



## MARKET RATE STATEMENT OF QUALIFICATIONS Residences at SoMi Parc April 10, 2024

When you meet the application standards you will have the peace of mind of knowing that you will be joining other residents who have also met strict standards.

**If your application meets all the following criteria, you will be approved. If it does not, you may be approved with conditions, which may require you to pay an additional security deposit or obtain a guarantor (in communities where permitted). If you do not meet the requirements set forth, your application will be denied.**

***NOTE:** We do business in accordance with the Fair Housing Act. It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin, and any other characteristic protect by federal, state, or local law.*

### **APPLICATION SCREENING REQUIREMENTS**

**A complete application:** All lines must be filled in and questions answered for the application to be processed. All applicants over the age of 18 must complete an application, and all occupants over the age of 18 must sign the lease along with the lease holder(s). Any person under the age of 18 must be listed as an occupant on the lease.

**Two (2) forms of identification:** We require at least one valid government-issued photo identification document (ID) for all applicants over the age of 18. If your social security card is marked **VALID FOR WORK ONLY WITH DHS AUTHORIZATION** and you report income, you must provide the authorization card as well. Social Security cards are required for all HOME Assisted units.

**Verifiable rental history:** The standard approval process requires verifiable rental history for the last two, (2) years. It is your responsibility to provide necessary information that allows us to contact your past landlord(s) for this information. You must have a history of paying your rent on time, have given proper notice, have no dispossession warrant(s) filed, and must not owe any money to your landlord. If we are unable to verify your previous landlord(s) and/or references, or if you have no rental history, we reserve the right to charge additional security deposit and/or deny your application if the other criteria set forth are not met. Verifiable for these purposes means **THIRD PARTY** verification from someone other than a relative. We will consider a mortgage as rental history, if it has been active within the past two (2) years. However, if the mortgage is late or in default, you will be asked to give the reason why, show documentation to support the reason, and may be required to pay additional security deposit providing the other criteria set forth are met.

**Income eligibility:** To become eligible for approval you must meet the monthly requirement set forth by this community which is **3 times the tenant paid rent per month**. Income will be verified by **THIRD PARTY**. Some examples include employment verification, the collection of six (6) to 10 consecutive paystubs depending on program requirements, the collection of SSI, SSD, SSA confirmation letters, the collection of legal settlement and divorce agreements, any other legal paperwork reflecting income (i.e. Child Support documentation, the



collection of bank statements (when applicable), and the collection of IRA, 401K, or other asset statements). A complete list of income documentation will be provided to you by the property staff once the initial interview for application is complete.

For applicants that are reporting income from a contributor (a person who makes regular monthly contributions to the applicant), the following applies:

- 50% of income or less from contribution – A notarized affidavit from the contributor (form to be provided by office) AND six (6) months bank statements showing the amount of the contribution as a deposit. If the applicant cannot provide bank statements proving the contribution, then the contributor must be added as a GUARANTOR for the leaseholder.
- More than 50% of income from a contribution – Supply the above documentation, PLUS the contributor must become a GUARANTOR for the leaseholder and earn at least FIVE (5) times the monthly rent, have verifiable impeccable credit, and score automatic approval (no conditions). Criminal history of guarantors will not be considered. Guarantors must complete a *Guarantor Pre-Leasing Application* and pay the applicable application fee. Guarantors must also sign a *Lease Contract Guaranty* which must be signed in person at our office or notarized. Guarantors must sign a new *Lease Contract Guaranty* with each renewal.

**Credit History:** Credit accounts should have satisfactory ratings and all utility accounts must be current with no balance owing. If credit has been slow but all other qualifications for residency have been met, the application may be conditionally approved with payment of an additional security deposit.

If the bankruptcy has been dismissed or discharged, we may require further information for review but may still approve your application and/or may require additional security deposit.

**Criminal background:** Criminal background will be reviewed for all adult members of the household who have satisfactorily met all above income, credit, and rental history criteria.

