

Application Criteria for Prospective Residents

Equal Housing: Altman Management Company conducts business in accordance with the Fair Housing Act. We do not discriminate on the basis of race, color, religion, national origin, sex, familial status, marital status, ancestry, sexual orientation, lawful sources of income, disability or handicap, or any other basis protected by applicable state or local fair housing laws.

Applicants: Each applicant that is 18 years of age or older must complete an application and if the application is approved, sign the lease as a leaseholder. Applications are to be completed in full; applications containing false, misleading, or incorrect information will be denied.

Occupancy Limitations: No more than two individuals per bedroom may occupy an apartment unit.

Qualification Guidelines: All Applicants must provide a valid drivers license, Military ID, passport or Government issued photo ID. Applicants must provide the following applicable documents:

- Proof of Social Security Number.
- Proof of legal alien status (Valid Permanent Resident Card or Visa) and federally issued ID number. Immigration status must be valid to meet or exceed the lease end date.

Income/Employment: Each Applicant must provide Proof of Income consisting of four (4) most recent pay stubs (two (2) if bi-weekly paid) or signed Letter of Intent from new employer on company letterhead, or other proof of income, all which may be checked and verified. If self-employed, submit last TWO personal tax returns or notarized statement from applicant's CPA. Full time students must submit a copy of enrollment verification to accredited school/college/university. Co-signers are accepted for full time students and must score 80 or above with no confirmed eviction filings AND must individually satisfy the income requirement of 4 times the rent – income cannot be combined with student's. Properties may elect to accept Co-signers for applicants whose Decision Point score causes the applicant to be rejected and there are no confirmed eviction filings or criminal record. Cosigner must score 80 or above with no confirmed eviction filings AND must individually satisfy the income requirement of 4 times the rent – income cannot be combined with applicant(s).

Background Check and Credit Authorization: It is the Company's policy to perform one or more reference checks including, but not limited to, a Credit Report from a consumer credit reporting agency and, if warranted, a Criminal History report and/or a Landlord and Employment History report.

Criminal History: Have you ever been arrested or convicted of a crime: [] Yes [] No

Note: For a "Yes" answer, please provide additional information regarding EACH and EVERY incident, including the date, location and nature of the crime, on a separate sheet of paper. Any applicant either 1.) Having been charged in the past with a crime, or 2.) Charged with the commission of a crime during the screening process, whether the case is pending, or whether the final verdict has been rendered (guilty or not guilty) may be denied. As part of the application process, applicants will be required to sign this form, which authorizes investigation of, and releases such information. Refusal to sign this form or to cooperate fully with the Company's investigation will constitute ineligibility for housing. The company will make every effort to keep any information obtained from such investigators strictly confidential. The Company will implement this policy in a non-discriminatory manner. The Company reserves the right to change or modify this policy at any time for any reason.

Your Application for rental may be denied based on the following:

- False, misleading or incorrect information on application
- Poor rental or mortgage payment history
- Lack of sufficient income
- Poor Credit
- Criminal Record

Cancellation or Denied Applications: Administrative fees are non-refundable. If the applicant is not approved, the holding fee will be refunded. In the event the applicant withdraws their application, the holding fee will be forfeited. If cancellation occurs after approval, any and all holding fees will be forfeited. If application is denied either individually or group, any and all applicants must wait a period of 30 days to reapply.

By signing below, I verify that I have read & understand the criteria from which my application will be processed.

Applicant Signature: _____

Date: _____

Leasing Consultant: _____

Date: _____

APPLICATION FOR RESIDENCY

DATE & TIME RECEIVED: _____

COMMUNITY #: _____ MOVE-IN DATE: _____
COMMUNITY: _____ APT #: _____
ADDRESS: _____ APT. TYPE: _____
PHONE: _____ TERM: _____ MARKET RENT: \$ _____
MGMT. AGENT: _____ PET FEE: \$ _____ CONCESSION \$ _____
SECURITY DEPOSIT: \$ _____ CHARGED RENT \$ _____

