



Rental Application Information

CONTENTS

- 1.) Statement of Qualifications
- 2.) Application
- 3.) Authorization/Signature Addendum

STATEMENT OF QUALIFICATIONS

We are working with our community to maintain quality in the neighborhood. Therefore, we have a very thorough screening process. If you meet the application standards and are accepted, you will have the peace of mind of knowing that other residents are being screened with equal care. Please review the following list of criteria. If you feel you meet these standards, please apply.

NOTE: We provide equal fair housing opportunities. We do not discriminate based upon age, race, color, religion, sex, national origin, familial status, age or handicap.

APPLICATION SCREENING CRITERIA

- A complete application: If a line is not filled in (or the omission unexplained), we will return the application to you for completion.
- A verifiable rental history: It is your responsibility to provide necessary information that allows us to contact your past landlords during normal business hours. You must have a history of paying rent on time, have given proper notice, have no evictions and have a zero balance owed. If we are unable to verify your previous landlords and/or references, we reserve the right to deny the application.
- Age: All prospective applicants must be at least 18 years old.
- Income Eligibility: Individual gross income must equal 2.75 times the amount of rent; Married applicants must have a combined income of 2.75 times the amount of rent; and, Roommates must have a combined income of 4 times the amount of rent.
- Government issued Photo Identification: At time of move in, we require a copy of a government issued photo ID for every adult household member.
- Criminal Background and Eviction check will be conducted.

Application will be denied if:

- Criminal Background Check: Felonies found guilty or adjudication withheld. Misdemeanors relating to drug charges and/or violence against a person, all other misdemeanors will be reviewed individually based upon the severity of the incident. If an arrest record exists, it is up to the prospective resident to provide written verification from the proper authorities as to the final disposition of guilt or innocence on any prior criminal charges.
- You misrepresented any information on the application; in general, if misrepresentations are found after your lease agreement is signed your lease will then be terminated.
- We are unable to verify with your previous landlords, we reserve the right to deny the application.
- Previous landlords report significant complaint levels, noncompliance activity, including but not limited to:
 - Repeated disturbances of the neighbor's peace.
 - Damage to property beyond normal wear.
 - Reports of violence or threats to landlords or neighbors.
 - Allowing persons not on lease to reside at the residence.
 - Failure to give proper notice when vacating the property.
 - Failure to pay rent on time or insufficient checks.
 - Filed eviction (unless stipulation was adhered to).
 - History of poor/unsanitary housekeeping.
 - History of drug related activity by any household members or guest.
- Previous landlords would be disinclined to rent to you again for reasons pertaining to the behavior of yourself or others you allowed on the property during your tenancy.

Any exception to this criterion will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions additional security, co-signers, and/or additional advance rent payments may be required.

Our company policy is to report all non compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau.

I have read the above qualifications and understand the Application Process in its entirety.

Signature: _____ Date: _____

Signature: _____ Date: _____

APPLICANT INFORMATION

Applicant _____ / /
 Last Name First Name M.I. SS# Date of Birth

Spouse _____ / /
 Last Name First Name M.I. SS# Date of Birth

Drivers License No. _____ State _____ Spouse _____ State _____
 Other Occupants must be under the age of 18, if over 18 a separate application must be completed

Other _____
 Last, First Name Age Last, First Name Age

Other _____
 Last, First Name Age Last, First Name Age

Cell Phone () _____ Email _____

Emergency Contact _____ () _____
 Name Relationship Address Telephone Number

RESIDENCY INFORMATION

Present Address _____ Own Rent \$ _____
 Street Address City State / Zip Monthly Payment

Apartment / Mortgage Company _____ Phone Number From To
 Manager / Contact Own Rent \$ _____

Previous Address _____ Own Rent \$ _____
 Street Address City State / Zip Monthly Payment

Apartment / Mortgage Company _____ Phone Number From To
 Manager / Contact

EMPLOYMENT / INCOME INFORMATION (Please provide 1 Month of proof of income)

Current Employment _____ () /
 Company Name Phone Number From To
 Supervisor / Position Position Held Annual Salary

Current Employment (Spouse) _____ () /
 Company Name Phone Number From To
 Supervisor / Position Position Held Annual Salary

Previous Employment _____ () /
 Company Name Phone Number From To
 Supervisor / Position Position Held Annual Salary

Other Sources of Income (if Applicable) Amount \$ Source

AUTOMOBILE INFORMATION

Automobile(s) _____
 Tag # Make Year Model Registered To

Tag # Make Year Model Registered To

Referred by _____ () _____
 Resident Name Apartment Number Telephone Number

Please answer the following questions:

Have you ever had an eviction filed against you? _____ If so, when _____
 Have you ever declared bankruptcy? _____ If so, when _____
 Have you ever been charged with a felony? _____ If so, please specify _____
 Have you ever been charged with a misdemeanor? _____ If so, please specify _____
 Have you ever refused to pay your rent? _____ If so, please specify _____

Accepted By: The Dean

AUTHORIZATION: I/We, the Applicant hereby authorize the management company personnel to verify all information contained on the application and conduct a full background check including but not limited to credit, bank account, employment, eviction, criminal background and authorize the management company personnel to contact any persons or companies listed on the application.

CORRECT INFORMATION: I/We, the Applicant affirm that all the information on this application is true, accurate, complete and correct and agree that if this is not so, my application may be denied and/or my lease may be held in default and I/We may be subjected to eviction. I/We, the Applicant, have paid the management's agent a sum of \$50.00 for an application fee and acknowledge this fee is completely **non-refundable**.

APARTMENT DEPOSIT: I/We, the Applicant(s) are submitting the sum of \$_____, in consideration for the Owners taking said apartment off the market until _____, in which is my move-in date. In the event I/We, the applicants(s) fail or refuse, for any reason to occupy the apartment, the owner shall retain the said apartment deposit for any loss of income due to the reserving of the mentioned apartment. I/We the applicant(s) accept the fact that an additional security deposit may be required, after the application process is completed.

I/We have read and understand all the information contained in this Rental Application package.

Applicant Date

Applicant Date

Agent, for The Dean Date

<u>Description</u>	<u>Initial Charge</u>	<u>Payment Amount</u>	<u>Date Received</u>	<u>Initials</u>	<u>Balance Owed</u>
Application Fee	\$50	_____	_____	_____	_____
Prorated Rent	_____	_____	_____	_____	_____
Security Deposit	_____	_____	_____	_____	_____
Last Month Rent	_____	_____	_____	_____	_____
Pet Deposit	_____	_____	_____	_____	_____

Move In Date: _____

Monthly Rent: _____

Lease Term: _____