

APPLICATION & OFFER TO RENT/LEASE REAL PROPERTY

This section to be filled out by leasing agent only:

Community: **Alta Sienna Place**

Leasing Agent: _____ Today's Date: _____

Apartment #	Move-in Date	Security Deposit	Rental Rate	Move-in Special
		\$	\$	

Type of Pet	Pet Name	Pet Weight	Pet Deposit	Pet Rent	Utilities Paid by Resident
			\$	\$	Electric, Cable, Phone, Water, Sewer, Trash, CAM Fees

Instructions to Applicant:

Please use black or blue ink. Each applicant must show satisfactory identification and one month's worth of pay-stubs at the time this application is submitted for processing.

APPLICANT'S PERSONAL DATA: Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

Full Name	Social Security Number	Drivers License Number	State	Birth Date

All other names by which you have been known: _____

SPOUSE'S PERSONAL DATA: Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

Full Name	Social Security Number	Drivers License Number	State	Birth Date

All other names by which you have been known: _____

MINORS TO OCCUPY THE PREMISES:

Full Name	Relationship	Age	Birth Date

APPLICANTS EMPLOYMENT OR INCOME HISTORY: (List ALL employers for the past 2 years. Start with present.)

Company Name or Source of Income	Address Please include city & zip	Phone Number	Position	Dates	Gross Monthly Income

RESIDENCE HISTORY: (List ALL residences for the past 2 years. Start with present.)

Street Address and Apartment #	City	State	Zip	Dates	Rent	Landlord Name & Phone #
					\$	
					\$	
					\$	
					\$	



PERSONAL REFERENCES: (Cannot be related or living in the same household)

Full Name	Relationship	Address	Phone Number

NEAREST RELATIVE: (Not living with you)

Full Name	Relationship	Address	Phone Number

IN CASE OF EMERGENCY NOTIFY:

Full Name	Relationship	Address / Email	Phone Number

VEHICLES:

Make	Model	Year	License Number	Insurance Company

PET(S) INFORMTION:

Breed	Name	Weight	Age	Color	Comments

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Y N

Has any civil judgment been entered against you for the collection of a debt in the past 10 years?		
Do you have or intend to have water filled furniture in the apartment home?		
Do you have or intend to have any pets in the apartment home?		
Have you filed for bankruptcy in the past 10 years?		
Have you been evicted or refused to pay rent for any reason?		
Have you ever possessed, sold, or used illicit drugs or narcotics in or about your residence?		
Have you or any person anticipated to occupy the premises ever been convicted of any criminal offense (misdemeanor or felony)?		
Have you or any person anticipated to occupy the premises ever been part of a plea agreement relating to any criminal activity?		
Have you or any person anticipated to occupy the premises ever been arrested, accused, detained, convicted, or otherwise involved in any sex related crime?		
Do you or any person anticipated to occupy the premises have any outstanding warrants?		
Are you or any person anticipated to occupy the premises now or have ever been listed on any sex offender list?		
Do you or any person anticipated to occupy the premises have any pending case or action relating to any type of criminal offense?		
Have you or any person anticipated to occupy the premises ever been arrested, or have any criminal record not previously disclosed above?		
If you answered "yes" to any of the above questions, please explain:		

HOW DID YOU HEAR OF OUR COMMUNITY? _____
HOW LONG DO YOU EXPECT TO STAY? _____

KEEPING OF PET REQUIRES CONSENT OF MANAGEMENT, PAYMENT OF APPLICABLE FEES/DEPOSITS, AND EXECUTION OF PET ADDENDUM. HANDICAP ASSISTANCE ANIMALS USED FOR DISABILITIES ARE NOT CONSIDERED PETS.

The Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988, prohibits discrimination in the rental of housing based on race, color, religion, sex, handicap, familial status or national origin. The Federal Agency, which administers compliance with this law, is the U.S. Department of Housing and Urban Development.

