The Reserve At Fountainview

1000 Fountainview Circle St. Charles, 63303
Phone: 636-922-HOME (4663)

RENTAL APPLICATION

APPLICATION MUST BE FILLED OUT COMPLETELY TO PROCESS (ALL APPLICANTS AND EACH OCCUPANT (OVER 18) MUST COMPLETE A SEPARATE RENTAL APPLICATION. MARRIED COUPLES MAY SUBMIT A SINGLE APPLICATION.)

Anyone 18 years of age and over must be listed as a Lease Holder with the exception of Familial Status

BOX TO BE FILLED OUT BY LEASING CONSULTANT

Apartment Address _____
Upgraded Unit _____
Lease Dates Months _____
Move In Date _____
Other Notes _____
_____
_____
Leasing Consultant _____

Monthly Rent $_____
Concession $_____
Pet Rent $_____
Other Rent $_____
Garage Rent $_____
Short Term $_____

TOTAL RENT $_____

Full Name _____ Phone _____
Social Security # _____ Date of Birth _____ D.L. or GOV. ID # _____ State Issued: _____
E-Mail (**REQUIRED**) _____

Spouse's Full Name _____ Phone _____
Social Security # _____ Date of Birth _____ D.L. or GOV. ID # _____ State Issued: _____
E-Mail (**REQUIRED**) _____

ADDITIONAL OCCUPANTS (List Full Names)
1) _____ Date of Birth _____ Relation _____
2) _____ Date of Birth _____ Relation _____
3) _____ Date of Birth _____ Relation _____
4) _____ Date of Birth _____ Relation _____

PRESENT ADDRESS:
Address _____ City/State/Zip _____
Landlord/Mortgage Holder _____ Phone # _____ Fax# _____
Dates of Residency _____ to _____ Monthly Rent $_____

PREVIOUS ADDRESS:
Address _____ City/State/Zip _____
Landlord/Mortgage Holder _____ Phone # _____ Fax# _____
Dates of Residency _____ to _____ Monthly Rent $_____

PRESENT EMPLOYER
Name _____ Position _____ Supervisor _____
Address _____ City/State/Zip _____
Phone # _____ Fax# _____ Dates of Employment _____ to _____ Gross Monthly Salary $_____

PREVIOUS EMPLOYER *(If Employed at Current Job less than 1 year)*
Name _____ Position _____ Supervisor _____
Address _____ City/State/Zip _____
Phone # _____ Fax# _____ Dates of Employment _____ to _____ Gross Monthly Salary $_____
ADDITIONAL INCOME $_____ Per _____ Source _____

SPOUSE'S PRESENT EMPLOYER
Name _____ Position _____ Supervisor _____
Address _____ City/State/Zip _____
Phone # _____ Fax# _____ Dates of Employment _____ to _____ Gross Monthly Salary $_____

SPOUSE'S PREVIOUS EMPLOYER *(If Employed at Current Job less than 1 year)*
Name _____ Position _____ Supervisor _____
Address _____ City/State/Zip _____
Phone # _____ Fax# _____ Dates of Employment _____ to _____ Gross Monthly Salary $_____
ADDITIONAL INCOME $_____ Per _____ Source _____

BANK REFERENCE

Name _____ Routing #_____ Account #_____ Type (please circle) Checking Savings

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PETS

Do you own a Pet? Yes No How Many?_____ ***Vet Certificate/Shot Records may be required.***

Type_____ Name_____ Weight_____ Color_____

Other Information_____

Type_____ Name_____ Weight_____ Color_____

Other Information_____

EMERGENY CONTACTS

Name_____ Relationship_____ Phone #_____

Name_____ Relationship_____ Phone #_____

AUTOMOBILE(S)

Make Model Color Year License# State Monthly Payment Financed By:

_____

_____

_____

Please answer all the following questions:

