



STATEMENT OF RENTAL POLICY

Thank you for choosing an apartment home managed by HomeCorp Management. In order for someone to establish residency within our community, we require that each applicant meet certain criteria. Before you apply to rent an apartment, please take a moment to review and sign our rental policy.

1.) Occupancy Guidelines:

- One Bedroom - 2 Occupants Maximum
- Two Bedroom - 4 Occupants Maximum
- Three Bedroom - 6 Occupants Maximum

2.) **Employment and Income Requirements:** Applicant must have a verifiable monthly gross income of at least 3.5 times the amount of the rental rate. Verification of income must include recent paycheck stubs and/or W2 forms. Self-employed or retired applicants must provide a financial statement from a CPA or previous year's tax statement. Active duty military personnel must provide a copy of his/her LES and orders. Co-signors may be accepted only if income requirements are not sufficient. Co-signers must have a verifiable monthly gross income of at least 5 times the amount of the rental rate.

3.) **Rental History:** Applicant must provide current verifiable rental history. An application will not be approved if there is any outstanding balance to an apartment community or mortgage company. All applicants must have an acceptable rental history with no prior evictions and history of default in lease obligations or community policies. Should you have a balance or if you failed to fulfill a lease contract with another apartment community, a written statement from the rental, management, or mortgage company will need to be provided stating the balance has been paid.

4.) **Credit Report:** Credit will be judged on a scoring system by RealPage, Inc. The scoring scale is subject to change at any time. In the event the credit scoring is not acceptable for full approval, the application may be conditionally approved with additional deposit and/or documentation.

5.) **Criminal History:** An application will not be approved if he or she has been convicted of criminal offenses involving, but not limited to, homicide, rape, robbery, assault, drug trafficking, and/or distribution of any illegal substance. This requirement does not constitute a guarantee or representation that residents or occupants residing within our community have not been convicted of a felony.

6.) **Security Deposit:** A security deposit in the amount of \$250.00 and or \$250 holding fee will be required to hold an apartment for up to 30 days. The security deposit or holding fee shall be refunded upon denial of application. If applicant cancels the application by written notice within 72 hours, a full refund of security deposit or holding fee will be processed within 30 days of cancellation. If a cancellation occurs after 72 hours, or if applicant refuses to occupy the premises on the agreed upon date, the security deposit or holding fee will be forfeited. Additionally, a \$50.00 non-refundable application fee, per applicant, is required to complete the rental application. The deposit must be paid in a separate check or money order from the application fee.

7.) **Pet Fee:** Only two (2) pets per apartment are allowed. There is a \$300.00 (for pets up to 40 lbs) and \$500.00 (for pets over 40 lbs) non-refundable fee to be paid upon any housing of a pet. Breed restrictions apply. The pet fee is due on the move-in date.

8.) **General Applicant Requirement:** All applicants must be at least 19 years of age to fill out an application and sign the lease agreement. (18 if married)

9.) **Equal Housing Opportunity:** Title viii, section 804 of the Civil Rights Act of 1968 states that it is unlawful to discriminate against any person making application for rental housing, with regard to race, religion, color, sex, national origin, familial status or handicapped status.

I have read and understand the rental policies listed above:

Applicant Signature

Date

Co-Applicant Signature

Date

Manager/Leasing Consultant

Date





RENTAL APPLICATION

APPLICANT- Personal Information:

Applicant: _____
 Current Address: _____

 Phone _____ Work _____
 Cell _____ Email _____
 SSN # _____ Date of Birth _____
 Driver's License # _____
 State Issued _____

Rental History: (check if you own your home)

Current Landlord: _____
 Manager/Contact: _____
 Phone Number: _____ Fax # _____
 Move in Date: _____ Rent Amount \$ _____

Previous Rental History:

Current Landlord: _____
 Manager/Contact: _____
 Phone Number: _____ Fax # _____
 Move in Date: _____ Rent Amount \$ _____

Employment Information:

Current Employer: _____
 Address: _____
 Supervisor: _____ Phone # _____
 Employment Date: _____ Salary: _____

Any Additional Income:

