



## RENTAL APPLICATION

### APPLICANT INFORMATION

Full Name:			Marital Status:
Date of Birth:	Age:	SSN:	Phone:
License Number:	State:	Email:	
Current Address:			
City:	State:	ZIP Code:	
Own    Rent    (Please circle)	Monthly Payment or Rent:	How Long?	
Name of Landlord/Mortgage Company:			Phone:
Previous Address:			
City:	State:	ZIP Code:	
Owned   Rented   (Please circle)	Monthly Payment or Rent:	How Long?	
Name of Landlord/Mortgage Company:			Phone:

### EMPLOYMENT INFORMATION

Current Employer:			
Employer Address:			How Long?
City:	State:	ZIP Code:	
Phone:	E-mail:	Fax:	
Position:	Hourly   Salary   (Please circle)	Monthly Income:	

### CO-APPLICANT INFORMATION

Full Name:			Marital Status:
Date of Birth:	Age:	SSN:	Phone:
License Number:	State:	Email:	
Current Address:			
City:	State:	ZIP Code:	
Own    Rent    (Please circle)	Monthly Payment or Rent:	How Long?	
Previous Address:			
City:	State:	ZIP Code:	
Owned   Rented   (Please circle)	Monthly Payment or Rent:	How Long?	
EMPLOYMENT INFORMATION			
Current Employer:			
Employer Address:			How Long?
City:	State:	ZIP Code:	
Phone:	E-mail:	Fax:	
Position:	Hourly   Salary   (Please circle)	Monthly Income:	



## RENTAL APPLICATION

### OTHER SOURCES OF INCOME

Description:	Amount per Month:
--------------	-------------------

### OCCUPANT INFORMATION

Please list all persons who will inhabit the leased premises - include family members, children, and roommates.

Name:	Relationship:	Date of Birth:
Name:	Relationship:	Date of Birth:
Name:	Relationship:	Date of Birth:
Name:	Relationship:	Date of Birth:
Name:	Relationship:	Date of Birth:
Name:	Relationship:	Date of Birth:

### VEHICLE INFORMATION

Make:	Model:	Year:	Plate:	Payment Amount:
Make:	Model:	Year:	Plate:	Payment Amount:

### MISC

Have you ever broken a lease with an apartment community?	Yes   No   (Please circle)
Have you ever been evicted from an apartment community?	Yes   No   (Please circle)
Do you have any pets?   Yes   No	Breed:   Weight:
We allow 2 pets per apartment.	Breed:   Weight:
Name of Nearest Relative Not Living with You:	Relationship:
Address:	Phone:

A fee of \$\_\_\_\_\_ is submitted with this application and will be applied as an administrative fee. In addition, a fee of \$\_\_\_\_\_ is submitted as an application fee. I understand, upon application approval, the administrative fee will transfer toward move in fees. Therefore, if I should cancel my application at any time, the money will be non-refundable. Should my application be declined, the money is non-refundable.

By signing this application, I give permission to verify the above information and conduct a credit and criminal background evaluation. To the best of my ability all information represented, by me, is accurate and complete. If information is found to be falsified, this application will be declined.

Signature of Applicant	Date
Signature of Co-Applicant	Date
Owner's Representative	Date

### City View Farm Management Qualifying Standards

It is the policy of City View Farm Management to treat all current and prospective residents in a fair, professional manner, without regard to race, color, religion, sex, familial status, handicap, or national origin. Applicants must be at least eighteen years of age.

#### **Availability;**

Applications for apartment homes and rental houses will be accepted on a first-come, first-served basis and are subject to the availability of the size requested. Rental rates are subject to change without notice.

#### **Rental Applications:**

An application for occupancy must be completed and maintained for each legal adult prospective resident who will be living in the home or contributing to the payment of rent. Any false information will constitute grounds for rejection of application and lease paperwork will be nullified. For each application, a non-refundable application fee applies.