1. Have you or any other occupant listed on this application ever been convicted or charged of ANY criminal act? Yes No
   If yes, describe:_____
2. Have you declared bankruptcy within 7 years? Yes No If yes, when in the past 7 years :_____
3. Have you ever been sued? Yes No
4. Are you in a legal suit now? Yes No
5. Are there any outstanding judgments against you? Yes No
6. Have you ever been evicted, asked to terminate a lease, or owe a balance to another rental establishment? Yes No
7. Are you or any of the occupants currently a tobacco smoker? Yes No ***The Reserve at Fountainview is a Smoke Free community.***

How did you hear about our community? _____

This application is preliminary only and does not obligate The Reserve At Fountainview to deliver possession of the apartment. An apartment will not be held without receipt of all costs listed below. Units can only be held and reserved for two weeks from the vacancy date. The Reserve At Fountainview and applicant(s) acknowledge that applicant(s) must pay herewith a non-refundable application cost of **$45.00** per person, unless married then the fee is **$55.00**. Applicant must pay **$_200.00__** for an administration cost in consideration for The Reserve At Fountainview taking the apartment off the market while considering approval of this application. When the application is approved by management the unit security deposit will be due on or before move in. When applicable, an additional refundable pet deposit of **$_225.00_** is required along with a non- refundable amount of **$_225.00_** for a pet cost and due on or before move in. The Reserve at Fountainview will strive to provide occupancy on schedule; however, Applicant, understand(s) that construction could possibly delay the scheduled move-in date due to circumstances beyond the control of The Reserve at Fountainview. The Reserve at Fountainview, Terra West, LLC, and The Faver Gray Company, contractors, or sub-contractors, for the construction company shall not be held liable in any way for damages, costs or inconveniences of any kind that may occur due to delay in scheduled move-in dates or the use or enjoyment of any/all property amenities, community access or other items relating to construction. It is understood and acknowledged that as all property amenities become permitted and available for use, the hours of operation will be consistent with the office hours until further notice. Offered amenities may change during the development & construction process.

In signing this document, the undersigned states that the information set forth is true and complete and that I/we have read and understand the rental application criteria for The Reserve At Fountainview. Any falsification of information on the application will automatically disqualify the applicant(s) and all application costs will be retained by The Reserve At Fountainview. I authorize The Reserve At Fountainview to make any investigation per the rental application criteria. When applying, it is the obligation of the applicant(s) to provide a third party verification of employment, within three days of submission of the application(s) per section C of the rental application criteria.

_____

APPLICANT SIGNATURE **DATE**

_____

APPLICANT SIGNATURE **DATE**

_____

APPLICANT SIGNATURE **DATE**

_____

APPLICANT SIGNATURE **DATE**

_____

APPLICANT SIGNATURE **DATE**

BOX TO BE FILLED OUT BY LEASING CONSULTANT

Application Cost $_____ Date_____ Online_____

Administration Cost $_____ Date_____ Online_____

Security Deposit $_____ Date_____ Online_____

Pet Cost/Deposit $_____ Date_____ Online_____

Transfer Cost $_____ Date_____ Online_____

Concession at time of Application (if any): _____

Time:_____:_____ AM PM

Terra West, LLC

The Reserve At Fountainview

Rental Application Criteria

Effective: 03/10/15

Welcome to our community. In order to reside in our community, we require each applicant and each adult occupant to meet certain rental criteria. Before you complete a Rental Application, we encourage you to review these requirements to determine if you are eligible.

Terra West, LLC utilizes a Leasing Desk scoring system that incorporates a statistical mathematical analysis of information on an applicant's credit profile, reported rental history, collection actions, outstanding debt, and the aging of accounts. The scoring system factors and considers income, monthly rent, and overall credit history to evaluate how credit worthy an applicant is. The final number of the Leasing Desk score, represents an estimated level of risk as compared to the performance of other consumers in a range of scores. Your Leasing Desk score is based upon real data, it is more reliable than subjective methods of evaluating your information. The Leasing Desk score treats all applicants consistently and impartially.

