

Chapel Creek
RENTAL APPLICATION

Phone #: (985) 845-9700 Fax #: (985) 845-9702

Date: _____

Apt #: _____

Requested move in date: _____

Lease Term: _____

Rental Amount: _____

Specials: _____

NOTE: All persons 18 years or older must complete a separate application.

\$50.00 APPLICATION FEE PER APPLICANT (Non-Refundable)

****PLEASE COMPLETE THE FOLLOWING QUESTIONS REGARDING THE APPLICANT****

Name: _____
(last name) (first name) (middle name)

SS#: _____ DOB: _____ Driver's Lic.#: _____ State: _____

Email Address: _____ Phone #: _____

Address

Present Landlord: _____ Phone #: _____ Monthly Rent: _____

Present Address: _____
(street) (city) (state) (zip code)

Move in Date: _____ Move Out Date: _____

Previous Landlord: _____ Phone #: _____ Monthly Rent: _____

Previous Address: _____
(street) (city) (state) (zip code)

Move in Date: _____ Move Out Date: _____

Employment: Full-Time: _____ Part-Time: _____ Not Employed: _____

Employer: _____ Address: _____ Supervisor: _____

Start Date: _____ End Date: _____ Employer Phone #: _____ Monthly Salary: _____

Previous Employer: _____ Address: _____

Start Date: _____ End Date: _____ Employer Phone #: _____ Monthly Salary: _____

If you have no salary, from what source will you pay your rent? _____

Have you ever been evicted? Yes _____ No _____

Have you ever been convicted or pled guilty to a crime? Yes _____ No _____



PLEASE COMPLETE THE FOLLOWING QUESTIONS REGARDING
YOUR SPOUSE OR GUARANTOR

Name: _____ (last
name) (first name) (middle name)

SS#: _____ DOB: _____ Driver's Lic.#: _____ State: _____

Email Address: _____ Phone #: _____

Address

Present Landlord: _____ Phone #: _____ Monthly Rent: \$ _____

Present Address: _____
(street) (city) (state) (zip code)

Move in Date: _____ Move Out Date: _____

Previous Landlord: _____ Phone #: _____ Monthly Rent: _____

Previous Address: _____
(street) (city) (state) (zip
code)

Move in Date: _____ Move Out Date: _____

Employment: Full -Time _____ Part time: _____ Not Employed: _____

Employer: _____ Address: _____ Supervisor: _____

Start Date: _____ End Date: _____ Employer Phone #: _____ Monthly Salary: _____

Previous Employer: _____ Address: _____ Supervisor: _____

Start Date: _____ End Date: _____ Employer Phone #: _____ Monthly Salary: _____

If you have no salary, from what source will you pay your rent? _____

Have you ever been convicted or pled guilty to a crime? Yes _____ No _____

****OTHER PERSONS WHO WILL OCCUPANY THIS ADDRESS WITH YOU****
(Minor children, dependents, etc.)

Name: _____ Relationship: _____ Age: _____ Sex: _____

Name: _____ Relationship: _____ Age: _____ Sex: _____

Name: _____ Relationship: _____ Age: _____ Sex: _____



Do you have pets? _____ How many? _____ What kind? _____ Weight? _____

Have any of the above occupants ever been convicted of a crime? _____

How many vehicles will you keep at this address? _____

Make of Car: _____ Year: _____ License Plate #: _____ Color: _____

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****IN CASE OF AN EMERGENCY, PLEASE NOTIFY****

Name: _____ Relationship: _____

Address: _____ Phone: _____

By signing below, I authorize **Chapel Creek** to make inquiries through the Credit Bureau and/or from my employer and other references that I have supplied on this Rental Application.

Applicant has deposited herewith the sum of \$ _____ with **Chapel Creek** which is hereby acknowledged, to be used at Owner/Agent's discretion and to be refunded as hereinafter provided in the Lease Agreement. In the event this application is approved, and applicant fails or refuses to enter into the contemplated Lease Agreement, Owner/Agent shall retain the said deposit as liquidated damages to cover the cost of taking and processing this application, removing the property from the market, and holding same for applicant. In the event this application is not approved by the Owner/Agent, this deposit will be promptly returned to the applicant.

This application is made with the understanding that it is subject to acceptance by the Owner and subject to execution by an Officer of said company and delivery of a Lease Agreement covering said premises. Please allow a minimum of 3-5 days to process your application for both credit and character references. The above information is correct to the best of my knowledge. I have no objection to inquiries for the purposes of verification of the above statements. This includes a police background check. It is understood that the above information will be held in strict confidence.

Contingencies: _____

Applicant

Date

Applicant /Guarantor

Date

Agent/Owner Representative

Date



RESIDENT QUALIFYING GUIDELINES

Our screening policy is to thoroughly investigate each applicant(s) making an application to our community by requiring all applicant(s) 18 years of age or older, not dependents, to complete separate rental applications. Applicant(s) with adult dependents, and applying for residency, will be required to complete a joint application. Each applicant must qualify by meeting the screening policy(s) set in place by our community and the assted items listed below.

LIST OF ASSESSMENTS FOR ALL APPLICANT(S):

- 1) **RESIDENCE HISTORY:** All applicant(s) must verify present and past residencies, present and previous address(s), rental payment amount, length of residency and landlord(s) contact information for verification. If applicant(s) own home applicant must provide title documentation. If applicant(s) paid monthly mortgage for home must provide mortgage verification of payment.

