

### GENERAL QUALIFYING GUIDELINES & REQUIREMENTS for

#### **INDIVIDUAL APPLICATION**

Specific guidelines may vary at different properties.

*All persons 18 or over who will inhabit the property for more than 7 days full or partial must complete an application and be approved prior to moving in.*

#### PLEASE COMPLETE THE FOLLOWING:

1. APPLICATION form: 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 plus Schedule 1 of Form 1040 from the last 2 years.
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 \$40 for each applicant age 18 or over. Application fee for married couples is \$55.
6. IDENTIFICATION: If you have never visited the property and viewed an apartment, and you are mailing in your paperwork, submit a copy of a current U.S. state issued driver's license for anyone who drives (state i.d. if occupant 18 years or older does not drive) for each intended occupant.
7. 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. Income history for the current and preceding year, with a monthly income of at least 3 times the amount of the rent. Married couples can combine incomes. Up to two persons can combine incomes in certain situations to qualify (3 BR excluded).
4. Criminal background check.
5. The electricity should be turned on at least 5 business days before move in.
6. Renter's insurance with a minimum of \$100,000 personal liability coverage, listing Tonti Management as an additional insured/interest, with all leaseholders named 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**  
**INDIVIDUAL APPLICATION FOR APARTMENT**  
 Unfurnished \_\_\_\_\_ Furnished \_\_\_\_\_ Corporate \_\_\_\_\_

Property Name \_\_\_\_\_ Apartment # \_\_\_\_\_ Date \_\_\_\_\_  
 Desired Date of Occupancy \_\_\_\_\_ Monthly Rental Rate \_\_\_\_\_  
 Lease Term \_\_\_\_\_ Security Deposit \_\_\_\_\_ Animal Fee \_\_\_\_\_

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  Separated Email address: \_\_\_\_\_

**ADDRESS HISTORY (Must Complete Each Box & Provide Minimum 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 \_\_\_\_\_ 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 email address \_\_\_\_\_

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. \_\_\_\_\_

## ANIMAL INFORMATION (Visual Inspection & Photo Required)

Do You Have Any Animals? Kind Weight Breed Color Age Name # Pounds Full Grown  
No Yes

Do you have any reason or expectation for getting an animal in the future? No Yes If Yes, please explain.

## OCCUPANT INFORMATION

List any person who will spend more than 7 days in the apartment during your lease term.

Name	Relationship	Date Of Birth	Gender	Social Security No.
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List All Vehicles To Be Parked On The Premises (Cars, Trucks, Motorcycles, Etc.).

Make/Model Of Vehicle	Year	License Plate#	State
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Make/Model Of Vehicle	Year	License Plate#	State
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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(s) have deposited herewith the sum of \$ \_\_\_\_\_, receipt of which is hereby acknowledged, as a non-interest bearing deposit (and not as rental payment) to be refunded as hereinafter provided in the Apartment Lease. In the event this application is approved and the applicant(s) fail(s) or refuse(s) to enter into the contemplated Apartment Lease, Lessor 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(s). If applicant(s) withdraw(s) this application or notifies Lessor that he/she/it has changed his/her/its mind about taking the dwelling unit, the deposit will be retained by Lessor. In the event this application is disapproved, or for any other reason for which the Lessor is responsible and the Apartment Lease is not consummated, this deposit will be returned to applicant(s). Lessor reserves the right to regularly and routinely furnish information to consumer reporting agencies about performance of lease obligations by Lessee(s). Such information may be reported at any time and may include both favorable and unfavorable information regarding a Lessee's compliance with the lease, rules, and financial obligations. This application is made with the understanding that it is subject to acceptance by the Lessor and subject to execution by an agent of Lessor and execution of an Apartment Lease covering said premises. If applicant has not received notice of approval or non-approval from Lessor, applicant(s) shall be responsible for contacting Lessor's representative to verify approval or non-approval.

**ACKNOWLEDGMENT BY PERSON(S) SIGNING.** The undersigned person(s) represent(s) all the above statements as true and complete and hereby authorize(s) 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 Lessor to make verifications or investigations. Failure to answer any of the above inquiries shall entitle Lessor to reject this application. False, misleading or inaccurate information given above shall entitle Lessor to (1) reject this application, (2) retain the application fee(s) and deposit(s) for Lessor's time and expenses of processing this application, and (3) terminate Lessee's right of occupancy. I understand that this application shall be made a part of the Apartment Lease and that giving false information in this application, upon discovery by Lessor, shall be considered a breach of the Apartment Lease and a default under the lease. False information may also constitute a serious criminal offense under the laws of this State.

By signing this application you acknowledge that you are bound by the provisions of this paragraph.

If your application is rejected for any reason, you withdraw or fail to timely complete your application, or fail to sign the lease after approved, you agree that any dispute, claim or cause of action shall be submitted to and resolved thru **BINDING ARBITRATION** by a single arbitrator in accordance with the Federal Arbitration Act, 9 U.S.C. § 1 et seq., and the procedural rules of arbitration published by Mediation Arbitration Professional Systems, Inc. (MAPS' Rules of Arbitration). Arbitration shall be the sole remedy pursued by you and shall apply to any and all claims, suits, causes of action and rights pursued by you whether under Louisiana State Law and/or Federal Law, including any and all claims pursued by you under any "civil rights" claims.

The arbitration shall be conducted by a single arbitrator at the offices of MAPS in Jefferson Parish, Louisiana.

