

Rental Application Instructions:

We appreciate your interest in the rental dwelling we currently have available. Because we want to rent this dwelling to people who are considerate of their neighbors, clean in their living habits, capable of paying the rent, and prompt in paying their bills, we use a rental application to help us determine whether our applicants meet these qualifications.

In order for you to rent from us, you must complete a rental application. We want you to know how to complete the application we use, and we also want you to know what we do with your application.

When filling out the application, put something in every blank, even if you have to put “none” or “N.A.” in some blanks. Try to write so that your entries fit in the space provided. If they don’t, continue them on the backside. Take your time and look up any information called for on the application in which you are at all uncertain about. Don’t guess. Include a copy of your drivers license with the application.

Make sure that you read the declaration just above the signature line and agree to it before you sign your name on the application. It states that the information on your application is true and correct, and it authorizes us to verify your references and your credit as they relate to your tenancy now and to your paying rent in the future.

When you have completed your application, read it over carefully to make sure that it is accurate, complete and legible. Look especially for misspellings, and transposed numbers.

Once we receive your application, we verify as much of it as we can. If you look at the last line of the application itself, you will notice all of the things we verify. We verify your social security number (SSN), your drivers license number, your current tenancy, your previous tenancy, your credit, your income, and your personal references.

We verify this information in a variety of ways. We look at your social security card for evidence of your social security number. We look at your actual driver’s license or some other official picture identification, which you use whenever you cash a check. We call your current landlord to ask whether the information you put on your application is correct about how long you’ve been at your current address, how much you are paying, and why you are moving. Then we call your previous landlord or manager and ask them the same questions about your previous tenancy.

At the same time that we order a credit report, we also order an eviction report and a bad check report. The credit report tells us whether you pay your bills on time. The eviction report tells us whether you have ever been evicted and why. The bad check report tells us if you write bad checks.

Next, we call whoever can verify your source of income to determine how much you generally receive from that source every month and how long you have been receiving it.

That’s the procedure we follow when we check applications. Now, if you suspect we might discover a “skeleton in your closet” when we check your application and you want to tell us about it before we go through all the trouble of checking you out, please feel free to do so. We’d be glad to talk with you about it. Otherwise, we will expect no surprises when we’re checking you out and hope that we will soon be doing business together as landlord and tenant.

RENTAL APPLICATION:

We do business in accordance with the Federal Fair Housing Laws. It is illegal to discriminate against any person because of Race, Color, Religion, Sex, Handicap, Familial Status and National Origin.

APARTMENT NUMBER: _____ **DATE:** _____
RESIDENTS NAME: _____ **SSN#:** _____
DATE OF BIRTH: ___/___/___ **E-MAIL:** _____
OTHER OCCUPANTS OF THE APARTMENT: *Separate applications required for non-dependent occupants over age 18.*

APPLICANT MUST INCLUDE A COPY OF THEIR DRIVERS LICENSE WITH THIS APPLICATION

Name: _____ **Name:** _____
Name: _____

RESIDENCE(S):

Are you a citizen of the United States? Yes ___ No ___ (If the answer is no, please fill out the Non-U.S. Citizen Supplemental Application)

Present Address: Street City/State ZIP

Phone: _____

Move-In Date: ___/___/___ Move-Out Date: ___/___/___ Rent: ___ Own: _____

Monthly Payment: \$ _____

Landlord/Mortgagor Reference: _____

Phone: _____

Previous Address: _____

Phone: _____

Street: _____ City/State: _____

ZIP: _____

Landlord/Mortgage Reference: _____

Phone: _____

PETS: Do you have a pet(s) that you plan to bring to your apartment? **YES / NO (circle one)**

Type: _____ Breed: _____ Name of pet: _____

Weight: _____ Age: _____

(Please note: No pets of any kind are permitted in the leased premises without prior written approval. Please refer to the Policies and Procedures Handbook for Pet Policies)

STUDENT INFORMATION:

University/College: _____ UPCOMING Year: _ Freshman _ Sophomore _ Junior _
Senior _ Graduate _____

PARENT INFORMATION:

First Parents Name: _____

Address: _____

Cell Phone: _____ Home Phone: _____

Email Address: _____

Second Parents Name: _____

Address: _____

Phone: _____ Home Phone: _____

Email Address: _____

EMPLOYMENT:

Current Employer: _____

How Long: _____

Business Address: _____

Phone: _____

Position: _____

CRIMINAL HISTORY:

Have you ever been convicted of a felony that involved a threat to the health or safety of individuals or substantial harm to property?

Yes _____ No _____

State whether you have ever been charged with, plead guilty to, or been convicted of any crime other than traffic violations. If so, state the nature of the offense, the date of the offense, the county and state in which you were charged and/or tried, the trial date, and the sentence issued if convicted.

• If you do not provide an answer to the foregoing question, it will be presumed that your answer is "NO".