Should management determine that the previous rental or mortgage history is not acceptable due to any of the following the application will be declined:

- a) More than three late payments within a six month period
 - b) More than two NSF checks within a six month period
 - c) If an eviction was processed and/or tenant left owing previous residency money
- 2) **EMPLOYMENT INCOME VERIFICATION:** Employment and/or Income will be verified for applicant(s) by verifying employment; name of employer; length of employment; and gross monthly and/or annual salary. If unemployed, applicant(s) must verify unearned income such as Social Security benefits, Veterans benefits, and retirement/pension. Applicant(s) with new hire employment must provide an "offer letter", on letterhead, stating the intent with income verification from your employer.
- a) Acceptable proof of income can be shown by using one of the following: one month proof of previous months paystubs, signed letterhead head from employer with current monthly and/or annual salary documented with current date, tax return from previous year to match current employment information, three previous consecutive months bank statements with average balance and direct deposit summary.
 - b) Additional source of verifiable income considered "other income" may be considered. These sources may include: child support, pensions, GI benefits, disability, trust funds, and social security
- 3) **CREDIT HISTORY:** All applicant(s) will be processed through a third party tenant screening company, Onesite. Depending on the community screening settings; the credit screening will return a Lease Decision of ACCEPT, ACCEPT WITH CONDITIONS, or DECLINE. The Lease Decision is final.
- 4) **CRIMINAL BACKGROUND:** If the Lease Decision for Credit History is ACCEPT or ACCEPT WITH CONDITIONS, the third party tenant screening software will automatically continue to conduct the criminal background check. If Disqualifying Criminal Records are found the application is automatically declined. If the applicant(s) wish to dispute any criminal background check(s) the may do so through the Onesite Client Dispute Form. In the case that the applicant(s) dispute any criminal background check results the applicant will be considered declined until the Onesite Client Dispute process is complete.
- 5) **U.S. CITIZENS AND NON U.S.CITIZENS:** Each applicant(s) must qualify based on numbers 1-4 above. Each applicant(s) must provide a valid State or Government issued identification with photo to verify applicant and addresses with the application. All Non-U.S. Citizens without a social security number (SSN) must present one of the following documents issued by USCIS (U.S. Citizenship and Immigration Services) for identification to be considered for occupancy:
- a) Arrival/Departure Record, Form I-94
 - b) Permanent Resident Card or Alien Registration Receipt Card. Form I-551
 - c) Employment Authorization Card, Form I-688Q
 - d) Temporary Resident Card, Form I-688B
 - e) Employment Authorization Document, Form I-688B
 - f) Employee Authorization Document, Form I-766
- g) Additionally all applicant(s) with no social security number must pay a security deposit equal to one full month's rent amount.

ADDITIONAL RESIDENT QUALIFYING GUIDELINES

- 6) **Security Deposit:** \$400.00 is required to hold the apartment and start the application process.
- 7) **Application Fee:** \$50.00 is required to be paid per applicant 18 years or older prior to application being processed. Application fee is non-refundable.
- 8) **Application Approved with conditions:** If the application is approved with conditions the applicant will be required to pay the additional deposit equal to ½ month's rent for tier 1 and equal to one full month's rent for tier 2 within 72 hours of approval. If the additional deposit is not paid within the 72 hours, the apartment will no longer be held and all deposits will be forfeited.
- 9) **Administrative Fee:** \$100.00 is a one-time fee that is required to be paid upon move in along with an additional fees required by the lease term.
- 10) **Vehicles:** 2 vehicles are allowed per apartment. Vehicles must be operational and have current registration and inspection. Boats, trailers and/or any vehicles with more than 2 axles will only be allowed with management approval and must park in the designated areas. Vehicles, boats and trailers must be registered with management.
- 11) **Animals:** All animals must meet lease addendum guidelines and be approved by management prior to processing the lease application.
- 12) **Renters Insurance:** All residents are responsible for the insurance on their personal property; including, but not limited to, clothing, jewelry, furniture, appliances, electronic equipment, etc. Also, residents may be held liable for injury to persons visiting their leased premises and for damages to the leased premises or personal property of other residents. Lessor shall not be held liable for any damage to the residents' personal property as the result of fire, windstorm, water or equipment damage. Should resident not be insured with a "Renters Insurance Policy" at this time we highly recommend that they contact their insurance agency immediately. Remember, Residents are responsible for damages to, or theft of, their personal property, not the Landlord
A resident of this community is in violation of the lease agreement if coverage is not in place during the term of the lease agreement.
- 13) **Falsification of Application:** Any falsification in Applicant(s) paperwork will result in the automatic rejection of Application. In the event that an Applicant falsifies his/her paperwork, owner and/or owners agent has the right to hold all deposits and fees paid to apply towards liquidated damages.

Requirements listed above do not constitute as an agreement of acceptance or denial of an application. The Qualifying Guidelines are requirements for submittal of an application.

Application(s), Security Deposit and Application Fee(s) must all be submitted prior to any apartment being held.

Application will not be considered until the application has been fully executed and returned, and all applicable Application Deposits and fees have been paid. I have read and understand the entire resident screening policy of this community.

Applicant	Date
Applicant/Guarantor	Date
Agent/Owner Representative	Date