PERSONAL INFORMATION / HISTORY

LAST NAME: _____ FIRST NAME: _____ MIDDLE: _____
HOME PHONE #: _____ WORK # _____ EXT: _____ CELL: _____
E-MAIL ADDRESS: _____
SOCIAL SECURITY #: _____ US CITIZEN: Yes No IF NO - VISA #: _____
BIRTHDATE: _____ MARITAL STATUS _____ SEX: _____
PRESENT ADDRESS: _____ APT#: _____ CITY: _____ STATE: _____ ZIP: _____
COUNTY: _____ LENGTH OF OCCUPANCY: _____
RESIDENCE IS: APARTMENT COMMUNITY PRIVATE RENTAL HOME OWNER LIVE WITH FAMILY
LANDLORD OR MORTGAGE HOLDER: _____ PHONE #: _____
PREVIOUS ADDRESS: _____ APT#: _____ CITY: _____ STATE: _____ ZIP: _____ COUNTY: _____
HAVE YOU EVER BEEN FILED ON FOR EVICTION? _____ IF YES, WHEN? _____ WHERE? _____

EMPLOYMENT HISTORY

EMPLOYER: _____ ADDRESS: _____ CITY _____ STATE _____ ZIP _____
START DATE: ____/____/____ LENGTH OF EMPLOYMENT: _____ JOB TITLE: _____ MONTHLY GROSS INCOME \$ _____
CONTACT PERSON: _____ PHONE: _____ EXT#: _____
CHECK HERE IF STUDENT: _____ NAME OF SCHOOL/UNIVERSITY: _____
ADDITIONAL SOURCES OF INCOME: _____ MONTHLY AMOUNT \$ _____

OTHER RESIDENTS

LIST BELOW ALL PERSONS OTHER THAN LEASEHOLDER(S) WHO WILL BE LIVING IN THE APARTMENT

FULL NAME	SOC. SEC. #	BIRTHDATE	SEX	RELATIONSHIP TO APPLICANT

OTHER INFORMATION

Driver's License Number: _____

Do you own a car? Yes No Year: _____ Make: _____ Model: _____ Color: _____

License Plate #: _____ State: _____

Who should we contact in case of an emergency? (Someone who will not be living with you)

Name: _____ Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Cell #: _____ Relationship: _____

Do you have any animal(s) you wish to have in your home? Yes No

If yes, what kind of pet? _____ How many? _____

(Note: Management reserves the right to disallow ANY pet from the property)

Have you ever filed for Bankruptcy? NO YES

Chapter 7 - Date Discharged: _____ Chapter 13 - Confirmation Hearing Date: _____

APPLICANT STATEMENT

I, the undersigned applicant make application to rent on the date listed on the reverse side and declare that all the information and representation contained in and with this application is, to the best of my knowledge and belief, true and correct. I also understand that in the event of acceptance of this application, if I fail to take possession of the apartments after the application is approved; all holding fees made in connection with this application will be forfeited to the Owner as compensation for the processing of the application and the loss of rental for the unit. I consent to any and all inquiries made by the Owner or its Agent if necessary to obtain references and to verify the information in this Application for Residency and agree upon request to provide documentary evidence of income of all proposed occupants including federal income tax information. I authorize Owner or its Agent to order and review one or more consumer reports relating to me (including, but not limited to, credit history, rental history (including with other properties owned by property owners affiliated with Landlord), and criminal history). I further authorize Owner or its Agent to order, review or investigate consumer reports relating to me and to continue to obtain, review or investigate consumer reports relating to me both during the duration of any lease or agreement I may enter into as a result of this application and at any time thereafter, including for the purposes of collection of amounts I may owe under any lease or other agreement. I further authorize and direct all employers, financial institutions, banks, creditors, residential managers/landlords to release any and all information relating to me to Owner or its Agent. In addition, I understand and authorize Owner or its Agent to obtain and use consumer report information relating to me (including, but not limited to, a credit score) for the purpose of conducting research into statistical credit models and evaluating the performance of various scoring models and sources of consumer reporting information, including, but not limited to, criminal conviction and skip tracing/eviction databases. I understand that if this application is approved, all information provided herein will become a part of the lease.

A NON-REFUNDABLE FEE OF \$35.00 (PER APPLICANT) IS DUE AT TIME OF APPLICATION

Applicant Signature _____ Date _____ Received By: _____ Date _____

Approved by: _____ Date: _____

\$ _____ total required deposit(s)

\$ _____ total required non-refundable fee(s)

Approved with Conditions by: _____ Date: _____

\$ _____ total required deposit(s)

Declined by: _____ Date: _____

Reason: _____