- A history of any criminal conviction is not a denial of a rental application in all cases; criminal history is evaluated based on the nature and time of the conviction, as well as any relevant mitigating information provided by the applicant. Criminal history screening will not consider arrests, charges, expunged convictions, convictions reversed on appeal, offenses where adjudications was withheld or deferred, pardoned convictions, vacated convictions, and sealed juvenile records.
- Felony conviction for 1) the manufacture, sale, or distribution of a controlled substance; 2) arson; or 3) homicide will result in a denial of the application. Current registration as a sexual offender will result in automatic denial of the application.
- If the criminal history screening produces any relevant conviction, you will be given notice of the specific information from the screening that creates the concern and will have an opportunity to provide any additional information for us to consider in the evaluation of your application.



**PROPERTY SPECIFIC INFORMATION:**

**Maximum Occupants:** One Bedroom – Two (2) Persons, Two Bedroom – Four (4) Persons, Three Bedroom – Six (6) Persons, and Four Bedroom Eight (8) Persons.

**Pet Policy:** We allow up to two (2) pets per apartment. Dogs must be 40 lbs. or less. We do not allow breeds that are classified as aggressive, as pets including but not limited to: American Pit Bull Terrier, American Staffordshire Terrier, Staffordshire Bull Terrier, Bull Terrier, Rottweiler, Chow Chow, Great Dane, Doberman Pincher, German Shepherd, Caucasian Ovcharka Dogo Argentino, Saint Bernard, Fila Brasileiro, Perro De Presa Canario, Akita Inu, Husky, Bull Mastiff. All pets must be listed on your application and registered with the office. We also require that immunizations are up to date and a photo of your pet for the file. Additional information and requirements are available on the Animal Addendum and may be reviewed prior to moving in by request. We comply with all fair housing laws regarding Assistance Animals. No animal is permitted on the premises without prior written authorization from management.

**Please refer to this community’s Statement of Qualifications addendum for additional qualifying standards and fees/deposits.**

**I acknowledge the receipt of this screening/application criteria document:**

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Applicant Signature

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Print Name

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Date





MANAGEMENT COMPANY

**MARKET RATE STATEMENT OF QUALIFICATIONS  
ADDENDUM**

**Residences at SoMi Parc  
April 10, 2024**

**Fees/Deposits**

- Application Fee – \$50 per adult over the age of 18
- Application Deposit- \$250 (may or may not be refundable)
- Security Deposit = 1 month’s rent approved application and up to 2 month’s rent with conditions. Application deposit will be applied to the approved deposit balance.
- Pet fee – \$350 per pet (non-refundable)
- Pet Rent – \$30 per month per pet
- Parking Fee- 1<sup>st</sup> space is free any additional parking space is \$125 upon availability. (All vehicles must be registered).

**Rent Range (subject to change)**

Studio	Starting at \$2,126
1 Bedroom	Starting at \$2,580
2 Bedroom / 2 Bath	Starting at \$3,216
3 Bedroom / 2 Bath	Starting at \$4,251

**MINIMUM ALLOWABLE COMBINED HOUSEHOLD INCOME TABLE**

Studio	\$ 76,536
1 Bedroom	\$ 93,880
2 Bedroom 2 Bath	\$115,776
3 Bedroom 2 Bath	\$153,036

**I acknowledge the receipt of this document:**

Applicant Signature: \_\_\_\_\_

Print Applicant Name: \_\_\_\_\_

Today’s Date: \_\_\_\_\_



## Application Documents Required

*We value your time and interest, in order to process your application please bring in the following documents, as applicable to your household. All documents must be current (with in the past 90 days) and in English. If documents are in any other language, verification must be obtained.*

### **Please bring the following documents when applying:**

- **Government Issued Identification**
- **Social Security card**
- **Marriage certificate** (if applicable)
- **Proof of income (as applicable):**
  - **Employment** - last 8 consecutive paystubs
  - **Social Security Benefits** - Award letter, Disability letter, or pension letter required
  - **Self-employment** - Accountant Profit/Loss statement required along with 2 years of fixed income tax returns
  - **Child Support** - Court order and 1 year of payment history
- **Asset Verification:**
  - **Checking Accounts** - Last 6 statements (6 months)
  - **Savings account**-Most recent bank statement (1 month)
  - **Real Estate** - Documentation of any real estate transactions in the past 24 months
  - **Retirement Account** - Current Verification of Value of account (401k/IRA/403B, etc..)