Please note that these are our current rental criteria and nothing in these requirements shall constitute a guarantee or representation by our community that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that have resided here prior to these requirements going into effect. Additionally, our ability to verify whether these requirements are met is limited to the information we receive from various resident reporting services**.**

All applicants, guarantors, and each adult occupant (over age 18) must complete a separate Rental Application. Married couples may submit a single application. A valid government issued photo ID is required for all applicants and occupants 18 years of age and older. Lease holder(s) must be 18 years of age or older, anyone 18 years or older must be listed as a Lease Holder(s) (except those protected by familial status).

A. OCCUPANCY GUIDELINES - ***All applicants and occupants must be listed on the lease agreement.***

All applications are further subject to municipal occupancy restrictions which cannot exceed City or County occupancy maximums. The maximum number of occupants per apartment varies from municipality and depends on the square footage and number of bedrooms in the prospective unit. An occupancy limit of two (2) persons per bedroom residing in a dwelling unit shall be presumed reasonable. Any additional individuals and residing in the unit for more than 14 days are considered to be occupants of the unit and must be screened through One-Site and listed on the lease. The two (2) person limitations shall not apply to a child or children born to the tenants during the course of the lease. In the event the number of occupants exceeds the maximum number for that floor plan due to the birth, adoption, custody or guardianship change of a minor child, residents will be permitted to stay in the existing apartment home through the end of their lease term or 90 days. At the end of the lease (or above time period, if the lease would expire before that time, residents must transfer to an appropriate (larger) floor plan subject to availability of the alternate floor plan and residents compliance with the existing lease agreement, or vacate the apartment subject to the terms and conditions of the lease agreement and supporting addenda. **OCCUPANT(S) ONLY** - All persons 18 years of age and older who are listed as an occupant because of the familial status will have a criminal search processed at their expense paid with an application cost. Occupant(s) only with a failed criminal search recommendation will not be allowed to occupy the apartment.

B. INCOME - Monthly combined gross [before taxes] income for a single individual, roommates or married couple must equal three (3) times the monthly rent. Verification can include: last three (3) consecutive pay stubs, third party written verification from income sources (via fax, mail or email), phone verification by an employer, last 3 bank statements, statements from an accountant, tax returns, etc. Retired or unemployed applicants must provide other sources of verifiable regular monthly income. (For example: investments, trust funds, child support, alimony, proof of assets, etc.) that covers three (3) times the monthly rent or the rent for the entire amount of the lease term (i.e., a savings account).

C. EMPLOYMENT - When applying, it is the obligation of the applicant(s) to provide a third party verification of employment, within three days of submission of the application(s). The following are acceptable forms of proof: three (3) most current paycheck stubs, a job offer letter stating the start date and salary on company letterhead, or last three banks statements showing direct deposit from employer. If self-employed, the previous year's tax return or W-2. Applicant(s) should have a minimum of six (6) months continuous employment. The Reserve At Fountainview may require a Guarantor for applicant(s) or recent graduates with less than six (6) months of employment. Students must provide documentation of full-time student status (12 credit hours per semester). If income cannot be verified, a Guarantor will be required.

D. RENTAL HISTORY - Applicant must have a minimum of twelve (12) months satisfactory rental history or proof of home ownership. Satisfactory history is defined as: no more than two (2) late payments in a 12 month period of time, no more than one (1) returned check, gave adequate notice to vacate, and have no outstanding financial obligations to any landlords. The previous landlord must state that they would be willing to re-rent to the applicant(s). The Reserve At Fountainview may require a Guarantor for first time renters or full time students. Reference information from family members or friends will not be considered.

E. CREDIT HISTORY - The first step in the application process is a credit report which will be processed on each applicant. The credit report will be part of a scoring model. Approval will be based on the indicators of future rent payment performance. A positive credit score must be obtained for the approval process to continue. Applicant(s) credit history must not have any open collection accounts totaling over $1,000.00, open collection utility accounts, bankruptcies, and or judgments within the last year, and they must have established at least one full year of good credit history since the date of any previous bankruptcy, or judgments. The Reserve At Fountainview may require a Guarantor for applicant(s) with no credit history. All applicants must provide a valid Social Security Number or a valid TTIN number.