This is to inform you that as part of our procedure for processing your application, an Investigative Consumer Report may be prepared whereby information obtained through personal interviews with your landlord, employer, or others with whom you are acquainted. This inquiry includes information as to your character, general reputation, personal characteristics, mode of living and credit report. You have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation (Fair Credit Reporting Act). I/We hereby agree, in the event of the approval of this application, to execute a lease in accordance with the terms set forth in this rental application and my/our rental liability shall commence on _____, 201__ pursuant to the terms of the lease. That if I/We fail to sign the lease and/or pay agreed rental, Security deposit, utility fees, or other required charges as shown in this rental application the \$_____ holding fees accompanying this application shall be retained by landlord as liquidated damages and I/We agree to this amount being retained by landlord as a reasonable estimate of actual damages to landlord if I/We fail to perform as stated above after approval. **I/We understand that the holding fees accompanying this application are non-refundable after three (3) days. Owner has 60 days to return refundable security deposit of \$200 to address listed on application in a check form upon application being cancelled within 72 hours or application declined.** Owner and/or agent for the owner reserves the right to reject this application and to refuse possession of the above mentioned accommodation. I/We have read the foregoing; certify that the information herein is TRUE and CORRECT, that this application is submitted for the purpose of inducing approval of this application in my/our behalf. Any "yes" or "no" question unanswered shall be considered a "yes".

BY SIGNING THIS APPLICATION, YOU DECLARE THAT ALL OF YOUR RESPONSES ARE TRUE AND COMPLETE AND AUTHORIZE AGENT OF LESSOR TO VERIFY THIS INFORMATION, REFERENCES, AND CREDIT RECORDS AND PERFORM A CRIMINAL BACKGROUND CHECK. ANY FALSE STATEMENT ON THIS APPLICATION CAN LEAD TO REJECTION OF YOUR APPLICATION OR IMMEDIATE TERMINATION OF YOUR LEASE.

Date

Applicant's Signature

Applicant's Name PRINTED



Resident Selection Criteria

Welcome to **Alta Sienna Place**. Before you take the time to rent an apartment, please review our rental criteria. A separate rental application must be processed on all prospective residents 18 years of age or older and an application fee paid for each applicant. A valid form of legal identification is required to view this community and at application and move-in. All prospective residents will be qualified on the following criteria:

Equal Housing

This community does not discriminate on the basis of race, color, religion, national origin, sex, handicap/disability and familial status.

Occupancy Guidelines

Applicants must be at least 18 years of age. Our community occupancy allows two plus one per bedroom.

One-bedroom Apartments	Up to 3 occupants
Two-bedroom Apartments	Up to 5 occupants
Three-bedroom Apartments	Up to 7 occupants

Additional adult household members (over the age of 18) must qualify as a new resident and be placed on the lease. If the addition of an adult resident exceeds the Occupancy Guidelines, then the residents must immediately transfer to a larger apartment (subject to availability of alternate floor plan types and resident's compliance with existing lease agreement), paying the current rental rate, or vacate the apartment subject to the terms and conditions of the lease agreement and supporting addenda. If the addition of a minor (18 years or younger) to the household exceeds the Occupancy Guidelines, then the residents may remain in the existing apartment until the end of the current lease term. At the end of the lease term they may transfer to a larger apartment, paying the current rental rate, or move from the property if a larger apartment is not available.

Identification

All visitors must present a valid drivers license or other photo identification in order to view this community.

Application for Residency

An *Application for Residency* must be completed and maintained for each applicant 18 years or older who will be living in the apartment and contributing to the payment of rent.

Qualifying Standards

Rental History: Up to 24 months of rental history may be verified on present and previous residence. A positive record of prompt monthly payment, sufficient notice, with no damages is expected. For applicants who are homeowners, permission must be granted to verify payment history with the bank or lending institution.

Credit History: An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community. An unsatisfactory report is one, which reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies. If the applicant is rejected for poor credit history the applicant may contact the credit-reporting agency that provided the credit report. An applicant rejected for the unsatisfactory credit is encouraged to obtain a copy of the credit report from the agency, correct any erroneous information that may be on the report, and resubmit the application to this community.

Income: Applicants must have a gross income source that can be verified; income requirements vary per property; check with the community you choose (typical income requirements range from **2.5** times the monthly rent of the apartment being rented). Acceptable income verification is required which include applicant(s) last 2 (two) pay stubs, employment verification, their most recent W-2, or proof of assets equal to 1 (one) year's rent. Self-employed applicants may be required to supply the most recent tax return or certified verification from their accountant or bank.