## Application Documents Required

*Valoramos su tiempo e interes, para procesar su solicitud, traiga los siguientes documentos, segun corresponda a su hogar. Todos los documentos deben estar actualizados (en los ultimas 90 dias) yen ingles. Silos documentos estan en cualquier otro idioma, se debe obtener la verificaci6n en ingles.*

**Por favor traiga los siguientes documentos al devolver la solicitud:**

- **Identificacion emitida por el gobierno**
- **Tarjeta de Seguro Social**
- **Certificado de matrimonio** (si corresponde)
- **Comprobante de ingresos** (segun corresponda):
  - **Empleo:** ultimos 8 recibos de pago consecutivos
  - **Beneficios del Seguro Social:** se requiere una carta de adjudicaci6n monetaria, una carta de discapacidad o una carta de pension
  - **Trabajo por cuenta propia** : se requiere un estado de perdidas y ganancias del contador junto con 2 afios de declaraciones de impuestos sobre ingresos fijos
  - **Manutencion de los hijos** : orden judicial y 1 afio de historial de pagos
- **Verificacion de activos:**
  - **Cuentas de cheques** - Ultimos 6 estados de cuenta (6 meses)
  - **Cuenta de ahorros:** estado de cuenta bancario mas reciente (1 mes)
  - **Bienes Raices** - Documentaci6n de cualquier transacci6n de bienes raices en los ultimos 24 meses
  - **Cuenta de jubilacion** - Verificaci6n actual del valor de la cuenta (401k/IRA/403B, etc.)



**RENTAL APPLICATION FOR RESIDENTS AND OCCUPANTS**  
*(Each co-applicant and each occupant 18 years old and over must submit a separate application.)*



Date when filled out: \_\_\_\_\_

All applicants who indicate that they are not U.S. citizens will be asked to complete the supplemental questions in this Rental Application, unless otherwise noted. We are committed to compliance with fair housing laws and do not discriminate based on race, color, religion, sex, national origin, handicap or familial status. The purpose of the supplemental questions is:

1. to give you the option to furnish information about an emergency contact person for you in your home country;
2. to verify that you are lawfully in the United States;
3. to determine whether your right to be in the U.S. expires during your Lease Contract term; and
4. to enable us to better cooperate with government officials in the performance of their duties, when requested.

We don't anticipate sharing your responses to the supplemental questions with anyone except government officials who might inquire about you.