EMERGENCY CONTACT:

Name Street City /State Zip

Phone (with area code) _____ Relationship _____

Email Address _____

IMPORTANT TO APPLICANT:

1. RENTAL RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE PENDING FULL LEASE EXECUTION.

2. NO PETS OF ANY KIND ARE PERMITTED IN THE LEASED PREMISES WITHOUT WRITTEN AUTHORIZATION FROM MANAGEMENT AND WITHOUT APPROPRIATE FEES PAID IN FULL.

3. A NON-REFUNDABLE \$25 APPLICATION FEE PER APPLICANT IS HEREBY ACCEPTED TO COVER THE EXPENSES INCURRED IN VERIFYING THE INFORMATION FURNISHED BY APPLICANT ON THE APPLICATION. INQUIRIES ARE MADE TO OBTAIN INFORMATION REGARDING APPLICANT'S CREDIT HISTORY, RENTAL AND/OR MORTGAGE HISTORY, AND STUDENT OR EMPLOYMENT STATUS.

4. I CERTIFY THAT I AM ABOVE LEGAL AGE AND THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I HEREBY AUTHORIZE OWNER OR AGENT TO VERIFY ANY AND ALL INFORMATION AS MAY BE DEEMED NECESSARY FOR APPROVAL OR REJECTION OF THIS APPLICATION. I UNDERSTAND THAT ANY LEASE AGREEMENT MADE ON THE BASIS OF THE ABOVE INFORMATION MAY BE TERMINATED AT ANY TIME AT OWNER/AGENT'S OPTION IF THE INFORMATION IS FOUND TO BE FALSE.

5. I DO HEREBY AUTHORIZE ROBERT O'CONNOR TO MAKE ORAL AND/OR WRITTEN DISCLOSURE OF MY TENANT RECORDS PRIOR TO, DURING, OR SUBSEQUENT TO THE LANDLORD/RESIDENT RELATIONSHIP TO THOSE PARTIES WHO CONTACT THE

MANAGEMENT SEEKING VERIFICATION IN THE ORDINARY COURSE OF BUSINESS FOR LEGITIMATE PURPOSES AS SO DETERMINED BY THE MANAGEMENT.

6. IN THE EVENT THE AFOREMENTIONED APPLICANT IS UNABLE TO PROVIDE A GUARANTOR MANAGEMENT WILL PROCESS THE RENTAL APPLICATION FOLLOWING THE SUNCHASE CRITERIA.

7. A COPY OF THE RENTAL CRITERIA USED TO DETERMINE AN APPLICANT'S ELIGIBILITY TO RENT ("RENTAL CRITERIA") IS AVAILABLE UPON REQUEST.

8. LANDLORD MAY USE CREDIT REPORTS AS A MEANS TO GATHER INFORMATION IN THE EVENT OF DEFAULT BY RESIDENT.

9. I HEREBY AUTHORIZE ROBERT OCONNOR TO REQUEST A COPY OF MY CRIMINAL HISTORY RECORD AT ANY TIME DURING THE APPLICATION PROCESS OR MY RESIDENCY.

10. I/WE UNDERSTAND THAT ANY MISREPRESENTATION ON THIS APPLICATION, WHETHER INTENTIONAL OR NEGLIGENT OR BY SIMPLE OVERSIGHT, SHALL BE CONSIDERED A MATERIAL BREACH OF THE APPLICATION AND OF ANY LEASE AGREEMENT ENTERED INTO SUBSEQUENT HERETO, AND I/WE UNDERSTAND AND ACKNOWLEDGE THAT THE APPLICATION MAY BE REJECTED AND/OR THE LEASE AGREEMENT MAY BE TERMINATED AS A RESULT OF ANY SUCH MISREPRESENTATION MADE HEREIN.

11. ANYONE 18 YEARS OF AGE AND OLDER MUST SIGN THE LEASE AGREEMENT.

12. IN LIEW OF AN ORIGINAL SIGNATURE, LANDLORD WILL ACCEPT VALID AND LEGITIMATE ELECTRONIC AND/OR FACSIMILE SIGNATURE OF THE RESIDENT. IN SO DOING, RESIDENT HEREBY ACKNOWLEDGES HIS/HER ENDOREMENT AND ACCEPTANCE OF THIS APPLICATION, AND HE/SHE WAIVES ANY CHALLENGE TO VALIDITY OF THIS AGREEMENT BASED ON RESIDENT'S ENDORSEMENT BY ELECTRONIC AND/OR FACSIMILE SIGNATURE.

REASONABLE ACCOMODATIONS:

Do you require any additional reasonable accommodations to be made by management prior to occupancy in order to fully utilize the facilities available? If so, please explain in the space provided.

• All requests for reasonable accommodations must be approved by management prior to the accommodation being made. Please consult management for further details.

SIGNATURE: _____ DATE: ___ / ___ / _____