

APPLICATION FOR RESIDENCY

Desired Unit - Number (_____) or Bedrooms (____) Baths (____)

(THANK YOU FOR UNDERSTANDING THAT WE DO NOT ACCEPT CASH)

Storage Unit desired Yes Additional monthly fee No

DATE _____ CURRENT PHONE _____

APPLICANTS NAME _____ DATE OF BIRTH _____ SS # _____
First Middle Last/Maiden

DRIVER'S LICENSE NO. _____

SPOUSES'S NAME _____ DATE OF BIRTH _____ SS # _____
First Middle Last/Maiden

DRIVER'S LICENSE NO. _____

OTHER OCCUPANTS:

_____ Name	_____ D.O.B/SS#	_____ Relationship	_____ Name	_____ D.O.B/SS#	_____ Relationship
_____ Name	_____ D.O.B/SS#	_____ Relationship	_____ Name	_____ D.O.B/SS#	_____ Relationship

Emergency Contact

EMERGENCY CONTACT NAME _____ RELATIONSHIP _____

ADDRESS _____ PHONE NO. _____

Resident History

PRESENT ADDRESS _____
Street Apt# City State Zip

DATES: FROM-TO _____ MONTHLY PAYMENT _____ PRESENT HOME PHONE NO. _____

PRESENT LANDLORD/RESIDENT MGR/MORTGAGE CO. _____ PHONE _____ RENT/OWN(Circle)

REASON FOR MOVING _____ MOVING FROM: APT./CONDO/HOME/TOWNHOUSE/OTHER (Circle)

PREVIOUS ADDRESS _____
Street Apt# City State Zip

DATES: FROM-TO _____ MONTHLY PAYMENT _____

PREVIOUS LANDLORD/RESIDENT MGR/MORTGAGE CO. _____ PHONE _____ RENT/OWN (Circle)

DATES FROM _____ TO _____ MONTHLY PAYMENT _____ RENT/OWN (Circle)

REASON FOR LEASING HERE _____

HAVE YOU EVER BEEN EVICTED FROM ANY LEASED PREMISES? _____ IF YES, EXPLAIN _____

Employment

PRESENT EMPLOYER _____ POSITION _____

BUSINESS ADDRESS _____ BUSINESS PHONE NO. _____
Street Apt# City State Zip

SUPERVISOR _____ EMPLOYED SINCE _____

PREVIOUS EMPLOYER _____ POSITION _____

BUSINESS ADDRESS _____ BUSINESS PHONE NO. _____
Street Apt# City State Zip

SUPERVISOR _____ DATES OF EMPLOYMENT _____

SPOUSE'S EMPLOYER _____ POSITION _____

BUSINESS ADDRESS _____ BUSINESS PHONE NO. _____
Street Apt# City State Zip

SUPERVISOR _____ DATES OF EMPLOYMENT _____

Vehicle

YEAR & MAKE _____ COLOR _____ LICENSE NO & STATE _____ REGISTERED TO _____

YEAR & MAKE _____ COLOR _____ LICENSE NO & STATE _____ REGISTERED TO _____

ADDITIONAL VEHICLES _____
 (GIVE DESCRIPTION AND TAG NUMBERS OF ANY BOAT, MOTORCYCLE, CAMPER,VAN, ETC, YOU MAY OWN)

Pets

DO YOU OWN PETS? _____ IF SO, HOW MANY? _____ BREED _____ WEIGHT _____ AGE _____

Initial: _____

Bank

CHECKING ACCOUNT NO. _____ BANK NAME & BRANCH _____ PHONE NO. _____

SAVINGS ACCOUNT NO. _____ BANK NAME & BRANCH _____ PHONE NO. _____

Income

TOTAL ANTICIPATED INCOME FROM DATE OF MOVE-IN THROUGH THE NEXT 12 MONTHS

ANNUAL SALARY (INCLUDING FEES, TIPS, COMMISSION AND BONUSES) _____

ANNUAL SALARY (SPOUSE) _____

ADDITIONAL ANNUAL INCOME (CHILD SUPPORT, PARENTAL SUPPORT, ECT.) _____

SOURCE _____

TOTAL AMOUNT OF ASSETS(STOCKS, BONDS, SAVINGS,CHECKING ACCOUNT, EQUITY IN REAL PROPERTY, CAPITAL INVESTMENTS, ECT.)

\$ _____

INCOME FROM ASSETS _____

APPLICATION FEE

Applicant has submitted the sum \$ _____ which is a non-refundable payment for a credit check and processing charge of the application. Such sum is not a rental payment or security deposit. This amount will be retained by management to cover the cost of processing application as furnished by the applicant; any false information will continue grounds for rejection of application.