Notwithstanding the outcome of the dispute each party shall be responsible for his/her/its own deposits, costs, fees (including but not limited to attorney's fees) and expenses associated with the arbitration, and any action to confirm or contest the award. By agreeing to this binding arbitration provision, both applicant and lessor give up all right to trial by a judge and/or jury and hearings before any Louisiana State or Federal Administrative agency. Judgment on the award rendered by the arbitrator may be rendered in any court having jurisdiction thereof. In the event Lessor, or Lessee or authorized occupant fails to proceed with arbitration, unsuccessfully challenges the arbitrator's award, or fails to comply with the arbitrator's award, and in addition to any other attorney's fees provisions herein, the other party shall be entitled to all costs of said suit or enforcement, including reasonable attorneys' fees for having to compel arbitration or defend the claim or enforce the award.

This Dispute Resolution clause shall only apply if your application is rejected by Lessor for any reason, you withdraw or fail to timely complete your application, or fail to sign the lease after approved. Once signed, the Arbitration clause in the Lease agreement shall apply in the event your application is accepted and shall be your exclusive remedy. Lessor hereby advises applicant(s) of the desirability of seeking independent legal counsel prior to signing the application and lease.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant's Spouse \_\_\_\_\_ Date \_\_\_\_\_





## VERIFICATION OF EMPLOYMENT AND INCOME

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

I, \_\_\_\_\_  
(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**

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**Employer: Please complete the following:**

Position: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Annual Income: \$ \_\_\_\_\_

Company Official Signature: \_\_\_\_\_

Type or Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone No. \_\_\_\_\_



**AUTHORIZATION TO RELEASE RENTAL OR MORTGAGE INFORMATION**

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

I, \_\_\_\_\_,  
(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 \_\_\_\_\_

Have you ever filed eviction for lease violation or rent payments? \_\_\_\_\_

Are there leaseholders other than those named above? Yes \_\_\_\_\_ No \_\_\_\_\_

Are there occupants other than those named above? Yes \_\_\_\_\_ No \_\_\_\_\_

Any animals? 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. \_\_\_\_\_

## 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 Lessor.
- APPLICATIONS/ FEES:** Applicant has delivered to Lessor's representative a ~~non-refundable~~ "application fee." Application(s) to be completed by each adult occupant without omissions or falsifications. U.S. State Driver's license (State I.D. if applicant does not drive) required as proof of identity. All applicants must be 18 years of age to contract. Any person 18 years of age or older who will inhabit the property for more than 7 days full or partial must complete an application and be approved *beforehand*.
- EMPLOYMENT / INCOME:** Lessor must be able to obtain verification of stable employment and sufficient qualifying income for the current and preceding year. Gross monthly income must exceed 3 times the 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. Cosigners not permitted other than full time students. Other restrictions apply.
- 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 disturbances, property damage, monies owed, or living habits that adversely affect the health, safety, or welfare of other residents. Lessor 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, Lessor 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 Lessor to demand immediate possession of the leased premises.
- OCCUPANCY:** No more than 2 persons per bedroom.
- AUTOMOBILES:** No more than 2 vehicles per apartment at most locations. Some locations are limited to 1 vehicle. All drivers must maintain: 1) a valid driver's license and 2) at least minimum state required auto liability coverage.
- OTHER VEHICLES AND EQUIPMENT:** Boats, campers, trailers, taxicabs, and other commercial and recreational vehicles are not permitted at most locations. Treadmills and vibrating exercise equipment are not allowed on 2<sup>nd</sup> and 3<sup>rd</sup> floors.

**ELECTRICITY:** Electrical service must be turned on in leaseholder's name before keys will be issued at move in.

**RENTAL PAYMENT:** Monthly rent is due by 2 p.m. on the first of each month. Late fees are assessed after 2 p.m. on the third of the month plus \$5 per day thereafter.

**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.

**ANIMAL FEES/ ANIMALS:** Animal fees are non-refundable and do not cover damages. Should Lessee have an animal on the premises at any time, all additional deposits, fees, and animal lease provisions must be adhered to. Animals must not exceed 25 lbs. at maturity. Cats must be declawed and neutered. Animals are subject to visual inspection, veterinarian verification and must be approved by Lessor prior to coming on the premises. Lessor only accepts dogs and cats and fish tanks up to 10 gallons for fish only.

**SHOWING APARTMENTS:** Any adult can view a model apartment and/or a vacant unit (if available and ready for viewing) with a valid U. S. state driver's license (state id if applicant does not drive) or U.S. government passport only. Applicants are welcome upon request to see the interior of the apartment they have chosen to rent, once it is ready for occupancy. Lessor has standard criteria that must be met before a unit can be considered ready to show.

**RENTAL INSURANCE:** Lessor's insurance does not cover damage to any person's property or persons caused by fire, theft, frozen pipes, flooding, roof leaks, smoke damage, vandalism, water escape from toilets or water heaters, etc. Lessee(s) are advised and agree to obtain renter's insurance prior to move in with a minimum of \$100,000 personal liability coverage, containing a waiver of subrogation, listing Tonti Management as an additional insured/interest, with all leaseholders named and maintain it throughout the entire lease term.

**ADDITIONS & ALTERATIONS:** Additions, attachments or alterations to the premises are not allowed without written permission of Lessor. These include, but are not limited to, satellite dish/antenna installations; adding/changing locks, phone or cable lines; painting/papering of walls, mounting televisions, electronics, etc.

**NON-SMOKING:** Smoking is not permitted in the buildings, apartments, or pool areas at any time.

**READ AND ACCEPTED BY:**

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agent for Lessor:** \_\_\_\_\_ **Date:** \_\_\_\_\_