Source: _____

Vehicle Information:

Make _____ Model _____
 Year _____ Color _____
 License Plate Number _____

SPOUSE (if applicable)-Personal Information:

Co-Applicant: _____
 Current Address: _____

 Phone _____ Work _____
 Cell _____ Email _____
 SSN # _____ Date of Birth _____
 Driver's License # _____
 State Issued _____

Rental History: (check if you own your home)

Current Landlord: _____
 Manager/Contact: _____
 Phone Number: _____ Fax # _____
 Move in Date: _____ Rent Amount \$ _____

Previous Rental History:

Current Landlord: _____
 Manager/Contact: _____
 Phone Number: _____ Fax # _____
 Move in Date: _____ Rent Amount \$ _____

Employment Information:

Current Employer: _____
 Address: _____
 Supervisor: _____ Phone # _____
 Employment Date: _____ Salary: _____

Any Additional Income:

Source: _____

Vehicle Information:

Make _____ Model _____
 Year _____ Color _____
 License Plate Number _____





RENTAL APPLICATION

Other Persons who will occupy Apartment:

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

Name	Phone Numbers	Relationship
Emergency Contact #1: _____	_____	_____
Emergency Contact #2: _____	_____	_____

Key Release: In the event of serious illness, death, or other circumstances that would make you unavailable, the emergency contact can remove your property from your unit or the common areas. Applicant Initials: _____

Pets: Type: _____ Breed: _____ Weight: _____ Name: _____ Rabies # _____
 Type: _____ Breed: _____ Weight: _____ Name: _____ Rabies # _____

SECURITY DEPOSITS: Applicant has herewith deposited as a security deposit or hold fee the sum of \$ _____, the receipt of which is hereby acknowledged. The Security Deposit or hold fee shall be refunded upon denial of this application. I understand I may cancel this application by written notice within 72 hours and receive a full refund of this security deposit or hold fee within 30 days of the cancellation. If I cancel after 72 hours or refuse to occupy the premises on the agreed upon date, I understand the security deposit or hold fee will be forfeited to Management.

PET POLICY: Applicant must pay an additional sum of \$300 per pet(up to 40 lbs) or \$500 per pet(over 40 lbs) prior to occupying premises, and upon execution of a pet agreement. This amount is strictly a Pet Fee and is **NONREFUNDABLE**. NO EXCEPTIONS. LIMIT OF 2 PETS. Certain restrictions may apply.

EQUAL HOUSING OPPORTUNITY: Title viii, section 804 of the Civil Rights Act of 1968 states that it is unlawful to discriminate against any person making application for rental housing, with regard to race, religion, color, sex, national origin, familial status or handicapped status.

APPLICATION FEE: An Application fee of \$50 per applicant is required to process this application **Non-refundable** Fee. The application fee and security deposit is due with application in order to process. No application fee will be accepted without security deposit and application paperwork. Security deposit and application fee(s) must be paid in separate checks or money orders.

I LEARNED OF THESE APARTMENTS FROM: _____

DO YOU HAVE A MOTORCYCLE: _____ BOAT/TRAILER: _____ WATERBED: _____

DESIRED MOVE IN DATE: _____ DESIRED LEASE TERM: _____

APPLICANT: _____ SPOUSE: _____ DATE: _____

COMMUNITY AGENT: _____ APARTMENT SIZE: _____

By signing above, I hereby authorize permission to obtain credit history, criminal history, and rental history for all applicants included on this application.





Rental Verification Form

I/We hereby authorize the release of any and all rental history information regarding residency at the location specified below:

Date: _____
Community Name: _____
Residents Name: _____
Apartment Number: _____
Resident Signature: _____

To be completed by the person verifying residency:

Dates of Residency: _____
Rental Amount: _____
Number of Late Rental Payments: _____
Number of Dispossession Warrants: _____
Any Noise Complaints: _____
Has Notice Been Given: _____
Would you lease to applicant again: _____

Preparer's Name (Please Print) _____ Date _____

Preparer's Signature _____ Job Title _____

We would like to thank you in advance for your assistance. Upon completion, please fax back to: _____