#### **Security Deposits:**

A security deposit in the amount of one month's rent is required prior to move in. An administration fee of \$99.00 will be collected at the time of application. The refundable security deposit will be held as a security of the resident's fulfillment of the conditions of the lease agreement. Deposit may be applied by management to satisfy all or part of the resident's obligations, and such act shall not prevent management from claiming damages in excess of the deposit. If the application is rejected by management, the security deposit will be refunded in full. If the application is approved, and the applicant fails to occupy the premises on the agreed upon date, except for delays caused by the holdover of a prior resident, management will retain the deposit after a 48-hour time period.

#### **Evaluation:**

Based on the above criteria, management may choose to accept or reject an applicant, or seek additional requirements for approving the lease. These requirements may include, but are not limited to additional documentation of income or employment, additional rental references, additional deposit, or a co-signer.

#### **Co-Signers:**

In the event a co-signer is required, he/she must complete an application for occupancy and meet all the income and qualifying standards. A co-signer will be fully responsible for the Lease Agreement if the occupying resident(s) default.

#### **Subletting:**

Subletting is strictly prohibited.

#### **Occupancy Standards:**

Occupancy standards must comply with Federal, State, and Local fair housing and civil rights laws, landlord-tenant laws, and zoning restrictions. The following standards should be used solely as guidelines (does not include infants less than one (1) year of age):

<u>Apartment Size</u>	<u>Maximum Occupancy</u>
One Bedroom	2 Persons
Two Bedroom	4 Persons
Three Bedroom	6 Persons

#### **Roommates:**

Each person must complete an application and will jointly qualify for the apartment or home. Each is fully responsible for the entire rental payment, and each must execute the lease agreement and its supporting documents.

#### **Qualifying Standards:**

**Rental History:** Up to 24 months of positive rental history may be verified on present and previous residence. A positive record of prompt monthly payments, sufficient notice, and no damages are expected. For applicants who are homeowners, permission must be granted to verify payment history with the bank or lending institution.

**Credit Report:** An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one which reflects past or current bad debts, late payments or unpaid bills, liens, judgments, or bankruptcies. If an applicant is rejected for poor credit history, the applicant will be given the name, address, and telephone number of the credit reporting agency that provided the credit report (but not told the content of the credit report). An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the report from the credit reporting agency, correct any erroneous information that may be on the report, and resubmit an application to this community. The following criteria that we look for on the credit report: 1. Applicants who have filed bankruptcy within the past 7 years must provide proof of discharge to be considered. Additional deposit may be required and re-established credit should be present. 2. Medical bills and student loans are not considered unpaid collections or write-offs. 3. Applicants with recent history of late/slow pays may be required to pay an additional deposit and can be disqualified as an applicant.

**Employment:** Stable employment record and income verification is required. In order for an application to be approved, he/she must earn a gross monthly income of three times the gross monthly rent. Acceptable income verification includes: 2 most recent paycheck stubs, a letter from the employer, the most recent W2 form; or for self-employed applicants, a copy of the most recent tax return or certified verification from his/her company accountant or bank.

**Criminal History:** Management takes into consideration offender recidivism data, statistics, and reality regarding an applicant's criminal history. Additionally, the safety of all members of our community are of utmost importance. An applicant can be disqualified if the criminal history shows one or more of the following: 1. Conviction of the applicant or a member of the applicant's household of a felony in any state or federal court with release from incarceration in the past 7 years. 2. Conviction of the applicant or member of the applicant's household and release from incarceration in the past 7 years for drug-related activity or violent criminal activity. Drug-related activity is defined as the manufacture, sale, distribution, use of, possession with the intent to manufacture, sell, distribute, or use of a controlled substance. (As defined in the Controlled Substance Act) 3. Conviction of the applicant or member of the applicant's household for a sex crime or a violent crime against children. 4. Listing of the applicant or member of the applicant's household on a lifetime state or federal sex offender registry. Additional information regarding our criminal history practices may be obtained by contacting a member of our management staff. If requested, a personalized appeal will be granted to any applicant requesting additional consideration.

By signing below, I acknowledge and fully understand and accept the terms for qualification for City View Farm Management. Furthermore, by signing below, I give consent for City View Farm Management to verify the information provided on the application and obtain a copy of my credit and criminal history reports. I also acknowledge that the application fee is non-refundable and the administration fee is non-refundable should the application be denied. Please submit this page with your application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

5.2018