

Qualifying Criteria



It is a Residence Management Inc. policy to actively pursue and offer equal housing for all applicants regardless of race, color, religion, sex, national origin, familial status, disability or any other federal, state and local laws regarding fair housing.

AGE REQUIREMENTS

1. Lease Holders must be at least 18 years of age. All Lease Holders and Occupants age 18 years or older are required to submit an application for approval.

INCOME

- 1. Applicants must provide evidence that monthly income will be equal to or greater than three (3) times the market rent. Income used must be from a two to three (2-3) month duration. Length of employment and salary must be verified. An acceptance letter will suffice if applicant is starting a new job.
- 2. Copy of prior two (2) years tax returns for self-employed applicants will need to be submitted.
- 3. A Guarantor or additional deposit equal to one month's rent may be required if the income requirements are not met. If a Guarantor is required, the monthly rental amount must be equal to or greater than (5) times the market rent.
- 4. Retired applicants must provide previous 3-month bank statements indicating their monthly direct deposit OR, provide documentation indicating monthly income, i.e. government letter of social security, disability, or retirement income.

PAST HOUSING RECORDS

- 1. Applicants must have a satisfactory two-year rental history or mortgage payment history. History will be verified. If there have been any late payments on the mortgage/rental, an additional refundable deposit equal to one or two month's rent may be required.
- 2. First time apartment dwellers may be approved by the property manager with an additional refundable deposit equal to one or two month's rent
- 3. If applicant owes money to another apartment complex and/or landlord the application, under most circumstances, will be denied.

 However, if certified proof of payment and/or payment plan is received from past apartment complex/landlord, prior to submission of application, then applicant may be approved with an additional refundable deposit equal to one or two month's rent. No evictions within the past seven years will be acceptable.

CREDIT CRITERIA

- 1. Applicants with established credit:
 - a. Activity on at least two (2) installment or revolving accounts must be verified for at least six (6) months.
 - b. There can be no more than one installment or revolving account that has a negative rating. Any additional negative rated accounts can be considered with an additional refundable deposit. In this event, the additional deposit will be equal to one or two month's rent.
- 2. Applicants without established credit that meet the income criteria, past housing criteria, and employment criteria may be approved by the property manager with an additional refundable deposit equal to one or two month's rent.
- 3. There can be no outstanding judgments or repossessions within a two (2) year period prior to the application. Judgments and/or credit ratings for medical expenses are exempt from credit criteria.
- 4. If the applicant has filed bankruptcy within a two (2) year period prior to the application and meets all other requirements, the application may be approved with an additional refundable deposit equal to one or two month's rent and by providing proof of discharge documents. In addition, some form of credit must be reestablished to meet conditions set forth in item #1under Credit Criteria.

CRIMINAL HISTORY RECORD

- 1. A criminal background history will be verified.
- 2. A felony or a misdemeanor involving drug use or negotiating a worthless instrument or other similar misdemeanor records may cause your application to be rejected.
- 3. Any other charges may require official documentation, provided by the applicant, in regards to the offense.

RENTER'S INSURANCE Recommended, not required.

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

RENTAL APPLICATION FOR RESIDENTS & OCCUPANTS





ABOUT YOU Phone: ()_____ Full Name: Former Last Names (Maiden and Married): ____ Email: ____ Date of Birth: Social Security No.: Driver's License Number: _____State:_____ Marital Status: __ Single __ Married __ Divorced __ Widowed __ Separated Are You a U.S. Citizen: Yes No Name(s) of Co-Applicant(s): Names of Children/Dependents/Other Occupants:_____ Does anyone in this household need the features of an accessible unit? Yes No Do you or any above listed occupant smoke? Yes No Name, address, telephone number and relationship of emergency contact for management to contact in the event of an emergency: ABOUT YOUR SPOUSE Full Name: Phone: (_____) Former Last Names (Maiden and Married): Email: Date of Birth: Social Security No.:_____ Drivers License Number and State: No Are You a U.S. Citizen: Yes Name, address, telephone number and relationship of emergency contact for management to contact in the event of an emergency: RESIDENTIAL HISTORY FOR THE PAST 2 YEARS Current Address: City/State/Zip: Length at Current Address: From / to / Reason for Moving:_____ Landlord's Name & Phone: Rent amount: \$ Prior Address: (if within 2 years): City/State/Zip: Length at Prior Address: From ____/___ to ____/ Reason for Moving:_____ Rent amount: \$ Landlord's Name & Phone: _____

YOUR EMPLOYMENT IN	FORMATION F	OR THE PAST 2 YEARS			
Name of Current Employer:					
Address:					
Phone:()		How long employed? From	//	to/	/
Position:		Full Time or Part Time?	Avg. # I-	łrs/Wk	
Salary/Income: \$	per	Supervisor's Name:			AAA.AA
Name of Previous Employer	(if within 2 years):				
Address:					
Phone :()		How long employed?_From	//	to/	_/_
Position:		Full Time or Part Time?	Avg. #	Hrs/Wk	
Salary/Income: \$	per	Supervisor's Name:			_
SPOUSE'S EMPLOYMENT	ΓINFORMATIO	N FOR THE PAST 2 YEARS			
Name of Current Employer:					
Address:					
Phone:()			/ /	to /	/
Position:					
Salary/Income: \$					
Name of Previous Employer	(if within 3 years):				
Address:					
Phone :()			/	to/	/
Position:			Avg. # l	Hrs/Wk	
Salary/Income: \$					
PETS / ANIMALS	***************************************				
Name:Type:_	Breed:	Color:	_Weight:	Age:	
Name:Type:_	Breed:	Color:	Weight:	Age:	
VEHICLES					
Vehicle #1 – Year:	_ Make:	Model:	Color:		
Tag Number:		State:			
Vehicle #2 – Year:	_ Make:	Model:	Color:	VB 5711	
Tag Number:		State:			
Vehicle #3 – Year:	_ Make:	Model:	Color:		
Tag Number:					
PREFERENCES:					
Expected Move-in Date:					

