

RESIDENT SELECTION CRITERIA

1. All Adult applicants 18 or older must submit a fully completed, dated and signed residency application and fee. Applicant must provide proof of identity. A Non refundable application fee will be required for all adult applicants. Applicant may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee or an additional security or damage deposit.
2. Applicants must have a combined gross income of at least three times the monthly rent. We reserve the right to require a co signer. A minimum of two years residential rental history is required.
3. Credit history and or Civil Court Records must not contain, judgments, eviction filing, collections, liens or bankruptcy within the past 5 years.
4. Self employed applicants may be required to produce upon request 2 years of tax returns or 1099s and non employed individuals must provide verifiable proof of income.
5. All sources of other income must be verifiable if needed to qualify for a rental unit.
6. Criminal records must contain no convictions for misdemeanors for crimes involving violence, assault or battery, drugs, firearms; felonies within the past seven years and no sexual offenses ever. In the event a record comes back "adjudication withheld", "nolle prosequere", or "adjudication deferred", further documentation may be required and applicant may be denied on this basis.
7. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.
8. No pets (with the exception of medically necessary pets for the benefit of the occupant(s)) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to landlord and/or an additional pet deposit or additional security deposit. Fees and deposits are waived for medically necessary pets. No Pit Bull or Pit Bull Breeds are allowed. No aggressive breeds allowed.
9. Mandatory minimum fees for cleaning, carpet cleaning, re-keying etc may be charged as per the lease. Resident(s) shall still be liable for amounts for damages, cleaning, re keying etc that exceed this non-refundable property preparation fee or minimum fees.
10. Applicants will be required to pay a security deposit at the time of lease execution in a minimum amount of one months rent. We reserve the right to require a higher security deposit and or additional prepaid rent.
11. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.
12. We may require a holding or good faith deposit to be collected to hold a property off the market. In the event the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit.
13. Any exceptions to our company's criteria will need to be submitted in writing to the rental agent for presentation to the broker for consideration. If approval is then given for such exceptions, additional security, cosigners, and/or additional advance rent payments may be required.
14. Our company policy is to report all non compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau and/or a collection agency and if the amount is disputed, it shall be reported as disputed in accordance with law.

RESIDENTIAL RENTAL APPLICATION

Property Address: _____

Move In Date: _____
Lease Term: _____
Community _____
Unit#: _____ Rent Amt: \$ _____
<input type="checkbox"/> New Applicant <input type="checkbox"/> Add on Lease
<input type="checkbox"/> Co - Signer for _____

INSTRUCTIONS: FILL OUT COMPLETELY AND LEGIBLY IN BLUE INK! EACH ADULT OCCUPANT MUST COMPLETE SEPARATE FORMS. APPLICATIONS WHICH ARE NOT COMPLETED FULLY OR SIGNED WILL NOT BE PROCESSED. IDENTIFICATION WILL BE REQUIRED BY MEANS OF PHOTO ID TO CONFIRM IDENTITY AND PROOF OF VALID SOCIAL SECURITY NO BY DRIVERS LICENSE, STATE ID, OR SS CARD.

The undersigned hereby makes an application to rent lot # _____ located at : _____
 _____ . Anticipated move date of _____ at a month rent of
 \$ _____ and security deposit of _____ .

APPLICANT INFORMATION			
Applicant's Name (full legal name)		<input type="checkbox"/> SR <input type="checkbox"/> JR <input type="checkbox"/> II <input type="checkbox"/> III	
<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widow <input type="checkbox"/> Separated	Maiden Name:	Cell No.	
Social Security #	-- --	Pager No	
Driver's License #		Date of Birth	
	State Issued Expiration Date		
Have you ever been convicted of a crime (minor traffic not included)? If yes, give details:			

EMPLOYMENT HISTORY			
Current Employer	<input type="checkbox"/> Self Employed	Phone	
Address			
Nature of Business			
Position		Start Date	
Pay Rate	\$ Per HOUR WEEK MONTH	Hours Wkly	
Supervisor		Direct Phn	
↓ PLEASE CHECK ONE: <input type="checkbox"/> Second Employer <input type="checkbox"/> Previous Employer (If Current Less Than Three Years) ↓			
Second Employer	<input type="checkbox"/> Self Employed	Phone	
Address			
Nature of Business			
Position		Start Date	End Date
Pay Rate	\$ Per HOUR WEEK MONTH	Hours Wkly	
Supervisor		Direct Phn	

RESIDENTIAL HISTORY			
Current Address		Your Ph #	
City	ST	ZIP	
Landlord / Mtg Co	<input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Live w/Family		
Landlord Phone	Alternate Phone		
Date Moved In	Current Rent Amount		
Lease Expires	Have you Given Notice?		
Reason for Move			
Prev Address			
City	ST	ZIP	
Landlord / Mtg Co	<input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Live w/Family		

Landlord Phone		Alternate Phone	
Date Moved In		Date Moved Out	Rent Amount
Reason for Move			
Have you ever been evicted or refused to pay rent when due?: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, explain:			

ADDITIONAL OCCUPANT(S) (Separate applications required for all adults)		
Number of persons to occupy apartment:		
Name	Relationship	Date of Birth

FINANCIAL INFORMATION			
	Bank name	Branch / phone	Account No
Checking			
Savings			
ADDITIONAL INCOME (List alimony, child support, separate maintenance, or other monetary assistance. Please provide documentation or contact information for verification purposes)			
Have you ever filed bankruptcy?		When/where?	

OTHER INFORMATION						
	Make	Model	Year	Color	License plate #	State
Vehicle #1						
Vehicle #2						
Any pets: <input type="checkbox"/> Yes <input type="checkbox"/> No Describe Type/Age:						
Do you have or intend to maintain renters insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Do you have a waterbed? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have an aquarium? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Do you or other occupants smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Do you own furniture and furnishings to be moved into this apt? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If No, who does?						

REFERENCES		
Name	Relationship	Phone Number
In Case of Emergency:	Relationship:	Phone:

Subject to the owner's approval, the undersigned hereby makes application to lease the apartment described above for the term and at the rental herein set forth. As an inducement to the owner to approve this application the undersigned warrants that all of the representations set forth in this application and agreement are true. I agree that the landlord may terminate any agreement entered into reliantly or any misstatements made above.

AUTHORIZATION	
I, the under-signed certify that the information given is accurate. I give my authorization to the above named Landlord and Back Track Screening to verify any and all information above, including but not limited to my credit history through the national credit bureaus and/or my creditors, verify my criminal background, obtain references from current/past landlords and employers (including income verification), bank and personal references. I hold Back Track Screening, their owners, employees, their client, and my current / past landlords and employers harmless for any information shown on my report and any action taken based on that information. I understand that this report will be sent directly to the Landlord named above and that we cannot receive a copy of this report directly from the above Landlord. I understand that I am entitled to a free copy of this report from the furnisher if I am denied residency based upon information contained in this report.	
Print Name: _____	
Signature: _____	Date _____

Credit Check Criminal Check Employment Verification Rental History Verification Eviction Check

ALL PERSONS WILL BE TREATED FAIRLY AND EQUALLY WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, FAMILIAL STATUS, DISABILITY, NATIONAL ORIGIN, OR SOURCE OF INCOME.