APPLICANT INFORMATION			
Full Name <i>(Exactly as it appears on Driver's License or Govt. ID card)</i>			
Former Name <i>(if applicable)</i>		Gender <i>(Optional)</i>	
Birthdate	Social Security #	Driver's License #	State
Government Photo ID card #		Type	
Home Phone Number		Cell Phone Number	Work Phone Number
Email Address			
<b>Supplemental Questions</b> <input type="checkbox"/> Required <input type="checkbox"/> Not Required <i>(If the "Required" box is checked, please answer the following questions if you are not a U.S. citizen. If no box is checked, the following questions are not required and are optional.)</i>			
Have you ever been asked or ordered by a representative of any government to leave the U.S. or any other country? <input type="checkbox"/> yes <input type="checkbox"/> no			
If yes, please state when and what country or countries (list all): _____			
Are you a U.S. citizen? <input type="checkbox"/> yes <input type="checkbox"/> no			
Approximately how long have you been in the United States? ____ Years ____ Months			
Place of Birth _____ Country or countries of which you are a citizen (list all): _____			
Please check the U.S. Citizenship and Immigration Services (USCIS) document that entitles you to be in the United States:			
<input type="checkbox"/> Form 1-551 Permanent Resident Card [Alien Registration Receipt Card] (form includes photo and fingerprint). Card Number: _____			
<input type="checkbox"/> Form 1-766 Employment Authorization Document (form includes photo and fingerprint). Expiration Date: _____ Card Number: _____			
<input type="checkbox"/> Form 1-94 Global Entry Form (form does not include photo or fingerprint). Expiration Date: _____ Form Number: _____			
<input type="checkbox"/> USCIS receipt for replacement of one of the above documents, with verification by USCIS of your entitlement above.			
<i>If you are relying on Form 1-94, we will ask to see your passport and visa, and you will need to answer the questions below.</i>			
Country issuing your passport: _____ Your Passport Number: _____			
Expiration Date: _____			
Do you have a visa? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, what type? <input type="checkbox"/> student <input type="checkbox"/> work <input type="checkbox"/> visitor <input type="checkbox"/> other (specify): _____			
Visa Expiration Date: _____			
<b>We may ask to make a photocopy of any of the USCIS documents checked above and, if needed, your passport and visa.</b>			
Marital Status: <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> widowed <input type="checkbox"/> separated		Do you or any occupant smoke? <input type="checkbox"/> yes <input type="checkbox"/> no	
I am applying for the apartment located at: _____			
Is there another co-applicant? <input type="checkbox"/> yes <input type="checkbox"/> no			
Co-applicant Name			
Email			
Co-applicant Name			
Email			
Co-applicant Name			
Email			
Co-applicant Name			
Email			
Co-applicant Name			
Email			

**OTHER OCCUPANTS**

Full Name _____		Relationship _____	
Date of Birth _____	Social Security # _____	Driver's License # _____	State _____
Government Photo ID card # _____		Type _____	

**Supplemental Questions  Required  Not Required (If the "Required" box is checked, please answer the following questions if this occupant is not a U.S. citizen. If no box is checked, the following questions are not required and are optional.)**

Has this occupant ever been asked or ordered by a representative of any government to leave the U.S. or any other country?  yes  no  
If yes, please state when and what country or countries (list all): \_\_\_\_\_

Is this occupant a U.S. citizen?  yes  no  
Approximately how long has this occupant been in the United States? \_\_\_\_\_ Years \_\_\_\_ Months  
Place of Birth \_\_\_\_\_ Country or countries of which occupant is a citizen (list all): \_\_\_\_\_

**Please check the U.S. Citizenship and Immigration Services (USCIS) document that entitles the occupant to be in the United States:**  
 Form 1-551 Permanent Resident Card [Alien Registration Receipt Card] (form includes photo and fingerprint). Card Number: \_\_\_\_\_  
 Form 1-766 Employment Authorization Document (form includes photo and fingerprint). Expiration Date: \_\_\_\_\_ Card Number: \_\_\_\_\_  
 Form 1-94 Global Entry Form (form does not include photo or fingerprint). Expiration Date: \_\_\_\_\_ Form Number: \_\_\_\_\_  
 USCIS receipt for replacement of one of the above documents, with verification by USCIS of your entitlement above.  
*If relying on Form 1-94, we will ask to see occupant's passport and visa, and you will need to answer the questions below.*  
Country issuing passport: \_\_\_\_\_ Passport Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
**Does occupant have a visa?**  yes  no If yes, what type?  student  work  visitor  other (specify): \_\_\_\_\_  
Visa Expiration Date: \_\_\_\_\_  
*We may ask to make a photocopy of any of the USCIS documents checked above and, if needed, occupant's passport and visa.*

Full Name _____		Relationship _____	
Date of Birth _____	Social Security # _____	Driver's License # _____	State _____
Government Photo ID card # _____		Type _____	

