

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 – not available online – visit property to obtain. 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 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 (not "international" money orders) 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 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 3 business days before move in.
6. 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 interest in.

Prices and deposits are subject to change.



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

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 _____	Do they owe money? _____
Lease dates _____	Any lease violations? _____
Amount of rent paid \$ _____	Roommates _____
No. of late payments _____	Was there a co-signer? _____
No. of NSF checks _____	Would you lease to them again? _____
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? _____	

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 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.
- 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 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 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.

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 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.

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:** _____