

Rental Application

Each Resident or Co-Signer Must Submit a Separate Application
Please Print Using Black or Blue Ink

Office use only:

Apt name:	Apt #:	M/in date:	Agent name:
Verify ID <input type="checkbox"/> Yes <input type="checkbox"/> No	Application #:	Credit Rating:	Deposit amount:

Applicant's Name (Last, First, Middle)	Birthdate	Driver's Lic # & State
Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed	Applicant's SS#	ID card # & State (if applicable)

Residence History					
Present Address	Apt. #	City	State	County	Zip
Phone ()	<input type="checkbox"/> Own <input type="checkbox"/> Rent	Rent Amount	Move-in	Move-out	
Landlord/Mortgage Co./Apartment Community			Phone Number ()		
Previous Address	Apt #	City	State	County	Zip
<input type="checkbox"/> Own <input type="checkbox"/> Rent	Move-in	Move-out	Rent Amount		
Landlord/Mortgage Co./Apartment			Phone Number ()		

Employment History			
Present Employer	Phone ()	Supervisor	
Address (Incl. City, State, Zip)	Position	Income	How long
Previous Employer	Phone ()	Supervisor	
Address (Incl. City, State, Zip)	Position	Income	How long

<u>Additional Income</u> Additional Income such as child support, alimony, or separate maintenance need not be disclosed unless such additional income is to be included for qualification hereunder.	Source: Amount of \$ _____ Per _____
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Personal Data			
In case of emergency contact:	Work phone ()	Home phone ()	
Present Address	Apt. #	City	State Zip

The above person is or is not authorized to remove and / or store all contents of dwelling / mailbox in the event of serious illness or death of resident.

Additional Emergency Contact	Address	Phone # ()
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Bank References		
Name of Bank or Savings and Loan	Address (Incl. City, State, Zip)	Phone ()
Name of Bank or Savings and Loan	Address (Incl. City, State, Zip)	Phone ()

List all other occupants who will not sign lease (I.e. minors, etc)

Name	DOB	Relationship
Name	DOB	Relationship

Will you or the other occupants have a pet? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Type and Breed:	weight:
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Have you or other intended occupant ever:

Been evicted? [] Yes [] No If yes, please explain:

Not fulfilled a rental agreement? [] Yes [] No If yes, please explain:

Been convicted of or plead guilty to a crime involving offenses to persons or property? [] Yes [] No

If yes, please explain:

Been convicted of or plead guilty to a drug related crime? [] Yes [] No

If yes, please explain:

Are you a Registered Sex Offender? [] Yes [] No

If yes, please explain:

How did you hear about us:

List all vehicles to be parked on the premises by household (cars, trucks, recreational vehicles, motorcycles, boats, etc.)

Type of vehicle	Year	License #	State
Type of vehicle	Year	License #	State

<p>I (we) hereby make application for occupancy of the described apartment unit on the terms specified. The application fee (per person) accompanying this application is nonrefundable. All other deposit money accompanying this application will be returned immediately if application is not approved. Before application is approved, applicant authorizes ConAm Property Management to access a credit report for credit evaluation. If this application is approved, I agree to enter into an Agreement of Lease for the apartment unit, terms and rental as outlined herewith.</p> <p>If I refuse to enter into an Agreement of Lease when offered by the management, or if occupancy is not taken within 5 days after the occupancy date indicated, the deposit made herewith shall be forfeited and deemed as liquidated damages.</p> <p>At the time the Agreement of Lease is executed the balance of any Security Deposit, Miscellaneous Fees and the first month's rent will become due. I affirm the above information is to be true and correct. All persons and/or firms named above may freely give any requested information concerning me, and I hereby waive all right of action of any consequence resulting from such information.</p> <p>This is to inform you that as part of our procedure for processing your application an investigating consumer report may be prepared whereby the information is obtained through personal interviews with your neighbors, friends, or others whom you are acquainted. This inquiry includes information as to your character, general reputation, personal characteristics and mode of living. You have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.</p>	<p>Prospective Resident is put on Notice that ConAm Property Management acts as an agent for the owner of the apartment complex. Neither ConAm Property Management nor it's employees have any ownership interest in said property. ConAm Property Management and it's employees are solely agents for the owner and do not have any agency relationship or role with the prospective Resident. This application shall not be changed orally but shall be changed only by written agreement.</p> <p>_____ Applicant Signature Date</p> <p>_____ Agent for the Owner Date</p> <p>_____ Community Manager Date</p>	Office use only
		<p>Application Fee Paid</p> <p>\$ _____</p>
		<p>Nonrefundable Preparation Fee Paid</p> <p>\$ _____</p>
		<p>Nonrefundable Preparation Fee Refunded (if declined)</p> <p>\$ _____</p> <p>[] Application approved</p> <p>[] Application not approved</p>





Rental and Occupancy Criteria Guidelines



This community uses a statistically sound credit scoring system to evaluate your consumer credit report. Credit scoring is based on real data and statistics so all applicants are treated objectively. Your credit report contains information about you and your credit experiences including bill-paying history, and the age of your accounts. Using a statistical program, your information is compared to the credit performance of other applicants with similar profiles which allows us to predict how likely it is that you will pay your rent on time. ConAm's credit service provider also checks related data sources which include the FBI and U.S. Treasury lists of individuals wanted for direct involvement or support of terrorist activities. Based on your credit score and related data source information, your application is denied or accepted with conditions, you will be given the name, address and telephone number of the consumer reporting agencies, which provided your consumer information to us.