**Supplemental Questions  Required  Not Required (If the "Required" box is checked, please answer the following questions if this occupant is not a U.S. citizen. If no box is checked, the following questions are not required and are optional.)**

Has this occupant ever been asked or ordered by a representative of any government to leave the U.S. or any other country?  yes  no  
If yes, please state when and what country or countries (list all): \_\_\_\_\_

Is this occupant a U.S. citizen?  yes  no  
Approximately how long has this occupant been in the United States? \_\_\_\_\_ Years \_\_\_\_ Months  
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Expiration Date: \_\_\_\_\_  
**Does occupant have a visa?**  yes  no If yes, what type?  student  work  visitor  other (specify): \_\_\_\_\_  
Visa Expiration Date: \_\_\_\_\_  
*We may ask to make a photocopy of any of the USC/S documents checked above and, if needed, occupant's passport and visa.*

Full Name _____		Relationship _____	
Date of Birth _____	Social Security # _____	Driver's License # _____	State _____
Government Photo ID card # _____		Type _____	

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Has this occupant ever been asked or ordered by a representative of any government to leave the U.S. or any other country?  yes  no  
If yes, please state when and what country or countries (list all): \_\_\_\_\_

Is this occupant a U.S. citizen?  yes  no  
Approximately how long has this occupant been in the United States? \_\_\_\_\_ Years \_\_\_\_ Months  
Place of Birth \_\_\_\_\_ Country or countries of which occupant is a citizen (list all): \_\_\_\_\_

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 Form 1-94 Global Entry Form (form does not include photo or fingerprint). Expiration Date: \_\_\_\_\_ Form Number: \_\_\_\_\_  
 USCIS receipt for replacement of one of the above documents, with verification by USCIS of your entitlement above.  
*If relying on Form 1-94, we will ask to see occupant's passport and visa, and you will need to answer the questions below.*  
Country issuing passport: \_\_\_\_\_ Passport Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
**Does occupant have a visa?**  yes  no If yes, what type?  student  work  visitor  other (specify): \_\_\_\_\_  
Visa Expiration Date: \_\_\_\_\_  
*We may ask to make a photocopy of any of the USC/S documents checked above and, if needed, occupant's passport and visa.*



**OTHER OCCUPANTS (continued)**

Full Name _____		Relationship _____	
Date of Birth _____	Social Security # _____	Driver's License # _____	State _____
Government Photo ID card # _____		Type _____	

**Supplemental Questions**  Required  Not Required (If the "Required" box is checked, please answer the following questions if this occupant is not a U.S. citizen. If no box is checked, the following questions are not required and are optional.)

Has this occupant ever been asked or ordered by a representative of any government to leave the U.S. or any other country?  yes  no  
If yes, please state when and what country or countries (list all): \_\_\_\_\_

Is this occupant a U.S. citizen?  yes  no  
Approximately how long has this occupant been in the United States? \_\_\_\_\_ Years \_\_\_\_ Months  
Place of Birth \_\_\_\_\_ Country or countries of which occupant is a citizen (list all): \_\_\_\_\_

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 Form 1-551 Permanent Resident Card [Alien Registration Receipt Card] (form includes photo and fingerprint). Card Number: \_\_\_\_\_  
 Form 1-766 Employment Authorization Document (form includes photo and fingerprint). Expiration Date: \_\_\_\_\_ Card Number: \_\_\_\_\_  
 Form 1-94 Global Entry Form (form does not include photo or fingerprint). Expiration Date: \_\_\_\_\_ Form Number: \_\_\_\_\_  
 USCIS receipt for replacement of one of the above documents, with verification by USCIS of your entitlement above.  
*If relying on Form 1-94, we will ask to see occupant's passport and visa, and you will need to answer the questions below.*  
Country issuing passport: \_\_\_\_\_ Passport Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Does occupant have a visa?  yes  no If yes, what type?  student  work  visitor  other (specify): \_\_\_\_\_  
Visa Expiration Date: \_\_\_\_\_  
*We may ask to make a photocopy of any of the USCIS documents checked above and, if needed, occupant's passport and visa.*

Full Name _____		Relationship _____	
Date of Birth _____	Social Security # _____	Driver's License # _____	State _____
Government Photo ID card # _____		Type _____	

**Supplemental Questions**  Required  Not Required (If the "Required" box is checked, please answer the following questions if this occupant is not a U.S. citizen. If no box is checked, the following questions are not required and are optional.)