Size/Type/Style	e of Unit Preferred:			
Desired Price R	.ange:			
ADDITIONAL	INCOME / PRIOR HISTORY	7		
source. Verifica	•	required. You DO) NOT ha	se list amount of such income and the ave to reveal alimony, child support or olication.
Amount: \$	S	ource:		
Amount: \$	S			
Comments:				
FINANCIAL /	CRIMINAL HISTORY			
Please answer t	he following questions (any un	answered questio	ns shall b	e considered a "yes"):
Have you ever:	Filed for bankruptcy?	No		Yes
	Been evicted?	No		Yes
	Refused to pay rent when due	e? No		Yes
If you answered	I "yes" to any of the above, ple	ase explain:		
	Arrested for any felony offen	No se or crime of any No	nature?	
	Convicted of, or plead guilty			ny or misdemeanor offense or crime?
	, 1 5 ,	No		
	Convicted of, or plead guilty			
		No		Yes
	Convicted of, or plead guilty	or "no contest" to	any crim	e involving illegal drugs?
		No		Yes
	Convicted of, or plead guilty or the threat of violence?	or "no contest" to	any crim	e involving violence
		No		
or offense. Also records, probat	o, please provide any documen	ntation you have a use note we man	egarding y need to	e location, date, and nature of the crime the incident(s) (i.e. arrest report, court discuss more facts before making a

APPLICANT UNDERSTANDS AND AGREES TO THE FOLLO Applicant(s) understands that there is a NON-REFUNDABL applicant that must be paid to the Landlord at the time this Renta	E \$ 100.00 Application Fee for every
If Applicant is self-employed, he/she agrees to furnish to the La. Applicant's federal tax returns for the past (2) two years as claimed income must be supported by verifiable documentation. will not be credited for approval purposes.	income verification. Applicant agrees that all
Applicant understands that he/she cannot take possession of an aby all parties, the rent is paid for the first full rental period, any a received, and a credit, rental history, employment history, and capproved by the Landlord. Applicant further fully understands but Applicant fails to (a) execute a rental agreement or (b) submission, that Applicant will forfeit any and all deposits liquidated damages to Landlord for holding an apartment and/or	dditional deposits are paid, proof of utilities are riminal background check is/are completed and that if this application for tenancy is approved rescinds the application after 72 hours of up to the sum equal to one month's rent as
By signing below, Applicant hereby authorizes the Landlord information contained herein, to [1] verify Applicant's resident Applicant's employment history and related information, [3] verany), [4] obtain a copy of Applicant's consumer credit report, are of which must be acceptable to Landlord. Applicant hereby authorization relevant to the foregoing authorization to release and Applicant hereby releases the Landlord and any person or be from any claims, damages, or/or consequences resulting from the written request or upon a denial of Applicant's Rental Application all information obtained by the Landlord pursuant to the foregoing negative payment history, bankruptcy, eviction, or other negative an additional security deposit as determined by management and	tial history and related information, [2] verify ify Applicant's additional sources of income (if ad [5] perform a criminal background check, all horizes all persons and/or business entities with the to the Landlord all such relevant information, business entity providing information hereunder the release of such information. Applicant, upon on, will be provided the source and substance of the gauthorization. If your credit history reflects the payment history, you may be required to pay
I/we, the undersigned Applicant(s), warrant that the informate Application are both accurate and complete and that I/we had relevant information. I/we understand that any defect in the formation or, in the event a lease has been executed be said lease. I/we further warrant and represent that I/we Application and the additional provided admission guidelines.	ave neither misrepresented nor excluded any regoing warranty is grounds for denial of this tween Applicant and the Landlord, termination
Signature of Applicant	Date
Signature of Applicant	Date
Signature of Representative	Date



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RENTAL VERIFICATION

Fax #	Attn:	
As part of the application process, writ	has applied for resident verification of reside	esidency with the Village at Southern Oaks. Intial history must be obtained.
Applicant's Signatur	·e	Date
Resided at the following address:	$s_{\ell_{\infty}}$	
Dates of rental: from	to	Monthly rental amount: \$
# Late: # NSF's :	# Occupants:	# Pet(s):
Lease Fulfilled: Yes No		
Does this applicant owe any outstanding	ig balances?	
Was the applicant asked to move out by	y management?	
Was the applicant given any lease violat	tion notices in writing? _	
If so, please indicate the kind of lease v	iolations :	
Condition of apartment upon vacating:		
If lease was not fulfilled please explain		
Any notices, disturbances, or other com		
Has this applicant ever given you, your If yes please explain:	staff, or other residents	a difficult time? Yes No
If qualified, would you re-rent to this in	dividual? Yes No	,
Authorized Signature	Title	Date

Please return by fax to Village at Southern Oaks at 850-941-4250. Thank you in advance for your prompt attention to this matter.