

GENERAL QUALIFYING GUIDELINES & REQUIREMENTS for

COMPANY 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 – 2 pages. 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 \$100,000 personal 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: _____

Company Name

Address

City/State

Zip

Phone Number

Fax Number

Contact Person

Title

Email Address

Type of Business

Years in Business

Owner

Owner Address

City/State

Zip

AUTHORIZED OCCUPANT(S) INFORMATION

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

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

Year

License Plate #

State

Make/Model of Vehicle 2

Year

License Plate #

State

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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Applicant has paid 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).

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 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. In any lawsuit, complaint, or claim filed with a court of competent jurisdiction or a regulatory, administrative or law enforcement agency Lessor is entitled to recover attorney's fees and all other costs associated with said lawsuit, complaint, or claim if Lessor prevails. 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.

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

TONTI MANAGEMENT OCCUPANT INFORMATION

DATE _____

PROPERTY NAME: _____ APARTMENT # _____

DESIRED DATE OF OCCUPANCY _____ MONTHLY RENTAL RATE \$ _____

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

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.
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EMPLOYMENT

Name Of Employer	Address	City/State/Zip Code
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Position/Profession	How Long?	Work Phone No.
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Name Of Supervisor	Supervisor's Phone 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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Do You Have Any Pets?	Kind, Weight, Breed, Age	# Lbs. Full Grown
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In Case Of Emergency Notify:	Work Phone No.	Home Phone No.
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Street Address	City/State/Zip Code	Relationship
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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 #
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Other Information: _____

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 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. In any lawsuit, complaint, or claim filed with a court of competent jurisdiction or a regulatory, administrative or law enforcement agency Lessor is entitled to recover attorney's fees and all other costs associated with said lawsuit, complaint, or claim if Lessor prevails. 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.

Signature of Applicant/Occupant _____ Signature of Applicant's Spouse _____

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:** To be completed by each adult applicant 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 *prior* to moving in.
- APPLICATION FEE:** Applicant has delivered to Lessor'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 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.
- 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.

OTHER VEHICLES & 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 2nd and 3rd 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.

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:

Pet fees are non-refundable and do not cover damages. Should Lessee have a pet on the premises at any time, all additional deposits, fees, and pet lease provisions must be adhered to. Pets must not exceed 25 lbs. at maturity. Cats must be declawed and neutered. Pets are subject to visual inspection and must be approved by Lessor prior to coming on the premises. Lessor prohibits rodents, reptiles, exotic birds, ferrets and rabbits as pets.

SHOWING APARTMENTS:

Any adult can view a model apartment and/or a vacant unit (if available and ready for viewing) with a U. S. state or U.S government issued photo ID 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 listing Tonti Management as an additional insured/interest, containing a waiver of subrogation, and maintain it throughout the entire lease term.

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.

READ AND ACCEPTED BY:

Applicant: _____

Date: _____

Applicant: _____

Date: _____

Agent for Lessor: _____

Date: _____