_

**DATE:** \_\_\_\_\_

**AGENT FOR TONTI MANAGEMENT:** \_\_\_\_\_

# TONTI MANAGEMENT OCCUPANT INFORMATION

DATE \_\_\_\_\_

PROPERTY NAME: \_\_\_\_\_

APARTMENT # \_\_\_\_\_

DESIRED DATE OF OCCUPANCY \_\_\_\_\_

MONTHLY RENTAL RATE \$ \_\_\_\_\_

LEASE TERM \_\_\_\_\_ SECURITY DEPOSIT: \$ \_\_\_\_\_ PET FEE \$ \_\_\_\_\_

This information is sought to assure the most responsible residents and occupants possible and to assist the management in case of emergencies. Your cooperation is appreciated.

Full Name of  
Applicant/Occupant

Date of Birth

Telephone No.

Driver's License No./State

Social Security No.

Marital Status: \_\_\_\_\_ Single \_\_\_\_\_ Married \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed \_\_\_\_\_ Separated

Permanent Address

City/State and Zip Code

How Long?

Monthly Rent

## List All Persons Who Will Be Occupying The Apartment With You

Name

Relationship

Date Of Birth

Sex

Social Security No.

## EMPLOYMENT

Name Of Employer

Address

City/State/Zip Code

Position/Profession

How Long?

Work Phone No.

Name Of Supervisor

Supervisor's Phone No.

List All Vehicles To Be Parked On The Premises (Cars, Trucks, Motorcycles, Etc.).

Make/Model Of Vehicle

Year

License #

State

Make/Model Of Vehicle

Year

License #

State

Do You Have Any Pets?

Kind, Weight, Breed, Age

# Lbs. Full Grown

In Case Of Emergency Notify:

Work Phone No.

Home Phone No.

Street Address

City/State/Zip Code

Relationship

In the event of serious illness or death of resident, the above person may \_\_\_\_\_ or may not \_\_\_\_\_ enter, remove, and/or store all contents found in the dwelling, storerooms, common area and mail box.

In the event of serious illness or injury contact the following physician:

City/State

Phone #

Other Information:

**ACKNOWLEDGMENT BY PERSON(S) SIGNING.** The undersigned person(s) represent all the above statements as true and complete and hereby authorize verification of such information via consumer reports, rental history reports, criminal history reports and other means, now, upon any contemplated renewal, and after lease termination if any funds are due. Such authorization does not require owner to make verifications or investigations. Failure to answer any of the above inquires shall entitle owner to reject this application. False information given above shall entitle owner to (1) reject this application, (2) retain the application fee(s) and deposits(s) for owner's time and expenses of processing this application, and (3) terminate resident's right of occupancy. I understand that this application shall be made a part of my lease and that giving false information in this application, upon discovery by Owner, shall be considered a breach of the lease and a default under the lease. False information may also constitute a serious criminal offense under the laws of this state. In any lawsuit, complaint, or claim filed with a court of competent jurisdiction or a regulatory, administrative or law enforcement agency owner is entitled to recover attorney's fees and all other costs associated with said lawsuit, complaint, or claim if Owner prevails. Owner reserves the right to regularly and routinely furnish information to consumer reporting agencies about performance of lease obligations by residents. Such information may be reported at any time and may include both favorable and unfavorable information regarding a resident's compliance with the lease, rules, and financial obligations.

Signature of Applicant/Occupant

Signature of Applicant's Spouse