Pet Limitations: Please confirm pet policy, limitations, deposits, fees and pet rent with the specific community you choose to apply with. No weight limit. A non-refundable pet fee of \$150 (1 pet) or \$250 (2 pets), refundable pet deposit of \$150 (1 pet) or \$250 (2 pets) and monthly pet rent of \$25 will be charged per pet. All residents with pets are required to have a pet agreement on file and must submit a veterinarian statement (no more than 12 months old) establishing the general health of the pet and the status of all required shots. A photograph of the pet will be made part of the lease agreement. No exotic animals allowed. Service animals for special needs are accepted with third party medical care-giver authorization. Dogs of a class with known vicious or aggressive propensity shall not be permitted. Examples of these breeds (but not exclusive): Pit Bulls (Bull Terriers or American Staffordshire Terriers), Rottweilers, Doberman Pinschers, Chow Chows, Sher Pei, Akitas, Presa Canario, Dalmatian and Wolf Hybrid, full blood or mixed at any percentage are PROHIBITED from residing at this community.

This community does business in accordance with Federal Fair Housing Law
(Fair Housing Amendment Act 1988)



Resident Selection Criteria

Evaluation

The community evaluates the above information with an analyzation method provided through an independent 3rd party contractor (The Screening Pros) that weighs the indicators of future rent payment performance. For further explanation of this type of method, please refer to the "Clarifier Report".

Conditional Approval

An Additional Deposit equal to up to one month's market rent or will be required if the credit recommendation is returned with "conditional approval" or criteria for any one of Income, Employment or Rental History have not been met, or have only been partially met. All adverse action requirements will be combined when reviewing multiple applications.

Co-Signers

In the event a co-signer is required, he/she must complete an Application of Residency and meet all of the Resident Selection Criteria. A co-signer will be fully responsible for the Lease Agreement if the occupying resident(s) default.

Criminal History

Criminal backgrounds on all leaseholders and occupants over the age of 18 will be checked. It is the policy of this community to obtain information on past criminal activities of prospective residents. Such criminal information may include arrests, convictions and pending criminal actions. This community shall not deny applicants solely on the basis of arrests or pending criminal actions. Those may be included with other factors that may as an aggregate be determined to warrant denial. This community shall not allow persons who are on any sex offender list. Likewise, persons with criminal convictions which relate to the manufacture or distribution of controlled substances shall be denied. Persons whose convictions relate to possession of controlled substances *may* be accepted if they provide evidence of completion of a treatment program. Persons who have convictions involving violence, gang activity, arson, and injury to persons will be required to provide additional information to establish that they do not pose a risk to the property or the other residents. In evaluating prior criminal history, this community will consider the type of crime, severity of the crime, and the length of time since conviction and release. Terms and conditions of parole and probation may also be considered. Denied applicants may petition for reconsideration by providing information regarding mitigating circumstances and other information that may assist the community in a review of the applicant's criminal history.

Corporate Leases

An application can be submitted in the name of a company as long as the business entity has a valid Federal Tax ID number that is verifiable by the Secretary of State in the state in which the community is located. A credit report will be accessed to determine the company's ability to make timely payments of rent. The company must provide a minimum of three (3) trade references that will be verified. A larger application fee or additional deposit may be required. All occupants over the age of 18 must submit an application and criminal background must be processed and approved prior to occupancy. The above criminal history guidelines will apply.

Automatic Denial of Application

An applicant will be automatically denied if they have been evicted by a landlord in the past 24 months or have a collection or debt owing to previous landlord. Falsification of any information on the rental application will result in an automatic denial of application.

Please note: These are our rental criteria. There may be residents or occupants that have resided at this community prior to these requirements going into effect. Additionally, our ability to verify whether these requirements have been met is limited to the information made available to us by the various reporting services used.

I HAVE READ AND UNDERSTAND THE RENTAL POLICIES OF THIS THIS COMMUNITY.

Signature: _____

Date: _____

Signature: _____

Date: _____

Co Signer: _____

Date: _____

Owner's Representative: _____

Date: _____ 07/21/16

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