



GENERAL QUALIFYING GUIDELINES & REQUIREMENTS for

INDIVIDUAL APPLICATION

Specific guidelines may vary at different properties.
All persons 18 or over must complete an application.

PLEASE COMPLETE THE FOLLOWING:

1. APPLICATION form front and back. Make sure all parties sign the application. All persons 18 or over must complete an application.
2. VERIFICATION OF EMPLOYMENT AND INCOME form: Fill out and sign the top half; leave the bottom half blank. Include a copy of your two (2) most recent paycheck stubs and last year's W-2's. If self-employed/contractor, please provide pages 1 & 2 of Form 1040 from last year.
3. AUTHORIZATION TO RELEASE RENTAL OR MORTGAGE INFORMATION form: Fill out and sign the top half of the form; leave the bottom half blank.
4. STATEMENT OF RENTAL POLICY form: All parties – read, sign and date the form.
5. NON-REFUNDABLE APPLICATION FEE: Include check or money order for \$35 for each applicant age 18 or over. (Second application fee is waived for married couples.)
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.
2. Good rental history for a minimum of two years.
3. Good employment history for the last 12 months, with a monthly income of at least 3 times the amount of the rent. Married couples or up to two roommates can combine incomes to qualify. The electricity should be turned on at least 3 business days before move in.
4. Criminal background check.
5. 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 interest in.

Prices and deposits are subject to change.

TONTI MANAGEMENT INDIVIDUAL 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.

Full Name of Applicant/Occupant _____ Date of Birth _____

Home No. _____ Cell Phone No. _____ Driver's License No./State _____ Social Security No. _____

Marital Status: _____ Single _____ Married _____ Divorced _____ Widowed _____ Separated

ADDRESS HISTORY (Provide Past 2 Years)

Street Address & Apt #	City State & Zip	Move In (& Out) Date(s)	Rent/ Mortgage Amt	Community Name	Contact Name & Phone/Fax #	Reason for Moving
1. Present						
2. Previous						

Have you or any occupant that will be living in this apartment ever:
 (A) been evicted or asked to move out? (B) broken a rental agreement or lease contract? (C) declared bankruptcy?
 (D) been sued for non-payment of rent? (E) been sued for damages to rental property?
 (F) been involved in a fire or caused damage to rental property? _____ No _____ Yes Explain:

Have you or anyone that will be living in this apartment ever been convicted of a felony or serious crime in any state or under the laws of the United States of America? _____ No _____ Yes

Are you or any occupant who will be living in the apartment presently under arrest, indictment or charged with a felony or serious crime under the laws of any state or of the United States? _____ No _____ Yes

Have you ever leased at a Tonti Management Property before? _____ No _____ Yes If yes, which property?

EMPLOYMENT HISTORY (Last 12 months)

Name Of Employer	Address	City/State/Zip Code
Position/Profession	How Long?	Work Phone No.
Gross Monthly Income	Name Of Supervisor	Supervisor's Phone No.
Previous Employer (Not required on short term corp.)	Address	City/State/Zip Code
Position/Profession	How Long?	Work Phone No.
Gross Monthly Income	Name Of Supervisor	Supervisor's Phone No.
Full Name Of Spouse	Date Of Birth	Cell Phone No.
Spouse's Social Security No.	Driver's License No./State	
Spouse's Present Employer	Address	City/State/Zip Code
Position/Profession	How Long?	Work Phone No.
Gross Monthly Income	Name of Supervisor	Supervisor's Phone No.

PET INFORMATION (Visual Inspection Required)

Do You Have Any Pets? Kind Weight Breed Color Age Name # Pounds Full Grown

No Yes

OCCUPANT INFORMATION

List All Persons Who Will Be Occupying The Apartment With You

Name	Relationship	Date Of Birth	Gender	Social Security 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
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.			
How Were You Referred To Us? (Check One) _____ Newspaper _____ Phone Book _____ Tonti.net _____ Apartments.com			
_____ Drive by/Walk In _____ Previous Resident _____ Resident Referral (see below) _____ Locator (see below)			
_____ Other Referral (explain below) _____ Other Internet (explain below)			
If You were Referred by a Tonti Mgmt. Resident	Name	Property	Apt #
Name Of Rental Agency Or Locator Service		Rental Agent's Name	
Other Information:			

APPLICATION AGREEMENT

Applicant has paid \$ _____ as a nonrefundable Application Fee.

Applicant has deposited herewith the sum of \$ _____, receipt of which is hereby acknowledged, as a bearing non-interest deposit (and not as rental payment) to be refunded as hereinafter provided in the Lease Agreement. In the event this application is approved and the applicant fails or refuses to enter into the contemplated lease, owner shall retain the said deposit to cover the cost of taking and processing this application and removing the premises from the market and holding same for applicant. If applicant withdraws his application or notifies owner that he has changed his mind about taking the dwelling unit, the deposit will be retained by owner. In the event this application is disapproved, or for any other reason for which the owner is responsible the Lease Agreement is not consummated, this deposit will be returned to applicant.

This application is made with the understanding that it is subject to acceptance by the owner and subject to execution by an agent of said company and delivery of lease covering said premises. If applicant has not received notice of approval or non-approval from owner, applicant shall be responsible for contacting owner's representative to verify approval or non-approval.

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 _____ Date _____

Signature of Applicant's Spouse _____ Date _____

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: _____



AUTHORIZATION TO RELEASE RENTAL OR MORTGAGE INFORMATION

Date: _____

I, _____, (SS#: _____)
(Name)

do hereby authorize _____ to release any
(Mortgage/Property Management)
rental and or mortgage information to _____.

Signature of Applicant: _____

Applicant -- Stop Here -- Do Not Fill In -- Return to Rental Office

Mortgage/Property Management Company please complete the following:

Move In Date _____

Lease dates _____

Amount of rent paid \$ _____

No. of late payments _____

No. of NSF checks _____

Gave proper notice _____

Fulfilled lease obligations _____

Are there leaseholders other than those named above? Yes _____ No _____

Are there occupants other than those named above? Yes _____ No _____

Any pets? Yes _____ No _____

Any fire or other damage to property? _____

Do they owe money? _____

Any lease violations? _____

Roommates _____

Was there a co-signer? _____

Would you lease to them again? _____

Comments: _____

Company Official Signature: _____

Type or Print Name: _____

Title: _____

Date: _____ Phone No. _____

VERIFICATION OF EMPLOYMENT AND INCOME

Date: _____

I, _____ SS# _____
(Name)

do hereby authorize _____ (Employer)
to release information needed to verify my employment status and salary
to _____.
(Apartment Community)

Signature of Employee: _____

Applicant -- Stop Here -- Do Not Fill In -- Return to Rental Office

Employer: Please complete the following:

Position: _____

Length of Employment: _____

Annual Income: \$ _____

Company Official Signature: _____

Type or Print Name: _____

Title: _____

Date: _____ Phone No. _____