Has this occupant ever been asked or ordered by a representative of any government to leave the U.S. or any other country?  yes  no  
If yes, please state when and what country or countries (list all): \_\_\_\_\_

Is this occupant a U.S. citizen?  yes  no  
Approximately how long has this occupant been in the United States? \_\_\_\_\_ Years \_\_\_\_ Months  
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 Form 1-766 Employment Authorization Document (form includes photo and fingerprint). Expiration Date: \_\_\_\_\_ Card Number: \_\_\_\_\_  
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Country issuing passport: \_\_\_\_\_ Passport Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Does occupant have a visa?  yes  no If yes, what type?  student  work  visitor  other (specify): \_\_\_\_\_  
Visa Expiration Date: \_\_\_\_\_  
*We may ask to make a photocopy of any of the USC/S documents checked above and, if needed, occupant's passport and visa.*

Full Name _____		Relationship _____	
Date of Birth _____	Social Security # _____	Driver's License # _____	State _____
Government Photo ID card# _____		Type _____	

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Has this occupant ever been asked or ordered by a representative of any government to leave the U.S. or any other country?  yes  no  
If yes, please state when and what country or countries (list all): \_\_\_\_\_

Is this occupant a U.S. citizen?  yes  no  
Approximately how long has this occupant been in the United States? \_\_\_\_\_ Years \_\_\_\_ Months  
Place of Birth \_\_\_\_\_ Country or countries of which occupant is a citizen (list all): \_\_\_\_\_

Please check the U.S. Citizenship and Immigration Services (USCIS) document that entitles the occupant to be in the United States:  
 Form 1-551 Permanent Resident Card [Alien Registration Receipt Card] (form includes photo and fingerprint). Card Number: \_\_\_\_\_  
 Form 1-766 Employment Authorization Document (form includes photo and fingerprint). Expiration Date: \_\_\_\_\_ Card Number: \_\_\_\_\_  
 Form 1-94 Global Entry Form (form does not include photo or fingerprint). Expiration Date: \_\_\_\_\_ Form Number: \_\_\_\_\_  
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Country issuing passport: \_\_\_\_\_ Passport Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Does occupant have a visa?  yes  no If yes, what type?  student  work  visitor  other (specify): \_\_\_\_\_  
Visa Expiration Date: \_\_\_\_\_  
*We may ask to make a photocopy of any of the USC/S documents checked above and, if needed, occupant's passport and visa.*

**RESIDENCY INFORMATION**

Current Home Address (where you live now)

Do you **D** rent or  
**Down?**

City State Zip Code

Dates: From To \$ Monthly Payment

Apartment Name

Landlord/Lender Name Phone

Reason for Leaving

(The following is only applicable if at current address for less than 6 months.)

Previous Home Address

Do you **D** rent or  
**Down?**

City State Zip Code

Dates: From To \$ Monthly Payment

Apartment Name

Landlord/Lender Name Phone

Reason for Leaving

**EMPLOYMENT INFORMATION**

Present Employer Address

City State Zip Code Work Phone

Dates: From To \$ Gross Monthly Income

Position

Supervisor Name Phone

(The following is only applicable if at current employer for less than 6 months.)