Occupancy Guidelines:	Studio- maximum 2
	One Bedroom- maximum 3
	Two Bedroom- maximum 5
	Three Bedroom- maximum 7

Income received annually will be averaged over 12 months. Gross annual income for all leaseholders is combined and entered into the credit-scoring model for each applicant. Gross monthly income of combined applicants must be 2.5 times the scheduled rent of the apartment being leased.

If unemployed or retired, proof of income/assets must be provided, and must be equal to or greater than 3 times the contractual amount of the lease term.

"Low Accept" will pay twice the standard security deposit.

"Conditional Accept" will pay one times the monthly rent as the security deposit.

Applicants with no prior credit history, no social security number and those returned with a "Refer" recommendation from ConAm's credit scoring service provider must qualify for rent based on ConAm's Rental Criteria for "Refer" Applicants. Calling for verification required for qualifying under the "Refer" criteria is limited to calls within the United States and its territories. Income will also be verified by providing such documents as: Pay stubs covering 2 pay periods, court ordered spousal or child support, prior year's W-2, Social Security, GI benefits, pensions, disability income trust income, dividend income, or other sources of regular income. A copy of the alternate qualifying criteria will be provided to the applicant, when applicable.

Co-Signers/Guarantors are accepted for some properties, per community policies for income purposes only. When a co-signer/guarantor is accepted, the co-signer/guarantor must apply and be qualified as a resident. Guarantors and co-signers have full financial responsibility under the lease and must sign the Personal Guaranty of Rent form on or before the move-in date.

_____ (initials)

A criminal background check will be conducted for each applicant. The criminal search will be run for all addresses at which the applicant has resided over the previous 48 months. The application may be rejected for any of the following reported criminal related reasons.

- Any terrorist related conviction
- Any conviction for the use, sale, or manufacture of an illegal drug
- Evidence of theft, felony, fraud, firearms violations, or crimes resulting in personal injury, including sexual offenses, per state regulation.

Reasons for not approving an application include, but are not limited to: bankruptcy, insufficient income, unpaid judgments, eviction, outstanding rent debt, household size exceeding limits, and falsification of the application information. The application to rent will not be approved if the nonrefundable holding fee or application fee is returned NSF.

Applicant Consent

The undersigned applicant(s) and co-signer (s) hereby consent to allow the apartment community, through its designated agents or associates, to obtain a consumer credit report and/or criminal record information on each of us and to obtain and verify each of our credit and employment information for the purpose of determining whether to lease an apartment/home to me/us. We also agree and understand that the owner and its agents and associates may obtain additional consumer reports on each of us in the future to update or review our account. Upon my/our request, owner will tell me/us whether consumer reports were requested and the names addresses of any consumer-reporting agency that provided such reports.

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Rental Criteria For "Refer" Applicants From Credit Retriever

Community:

<div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <p style="text-align: center;"><u>Acceptable</u></p> <p>Residency Verified for the last 24 months. No "non-compliance" legal notices received during the last 24 months of residency. Unfulfilled rental agreement is acceptable if full restitution is made. Maximum of 2 late payments of NSF checks during the last 24 months of residency.</p>	<div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <p style="text-align: center;"><u>Acceptable</u></p> <p>Combined household monthly income of 3.0 the monthly rental payment. Verifiable employment or other verifiable income sources. (See A and B below)</p>
<div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <p style="text-align: center;"><u>Marginal</u></p> <p>Residency not verifiable for last 24 months, but verifiable for at least 12 months. Outstanding obligations totaling less than \$750 owed for rental or mortgage payments. <maximum of 3 late payments or NSF checks in last 24 months. Maximum of 1 "noncompliance" legal notice received during the last 24 months of residency.</p>	<div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <p style="text-align: center;"><u>Marginal</u></p> <p>Combined monthly household income of less than 3.0 times the monthly rental payment, but not less than 2.5 times the monthly rental payment. Verifiable employment of other verifiable income sources (See A and B Below).</p>
<div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <p style="text-align: center;"><u>High Risk</u></p> <p>Residency not verifiable for at least 12 months. Outstanding obligations totaling not more than \$1000 owed for previous rental or mortgage payments. Maximum of 2 "non-compliance" legal notices received during the last 24 months of residency.</p>	<div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <p style="text-align: center;"><u>High Risk</u></p> <p>Combined monthly household income not less than 2.5 times the monthly rent payment. No verifiable employment and/or other verifiable income. (See A and B below). If there is no verifiable income, decline application, or, if allowed, a co-signer may apply and be qualified as a resident.</p>