DEPOSIT

The undersigned applicant and / or co-signer represents that all of the above statements are true and correct and hereby authorizes verification of the above information. If such information proves to be false or misleading, Owner shall have the right to deny this application. The undersigned applicant and / or co-signer hereby consents to allow, _____ itself or through its designated agents or employers, to obtain a consumer report and criminal record and to obtain and verify credit and employment information the purpose of determining whether to lease an apartment to me. The undersigned applicant or co-signer agrees and understands that Owner and its agents and employees may obtain additional consumer reports and criminal record in the future to update or review my account. Upon my request, Owner will tell me whether consumer reports or criminal records were requested and the names and addresses of any consumer reporting agency that provided such reports. The undersigned applicant and / or co-signer understands that the application fee is non-refundable.

I hereby deposit the following with management as a good faith deposit in connection with this application for residency:

	Required Amount	Amount Paid	Date Paid	Amount Paid	Date paid
Non Refundable Application Fee	\$ _____	\$ _____		\$ _____	
Security Deposit	\$ _____	\$ _____		\$ _____	
Non Refundable Redecoration Fee	\$ _____	\$ _____		\$ _____	
Non refundable Pet fee	\$ _____	\$ _____		\$ _____	
Total	\$ _____	\$ _____		\$ _____	

If my application is accepted, I understand the security deposit will become my refundable security deposit upon meeting the terms of this lease and the community rules and regulations. If, for any reason management decides to decline my application, then management will refund this good faith deposit and the non refundable fees, excluding the application fee, to me in full. If this application is approved, and I fail to occupy the premises on the agreed upon date, except for delay caused by construction or the holding over of a prior resident, I understand that management will assess damages against the deposit for the amount of rental lost of any expenses incurred due to my cancellation. As these costs are difficult to ascertain I agree to forfeit the refundable portion of the security deposit (premises only) as liquidated expenses incurred due to my cancellation. As these costs are difficult to ascertain I agree to forfeit the refundable portion of the security deposit (premises only) as liquidated damages for the apartment I agreed to occupy.

It is the policy of this property to reject applicants for any of the following criminal related reasons that have occurred within the (10) years prior to application date and up to occupancy date regardless of whether or not jail time was served or adjudication was withheld:

(a) felony conviction; (b) misdemeanor conviction involving crimes against persons or property; (c) any drug related conviction; (d) any prostitution related conviction; (e) any sex related conviction; (f) any terrorist related conviction; (g)any cruelty to animals conviction; (h) any of the above related charges resulting in "adjudication withheld" probation or sentencing; and (i) active status on probation or parole resulting from any of the above; (j) any registered sex offender.

Manager and Owner have no duty and are not promising to verify the accuracy of the information provided in response to this application. Furthermore, the Management and Owner have no duty and do not promise to run a criminal background check on every person that applies for occupancy. The ability of Manager and Owner to conduct a criminal background check does not constitute any guarantee that all residents have no prior criminal record or background. The applicant(s) who sign below state(s) that the information provided is true and correct, and authorizes Manager or Owner to verify this information in this application. The Manager and/or Owner may terminate any lease entered into if the Applicant has made any misleading, incorrect, or untrue statements in this application.

Have you or any member of your household been convicted of any of the above listed crimes? YES _____ NO _____

Applicant's Signature

Spouse's Signature

THE LEASE AGREEMENT WILL NOT BECOME EFFECTIVE UNTIL THIS APPLICATION IS APPROVED BY MANAGEMENT.

Title VII OF THE CIVIL RIGHTS ACT of 1966 and subsequent amendments makes discrimination based on race, color, religion sex, familial status, or national origin illegal in connection with the rental of most housing. The Federal agency which administers compliance with this law concerning this company; Department of Housing and Urban Development.

EQUAL CREDIT OPPORTUNITY ACT; the Federal Equal Credit Opportunity act prohibits creditors from discriminating against credit applicants on the basis of sex or marital status. The Federal agency which administers compliance with this law concerning; Equal Credit Opportunity, federal Trade Commission, Washington, D.C. 20580.

LANDLORD APPLICATION VERIFICATION WORKSHEET

RESIDENCE HISTORY

Name of Landlord	Payment History	Rent Amount	Length of Occupancy	Any Complaints	Notice Given?	Deposit Refunded?	Condition	Person Giving Information	By

EMPLOYMENT CHECK

Employer	Date Started	Date Ended	Salary	Satisfaction	Reason for Leaving	Title	Person Giving Information	By