F. CRIMINAL RECORD – All applicants and occupants (18 years or older) will be subject to a criminal background check. If failed, they will not be allowed to occupy the apartment. All felony convictions and/or charges, including but not limited to the following crimes: sex offender, violence, fraud, weapons, organized crime, drug related, sex related, animal related, computer/telecommunication related, public justice related, public order related, gambling, victimless related crimes, crimes that are not provided. Certain misdemeanors such as property related, violence, drug related and unclassified crimes that are not provided related to any of the aforementioned crimes are considered a denial.

G. CANCELLATION OF APPLICATION - Applicant(s) understands that if they choose not to rent this unit within 72 hours (3) three calendar days) of the date hereof from submission of the application, then they forfeit the administration costs and application cost for the unit. Refunds shall be made in accordance with the requirements of the law. Applicant(s) also understands that no cash or personal checks will be accepted prior to or at the time of move-in.

H. FALSE INFORMATION - Any falsification of information on the application will automatically disqualify the applicant(s). The administration costs and application costs for the unit will be retained. Lessor may obtain additional consumer reports on the applicant(s) in the future to update or review their account.

I. APPLICATION APPROVAL PROCESS - The approval process will begin when The Reserve At Fountainview has received completed applications from all applicants and occupants. The approval process will result in one of three outcomes: accepted, conditional acceptance, or denied. Additional information and/or deposits may be required if a conditional acceptance is deemed appropriate.

J. CONDITIONAL APPROVAL - When a Real Page, Inc. application recommendation is returned as "Pass with Conditions", the household will be required to pay an additional security deposit along with the current standard deposit required. The amount of the additional deposit will be for double the current amount of the standard deposit, **or** the applicant(s) must provide a Guarantor, **or** both an additional security deposit and Guarantor may be required. A Guarantor may be required if the Leasing Desk score is in the conditional approval range or for anyone who has a lack of income due to being a full time student or rental history requirements have not been or are partially met. Guarantors or additional security deposit will not be accepted as a substitute for negative rental or if the Leasing Desk score recommendation is returned with a "Fail. All adverse action requirements will be combined when reviewing multiple applications. The administration holding cost will be refunded if the result of the application is "Pass with Conditions" and the application is not accepted or if the result is "Fail", and only if any of the following items in section **O.** did not apply

K. GUARANTOR – Guarantor's must show verification to substantiate income equal to or greater than four (4) times the effective rent using the type of documentation listed in Sections B and C above. Note: In the event a Guarantor is required, he/she must complete an Application; pay an application cost of forty five dollars. They must provide a valid government issued photo ID and be processed through Real Page, Inc. as a Guarantor. They must sign the Guarantor Agreement at the time of move in. Guarantor must complete and sign a lease agreement if approved, but will not have access to the apartment. They must sign the Guarantor Agreement in person or furnish the Guarantor Agreement notarized prior to or upon move-in. Guarantor's may be accepted for applicants with a recommendation of "Pass with Conditions" only due to first time renters or full time students. The Guarantor's will be held fully responsible for the Lease Agreement if the occupying resident(s) default. Guarantors will not be accepted as a substitute for negative rental or if the Leasing Desk score recommendation is returned with a "Fail".

L. ANIMALS - The resident must sign a pet addendum if the property accepts a pet. This requires the pet owner to adhere to the property's regulations; *including, but not limited to*, any applicable pet weight limits, non-refundable initial pet costs, and agreement to monthly pet rent payments. Breed and weight restrictions may apply. Vet certification to verify breed and shot records may be required.

M. RENTERS INSURANCE – Renter's insurance is required as a condition of residency. Resident must provide us a copy prior to or upon move in. **We require** that a resident carries $100,000.00 in personal liability coverage. **The Reserve At Fountainview should be listed as additional insured on the insurance certificate.**

N. RESIDENT TRANSFER ON-SITE - All current residents transferring on-site must complete a new rental application and show verification to substantiate income equal to or greater than three (3) times the monthly rent for a single person. Husband/wife and roommates will be three (3) times the monthly rent. They must show this using the documentation stated above in section B & C. An on-site transfer cost of $_250.00__and a new administration holding cost of $200.00 will be due in order to reserve the new selected unit. In addition pay a $_175.00_ deposit due on the new selected unit and may be refunded any deposit from the apartment vacated and provided the apartment is returned cleaned and in good condition. The resident(s) must give proper notice according to the current lease and sign a transfer addendum.