Applying Guidelines

<p style="text-align: center;"><u>One Marginal Factor</u></p> <p>If "Rental History" is the one marginal factor, applicant can pay an additional deposit equal to 2 times the standard deposit normally charged. Decline if applicant cannot comply.</p> <p>If "Income" is the one marginal factor, applicant can pay the standard deposit plus an additional deposit equal to one month's rent. Decline if applicant cannot comply.</p>	<p style="text-align: center;"><u>Application Declined</u></p> <p><u>Application is declined if Any of the following apply.</u></p> <ol style="list-style-type: none"> 1) Applicant has been legally evicted in last 24 months, or has an unlawful detainer action and/or eviction on record. 2) Any negative verification from a previous rental reference. 3) Applicant owes money or has outstanding balance due at any ConAm managed community. 4) Reservation deposit check is returned NSF, unless a bonafide bank letter is received verifying a bank error. 5) Information on the application is falsified. 6) Application is not completed. 7) Application is not signed by all applicants. 8) More than 3 legal notices received during the last 24 months of residency.
<p style="text-align: center;"><u>Two Marginal Factors</u></p> <p>The applicant must pay the standard deposit plus an additional deposit equal to one month of rent. Decline if applicant cannot comply.</p>	

Once Acceptable + One High Risk Factor
One marginal factor and one high risk factor requires an additional deposit equal to one month of rent. Decline if applicant cannot comply.

One Marginal + One High Risk Factor
If the high risk factor is no verifiable residency, or if applicant did not give 30 days notice, resulting in an unpaid balance due of no more than \$1,600, the applicant can pay a deposit equal to one and a half times the rent on the apartment. Decline if applicant cannot comply.

Two High Risk Factors
Decline the application.

<u>Maximum Occupancy</u>	
Studio.....	2
One Bedroom.....	3
Two Bedroom.....	5
Three Bedroom.....	7

(Maximum occupancy subject to change at individual properties)

Definitions: Legal Notice- Any notice delivered to applicant pursuant to state or federal law which notifies applicant of noncompliance with a rental agreement or non compliance with laws. Past due credit account-any account reported to a credit reporting agency which indicates a balance has been due for 60 days or more, and which is currently unpaid.

All Applications Are Reviewed In Compliance With Fair Housing Laws.

A. Verifiable income sources: Pay stubs covering the last 2 pay periods, court ordered spousal or child support, prior year's W-2, Social Security, GI benefits, pensions, disability income, trust income, dividend income, or other sources of regular income. Income received annually will be averaged over 12 months.

B. Roommates/Spouses- Use combined household monthly income of roommates and/or spouses, if applicable. Income received annually will be averaged over 12 months. Use verifiable income sources (See A above). Roommates and/or spouses are jointly and severally liable for all obligations under the lease.

C. Guarantors/Co-signors- Accepted only as permitted in specific circumstances, per apartment community policies. When a guarantor/co-signer is accepted the guarantor/co-signer must apply and be qualified as a resident. Guarantors and co-signers have full financial responsibility under the lease.

I (WE) HAVE READ THE ABOVE AND UNDERSTAND THE CRITERIA FROM WHICH MY (OUR) APPLICATION WILL BE APPROVED

(Applicant's Signature)

(Date)

(Applicant's Signature)

(Date)

(Applicant's Signature)

(Date)

(Applicant's Signature)

(Date)

VERIFICATION OF APPLICATION FOR REFER RESIDENTS

Applicant's Name: _____
Apt. Number: _____
Date Information Verified: _____
Agent Verifying: _____

RENTAL INFORMATION

PRESENT ADDRESS

COMMUNITY: _____
SPOKE TO: _____

- 1. Did resident give notice? Yes No (circle Yes or No)
2. What was the move-in date?
3. What was the monthly rent?
4. Did they pay on time? Yes No
5. If not, how many late or NSF payments?
6. Did they have any pets? Yes No
7. Do they owe you any money? Yes No
8. If so, how much?

PREVIOUS ADDRESS

COMMUNITY: _____
SPOKE TO: _____

- 1. Did resident give notice? Yes No (circle Yes or No)
2. What was the move-in date?
3. What was the monthly rent?
4. Did they pay on time? Yes No
5. If not, how many late or NSF payments?
6. Did they have any pets? Yes No
7. Do they owe you any money? Yes No
8. If so, how much?

EMPLOYMENT INFORMATION

PRESENT EMPLOYMENT

COMPANY: _____
SPOKE TO/TITLE: _____

- 1. What is the length of employment?
2. What salary was verified?
3. Title or position

PREVIOUS EMPLOYMENT

COMPANY: _____
SPOKE TO/TITLE: _____

- 1. What is the length of employment?
2. What salary was verified?
3. Title or position

What percentage of gross monthly salary will be represented by the monthly rental? _____
Formula: Monthly rental divided by gross monthly salary equals the percentage