Previous Employer Address

City State Zip Code Work Phone

Dates: From To \$ Gross Monthly Income

Position

Supervisor Name Phone

**ADDITIONAL INCOME**

(Income must be verified to be considered)

Type Source \$ Gross Monthly Amount

Type Source \$ Gross Monthly Amount

**CREDIT HISTORY (if applicable)**

If applicable, please explain any past credit problem:

\_\_\_\_\_  
\_\_\_\_\_

**RENTAL/CRIMINAL HISTORY**

(Check only if applicable)

Have you or any occupant listed in this Application ever:

- D** been evicted or asked to move out?
- D** moved out of a dwelling before the end of the lease term without the owner's consent?
- D** declared bankruptcy?
- D** been sued for rent?
- D** been sued for property damage?
- D** been convicted (or received an alternative form of adjudication equivalent to conviction) of a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime?

Please indicate the year, location and type of each felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. *You represent the answer is "no" to any item not checked above.*

\_\_\_\_\_  
\_\_\_\_\_

**REFERRAL INFORMATION**

How did you find us?

- Online search. Website address: \_\_\_\_\_
- Referral from a person. Name: \_\_\_\_\_
- Social Media. Which one? \_\_\_\_\_
- Other \_\_\_\_\_

**EMERGENCY CONTACT**

Emergency contact person over 18, who will not be living with you:

Name _____		Relationship _____	
Address _____		City _____	
State _____	Zip Code _____	Home Phone# _____	Cell Phone# _____
Work Phone# _____		Email Address _____	

**VEHICLE INFORMATION (if applicable)**

List all vehicles owned or operated by you or any occupants (including cars, trucks, motorcycles, trailers, etc.).

Make _____	Model _____	Color _____
Year _____	License Plate # _____	State _____
Make _____	Model _____	Color _____
Year _____	License Plate # _____	State _____
Make _____	Model _____	Color _____
Year _____	License Plate # _____	State _____
Make _____	Model _____	Color _____
Year _____	License Plate # _____	State _____

**PET INFORMATION (if applicable)**

You may not have any animal in your unit without management's prior authorization in writing. If we allow your requested animal, you must sign a separate animal addendum, which may require additional deposits, rents, fees or other charges.

Name _____	Type _____	Breed _____
Gender _____	Weight _____	Color _____
Age _____	Assistance Animal Status: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name _____	Type _____	Breed _____
Gender _____	Weight _____	Color _____
Age _____	Assistance Animal Status: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

**APPLICATION AGREEMENT**

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease Contract. While some of the information below may not yet apply to your situation, there are some provisions that may become applicable prior to signing a Lease Contract. In order to continue with this application, you'll need to review the Application Agreement carefully and acknowledge that you accept its terms.

- 1. Lease Contract Information.** The Lease Contract contemplated by the parties will be the current Lease Contract. Special information and conditions must be explicitly noted on the Lease Contract.
- 2. Approval When Lease Contract Is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit or other amounts owed under the Lease Contract when the Lease Contract has been signed.
- 3. Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit or other amounts owed under the Lease Contract when the Lease Contract has been signed.
- 4. If you Fail to Sign Lease Contract After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. *If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.*
- 5. If You Withdraw Before Approval.** *If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.*
- 6. Approval/Non-Approval.** We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail, or by e-mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.



**AUTHORIZATION AND ACKNOWLEDGMENT (continued)**

**ACKNOWLEDGMENT**

You declare that all your statements in this Application are true and complete. You authorize us to verify the same through any means. **If** you fail to answer any question(s) or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
**Apt. name or dwelling address (street, city)**

\_\_\_\_\_  
**Unit# or type**

\_\_\_\_\_  
**Person accepting application**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Person processing application**

\_\_\_\_\_  
**Phone**

Applicant or Co-applicant was notified by **D telephone** **D letter** **D email**, or **D in person of D acceptance** or **D non-acceptance** on

(Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)

Name of person(s) who were notified (at least one applicant must be notified if multiple applicants):

\_\_\_\_\_  
Name(s)

\_\_\_\_\_  
Name of owner's representative who notified above person(s)

**ADDITIONAL COMMENTS**

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