SPOUSE'S EMPLOYMENT

CREDIT BUREAU INFORMATION ATTACH CREDIT REPORT TO APPLICATION

APPROVED	DISAPPROVED
NAME OF APPLICANT CONTACTED _____	NAME OF APPLICANT CONTACTED _____
DATE APPLICANT CONTACTED _____	DATE APPLICANT CONTACTED _____
PERSON WHO CONTACTED APPLICANT _____	PERSON WHO CONTACTED APPLICANT _____
COMMENTS OR CHANGES _____ _____ _____	WHAT WAS THE BASIS FOR REFUSAL? <input type="checkbox"/> UNFAVORABLE CRIMINAL HISTORY <input type="checkbox"/> UNFAVORABLE CREDIT REPORT <input type="checkbox"/> WAS THE APPLICANT GIVEN THE NAME AND ADDRESS OF THE REPORTING AGENCY? _____ YES _____ NO <input type="checkbox"/> UNFAVORABLE REPORT FROM PREVIOUS LANDLORD <input type="checkbox"/> UNFAVORABLE EMPLOYMENT REFERENCES <input type="checkbox"/> INCORRECT INFORMATION SUBMITTED IN APPLICATION <input type="checkbox"/> APPLICATION DENIAL LETTER SENT <input type="checkbox"/> OTHER(SPECIFY) _____
MANAGER'S SIGNATURE _____	MANAGER'S SIGNATURE _____
DATE SIGNED _____	DATE SIGNED _____

APT. NO. _____	APT. TYPE _____
MONTHLY RENT _____	MOVE-IN DATE _____
SOURCE _____	PRO-IN \$ _____
LEASE DATES _____	
CONCESSION AMT. _____	FROM _____ TO _____
LEASED BY _____	

RENTAL QUALIFYING STANDARDS

Tioga Town Center does business in accordance with the Fair Housing Act. We provide equal housing and service for all people regardless of race, color, religion, sex, national origin, handicap or familial status, or any other protected class as defined by state and local jurisdiction.

Identification: All visitors must present a valid driver’s license or government issued photo identification in order to view the community.

Occupancy Guideline: No more than two individuals per bedroom may occupy an apartment unit, plus one infant up to the age of 18 months at the time the lease is signed.

Qualification Guidelines: Each person over the age of 18 must fill out an application and is considered to be an applicant. Each applicant must complete an application in its entirety and all information provided must be true, accurate and complete, as well as verifiable. Income plus verified credit history will be entered into a credit scoring system, which determines both rental eligibility and security deposit level. Criminal history will be verified and must meet the standards outlined below in order to be eligible to rent. Each applicant’s criminal status will be individually evaluated; leaseholders’ income and credit will be combined.

Vehicles: There is one assigned parking space. Additional automobiles may be parked in non-retail areas of Tioga Town Center.

Pet Policy:

Maximum of 2 (two) pets per apartment, each not to exceed 30 (thirty) pounds. Prior to move in – a vet statement and photo are required stating name, weight, breed age and verifying vaccines are up to date. Breed restrictions (including but not limited to): Chow, Pit Bull, Mastiffs, Dobermans, Rottweillers, Akita, Hounds, German Shepherds and Siamese cats. Other animals allowed: Birds (cage indoors) and fish (30 gallon Tank).

Credit Worthiness: A credit report will be secured for all leaseholders to verify account credit ratings. The results will be entered into the credit scoring model, which determines applicant eligibility to rent and security deposit level. Unfavorable accounts which will negatively influence this score include, but are not limited to: collection, charge off, repossession and current delinquency.

Income/Employment: Gross annual income for all leaseholders is combined and considered jointly in the ability to pay the rental amount. Additional sources of income may be considered.

Criminal History: A criminal background check will be conducted for each applicant. The criminal search will be run for all addresses at which the applicant(s) has resided over the previous 24 months. The application will be rejected for any of the following criminal related reasons that have occurred within the ten (10) years prior to the application date:

- Felony conviction
- Any terrorist related conviction
- Any illegal drug related conviction
- Any prostitution related conviction
- Any sex related conviction
- Any cruelty to animals related conviction
- Misdemeanor conviction involving crime against persons or property
- Any of the above related charges resulting in “Adjudication Withheld” and/or Deferred Adjudication”
- Active Status on probation or parole resulting from any of the above

Apartment Availability: The listing of available apartments to rent is updated as each apartment becomes available. This may occur at varying times throughout the day and accordingly, available listings at start of business day may differ from the available listing at the end of the business day. An apartment becomes available to lease when Management posts the notice in the computer, which occur when one or all of the following occur:

- A written notice to vacate is received
- Keys to the apartment are received
- A vacancy has been validated

Reasons for not approving an application include, but are not limited to: recent bankruptcy, insufficient income, criminal record, household size exceeding limits, and falsification of the application information



Application will not be considered until the Application has been fully executed and returned, and all applicable Application Deposits and fees have been paid. I have read and understand the entire resident screening policy of this community.

APPLICANTS (S) SIGNATURES

_____ Date _____
 _____ Date _____
 _____ Date _____

OWNER REPRESENTATIVE

_____ Date _____