O. DECLINED APPLICATIONS - If any of the following apply, the application will be declined and will automatically disqualify the application. All deposits and application monies will be retained. The following are reasons for decline: unable to provide a valid government issued photo ID, falsification of the application, anyone with an unpaid rental collection debt, anyone having an unsatisfied monetary judgment currently pending against them, any non-U.S. citizen who does not provide the required USCIS documents, bankruptcy filing that has not been dismissed or discharged, and criminal record (see section F). Lessor may obtain additional consumer reports on the applicant(s) in the future to update or review their account.

APPLICATION: To reserve an apartment home, certified funds for the administration costs must be given to management upon reservation of apartment. An online option is also available for application and payment of administration costs. Vacant units can be taken off the market and held up to two (2) weeks from the application date. The non-refundable administration holding cost of $200.00 is required to be paid at the time the application is made, and the application cost of $45.00 for a single individual and $55.00 for married couple. Upon execution of a lease, the administration holding cost will be applied towards the move in costs. When the application is approved by management the security deposit will be due on or before move in.

This company and this community does not discriminate on the basis of race, color, religion, sex, national origin, handicap, familial status, sexual orientation, gender identity/expression or ancestry. I have read and understand the Rental Application Criteria.

_____		_____	
Applicant	Date	Applicant	Date
_____		_____	
Applicant	Date	Applicant	Date

The Reserve At Fountainvew

Rental & Employment Release Form

The individual named below has made application for residency with our company. We would appreciate it if you would provide the following information checked below. You may fax the required information to the number listed above.
Thank you for your cooperation in this matter. If you have any question, please do not hesitate to contact us.

Information Requested On:

Resident fill out this box only.

Name: _____ D.O.B.: _____
SS#_____
Current Address:_____
Previous Address:_____

Authorized Signature: I, the undersigned, hereby acknowledge and agree to the inquiry.
X_____
Signature Date

PLEASE EMAIL BACK TO leasing.reserve@terrawestapt.com

Section 1) Landlord Reference

YOUR RESPONSE IS CONFIDENTIAL

Community:_____Phone: _____Fax:_____

Address for Verification:
_____
_____

Residency:
From _____ To _____

1. Monthly Rent: _____
2. Late in Rental Payments? ( )Yes ( ) No
   If so, how many?_____
3. Any Non-sufficient Checks? ( )Yes ( )No
   If so, how many?_____
4. Would you renew? ( )Yes ( )No
5. Does applicant have any pets? ( )Yes ( )No
6. Were all lease terms fulfilled and has proper notice been given? ( ) Yes ( ) No
7. Any problems or concerns?
   _____
   _____
   _____
8. Balance Due $_____

Information provided by:_____
Name Position Phone Number

Section 2) Employment Verification

Phone: _____Fax:_____

Employer:_____
Manager:_____
Position _____
Salary/Earnings Gross$_____

Length of Employment:
From _____To _____
Paid how many times a month? _____
Anticipated Layoff within 90 day? ( )Yes ( ) No

Information provided by:_____
Name Position Phone Number

TERRA WEST, LLC

PAYMENT AUTHORIZATION FORM

I (we), _____ authorize Terra West, LLC to initiate a single debit entry to my (our) account, and to debit or credit the same such account. If this item is returned unpaid, I authorize an additional returned item fee of the maximum amount allowed by the state to be charged to this account.

Amount: $_____

Card Type: VISA_____ Master Card_____ Discover_____

Name on Card: _____

Credit Card Billing Address: _____

City/State/Zip: _____

Expiration Date: _____ CCV: _____

Phone Number:_____

(Please provide a contact number for our leasing office to call and get your credit card/debit card number.)

Signature: _____ Date: _____

Signature: _____ Date: _____