

Today's Date: ___/___/___

Thank you for choosing



13Ten Apartment Homes

Today you worked with Community Leasing Specialist: _____

What floor plan are you interested in? _____

When do you need your home by? _____

Your name: _____

Our Qualifications:

Please refer to 13Ten Apartment Homes Qualification Guidelines for Requirements.

Acceptable income:

1. **Two** most recent pay stubs per job. **NO EXCEPTIONS**
2. Verification of employment (fax, mail, or email) **no handwritten verification is accepted**
3. New hire letter on a letter head and supporting check stubs if applicant cannot provide two paystubs
4. Social security, disability, VA, and retirement award letters (within 120 days old) are accepted (unemployment affidavit/if not working & clarification sheet needed)
5. Self Employed prospects need to provide last 2 years tax returns as well as a Scheduled C/ Profit and Loss Form Business from 1040)

Please be sure to have the following documentation when submitting your application:

- **Proof of income (two paystubs)**
 - **\$50.00 application fee per applicant 17 & older. MUST BE IN MONEY ORDER OR CASHIER CHECK ONLY. NON-REFUNDABLE FEE**
 - **\$150.00 administration fee per household (REFUNDED IN THE EVENT APPLICANT IS DENIED OR APPLICANT HAS 72 HOURS FROM APPLICATION SUBMISSION TO CANCEL AND RECEIVE REFUND OF ADMIN FEE ONLY)**
 - **Valid State Photo I.D.**
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How do you learn about us? _____

Were you referred? ___ Who were you referred by? _____ Apt # _____



Employment & Rental Verification Checklist

Due to the amount of fraudulent check stubs and rental history we are receiving, the following information is required for application approval:

Employment Checklist:

- Last two paycheck stubs
- Offer Letter on Company Letterhead (New employment)
- Business card from the company
- Phone Number to HR Department or Direct Supervisor
- Must provide a valid business address

Previous Rental Checklist:

- Copy of signed lease agreement of most recent landlord
- Fax and Phone number to previous landlords

All document provided will be verified.

(Signature)

(Date)



Qualification Guidelines

Welcome to our Community!

Before you apply to rent an apartment home, please take the time to review this Statement of Rental Policy. For the purpose of this document, the term “applicant” is defined as the person or persons who will be signing the Lease as the “Resident;” the term “occupant,” is defined as the person or persons who are authorized occupants under the Lease. Some criteria apply to the applicants only; other criteria apply to all occupants. An applicant must be 18 years of age or older to qualify as a resident. Please note that these are the current rental for this community; nothing contained herein constitutes a guarantee or representation that all residents and occupants currently residing here have met these requirements. There may be individuals who began residing in this community prior to these particular criteria going into effect; additionally, the ability to verify whether these requirements have been met is limited to the reliability of information received from applicants and outside services used.

EQUAL HOUSING: We are an Equal Housing Opportunity Provider. We do business in accordance with the Federal Fair Housing Act and do not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin. Additionally, we provide housing in accordance with all other state and local laws if those laws provide greater protection than the Federal Fair Housing Act.

APARTMENT AVAILABILITY: Applications for apartment homes will be accepted on a first come – first serve basis and are subject to the availability of the particular apartment type requested. “Availability” does not necessarily mean that an apartment will definitely be available for occupancy by an applicant at the estimated date. “Available” apartments include those where a “Notice to Vacate” has been submitted by an existing resident indicating an intention to vacate on or about a certain date. Under certain circumstances we will permit current residents who are not in default of their lease to withdraw or change their notice of moving. Other circumstances not necessarily under management’s control may also delay the date of availability of an apartment. In addition, an apartment may not be considered because it is about to be placed under contract as an application has been made and a deposit placed to hold the apartment. If the applicant’s credit is not approved or if the applicant fails to sign a Lease by the specified date, then the apartment would again become available. Whether a particular unit or type of apartment is available can vary significantly within several hours or a day.

FEES/DEPOSITS: Each applicant may be required to pay a non-refundable application fee for verification of information and credit approval. A good faith deposit may also be requested with the Application for

Residency. A portion of that deposit amount will be non-refundable. If the application is accepted, the payment will be applied toward the required amounts, and if for any reason management decides to decline the application, management will refund the good faith deposit in full. If the application is approved and applicant fails to sign a lease or take occupancy of the premises on the agreed date, management may retain the good faith deposit as liquidated damages for the amount of rent lost and any expenses incurred due to the cancellation.

INCOME VERIFICATION: The gross monthly income must equal two and half times the monthly rent per household. If a Lease Contract Guarantor is required or authorized, the Guarantor gross monthly Income must equal three times the monthly rent in order to qualify as a Guarantor. All monthly Income will be verified. Income verification is required prior to final approval of the application for residency. One or more of the following documents must be submitted by the Applicant or Guarantor within 48 hours of the date of application: Last two paycheck stubs, current bank statements showing recurring payroll deposits, last year's income tax return.

CREDIT: A complete investigation of credit history of each applicant will be made and will require a satisfactory rating.

RESIDENTIAL HISTORY: Present and previous residence may be verified for all applicants and proposed occupants. We must obtain verification of a satisfactory rental history for the past two years, which includes timely rent payments, proper notice of cancelation or non-renewal, no outstanding balances or history of lease violations. All applicants who have been previously evicted will be declined. The head of the household must be 18 years or older, physically occupy the apartment and meet all criteria.

EMPLOYMENT HISTORY: Previous and current employment history will be verified. Allowances from other sources of Income such as alimony, child support, retirement Income, commissions, or tips will require written verification. In the event the applicant is self-employed, written verification of two years Income (such as tax returns) must be provided.

APPLICANT SCREENING: We use third party screening to verify and evaluate all applications for residency. The third party screener will evaluate information provided with a scoring model that is uniform, fair, and unbiased for all applicants. Once the third party provider evaluates all the information, a recommendation will be given on whether the applicant meets the criteria set forth for all new residents in order to be approved for residency. If the applicant is denied, you will receive specified contact information from the third party provider to which any direct questions can be directed.

OCCUPANCY GUIDELINES: A family may occupy a unit if the family does not exceed 2 persons per bedroom, plus a child who is less than 24 months of age and who sleeps in the same bedroom with the

child's parent, guardian, legal custodian, or person applying for that status. If the number of people applying for a single apartment exceeds the property's guidelines, the applicant will be rejected for that particular size of apartment. If a resident, who has a child less than 24 months of age at the time of rental application or lease renewal, moves into an apartment that, once the child reaches the age of 24 months, violates the occupancy guidelines, the resident is required to either (1) Move when the current lease expires into another available apartment which has more bedrooms leased at the current market rent, or (2) Move out. Rent for the larger apartment will be the current market rent for that particular apartment. For the purposes of this occupancy policy, a "family" shall consist of the following persons: 1 or more individuals (who have not attained the age of 18 years) being domiciled with: (1) A parent or another person having legal permission of such parent or other person. The term "family" shall also apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years. Our policy is to conform to local and state requirements to the extent that they require a different standard than stated here.

CRIMINAL BACKGROUND CHECKS: We perform criminal background checks in accordance with applicable federal and state laws. Your signature on the application for residency authorizes us to check not only your credit history, but also any arrest or convictions. You will be required to answer questions on the application stating whether you have been convicted or arrested of a crime; and, if so, what the crime was, when and where it occurred and the disposition of that charge. An unsatisfactory criminal background check revealing a serious charge including, but not limited to, conviction of a felony or deferred adjudication of a felony will result in the denial of your application. However, not all crimes disqualify you from living at the community. Crimes that result in denial of residency are those which pose a serious threat to the health, safety, and welfare of persons living and working in our community, taking in to account not only the type of crime but also the circumstances under which hit occurred. In the event the criminal background check reveals any pending criminal cases, we may offer residency conditionally upon dismissal or favorable resolution of the charge. Upon conviction, the lease agreement will be terminated immediately. Your application for residency will be rejected if a criminal background check reveals a listing as a sexual predator or offender, felony convictions, convictions for any of the misdemeanors offenses listed below within the last 10 years, pending felony charges, guilty pleas or no contest pleas to any felonies or any of the following misdemeanors: burglary, attempted burglary of a vehicle, attempted theft of a person, attempted theft over \$200, criminal mischief over \$200, unlawful carrying of a weapon, pornography, physical assault, sexual assault, enticing, injury to or obscenity with a child, cruelty to animals, forgery, threat, obscenity, indecent exposure, and or sexual molestation. The fact that we perform criminal background checks does not mean that our residents and occupants have no prior or current criminal histories, and we cannot and do not guarantee that this community and its residents are free from crime. Verification of the accuracy of information supplied to or made available to us by applicants and credit reporting services is limited.

PHOTO IDENTIFICATION POLICY: Prior to viewing an apartment home, you will be required to provide a valid government issued photo identification. A valid form of identification shall include one of the following: Driver's License, Military Identification, a passport, or a government issued photo identification. All persons going on the tour to view the apartment home must have a valid form of

identification. Anyone who does not have a valid photo identification required will be asked to remain in the office during the tour.

THE LEASE AGREEMENT WILL NOT BECOME EFFECTIVE UNTIL THIS APPLICATION IS APPROVED BY

MANAGEMENT: Title VIII of the CIVIL RIGHTS ACT of 1996 makes discrimination based on race, color, religion, sex, family status, or national origin illegal in connection with the rental of most housing. The federal agency which administers compliance with this law concerning this company: Department of Housing and Urban Development.

EQUAL CREDIT OPPORTUNITY ACT: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the bases of sex or marital status. The federal agency which administers compliance with this law concerning this company: Equal Credit Opportunity, Federal Trade Commission, Washington, DC 20580.

If my application is accepted and a lease signed by all parties, I understand the security deposit (pet and premises) will become my refundable security deposit upon meeting the terms of the lease and community rules and regulations. If for any reason, management decides to decline my application, then management will refund this good faith deposit and the non-refundable fees, excluding application fee to me in full. If management accepts the application, but is unable to allow me to occupy the premises on the day agreed because of delay caused by construction or holding over of a prior resident, then I agree that my sole remedy shall be the return and refund of this good faith deposit and non-refundable fees including the application fees. I hereby waive any other right to damages against management or the owner of the property due to failure of management to provide the premises for occupancy. If I fail to occupy the premises on the agreed upon date, except for delay caused by construction or holding over of a prior resident, I understand that management shall assess as liquidated damages all the deposits and fees (except pet deposit and non-refundable pet fee) paid to management through the date of proposed occupancy, including non-refundable application fee, security deposit, non-refundable administrative fee, and garage deposit, which amounts shall be considered liquidated damages and not a penalty to reimburse management for re-rental costs and expenses incurred due to any cancellation in view of fact that the parties agreed that such case are difficult to ascertain. It is understood that I shall have 24 hours from the date and time of submitting this rental application in which to cancel this rental application and receive a return of the good faith deposit and non-refundable fees excluding the application fee. Any cancellation after 24 hours after submission of this application by the applicant shall incur the liquidated damages noted above unless management should decline my application. I further understand that all original forms are returned to management and verifications are completed prior to the move in date.

Signed: _____ Date: _____