



**APPLICATION PROCESS**

We are working with our community to maintain quality in the neighborhood. We want to make sure that residents do not use rental property for illegal activity. Therefore, we have a very thorough screening process. If you meet the application standards and are accepted, you will have the peace of mind of knowing that other residents are being screened with equal care.

Please review the following list of criteria. If you feel you meet these standards, please apply.

NOTE: We provide equal and fair housing opportunities. We do not discriminate against race, color, national origin, religion, sex, family status or handicap. All applicants must be at least 18 years of age. Only those applicants that qualify will be eligible to sign and execute the lease agreement. **Only two vehicles (including motorcycles) per apartment will be allowed.**

**APPLICATION SCREENING CRITERIA**

**A complete application:** If a line is not filled in (or the omission unexplained), we will return the application to you for completion.

**A verifiable rental history:** It is your responsibility to provide necessary information that allows us to contact your past landlords. You must have a history of paying your rent on time, have given proper notice and must not owe any money to your landlord. If we are unable to verify your previous landlords and/or references, we reserve the right to deny your application.

**Income and resources:** Verifiable gross monthly income must be a minimum of 3 times the monthly rent. Each applicant must meet income requirements. Incomes other than spousal cannot be combined. Minimum of 6 months current job history. Verifiable income shall include income as confirmed by an employer, trust officer, of self-employed persons through two (2) years' prior tax returns or current pay stub.

**You will be denied if:**

Income requirements are not met:

Spring Cove Apts.: **1 bed:** \$1785.00 - \$1860.00 **2 bed:** \$2085.00 - \$2160.00 **3 bed:** \$2385.00 - \$2460.00 per month

Crystal Place Apts.: **Flat:** \$1800.00 - \$1845.00 **Townhome:** \$1845.00 - \$1890.00 per month

Trace Townhomes: \$2100.00 - \$2160.00 per month

The Links of Maple Ridge: **Golf Course View:** \$2385.00 **Sunroom:** \$2310.00 per month

Crystal Creek Apts: **2 bed:** \$1950.00 - \$2025.00 per month

You misrepresent any information on the application. In general, if misrepresentations are found after the rental agreement is signed, your rental agreement will be terminated. Your credit report reflects accounts that are not current. You are currently under a Bankruptcy. Your criminal background report or eviction report reflect any discrepancies. **All Applicants, Guarantors, and Occupants over the age of 18 will have to submit to a criminal background check.** Previous landlords report significant complaint levels of noncompliance activity including but not limited to:

- Repeated disturbance of the neighbor's peace.
- Reports of gambling, prostitution, drug dealing or drug manufacturing.
- Damage to property beyond normal wear.
- Reports of violence or threats to landlords or neighbors.
- Allowing persons not on the lease to reside at the residence.
- Failure to give proper notice when vacating the property.
- Failure to timely pay rent.

Previous landlords would be disinclined to rent to you again for reasons pertaining to the behavior of yourself, your pets, or others allowed on the property during your tenancy. If in the last five (5) years you have been convicted for any type of crime that would be considered a serious threat to rental property or neighbor.

**RENTAL AGREEMENT**

If you are accepted, you will be required to sign the Rental Agreement in which you will agree to abide by the policies of this rental property. A copy of this contract is available for your review. Please read the Rental Agreement carefully, as we take each and every part very seriously. It has been written to protect the rights of both our residents and the owners of the community.

We require all residents to acquire and maintain renters insurance during residency. The liability limit minimum must be Three Hundred Thousand Dollars (300,000.00) and the property must be listed as additional insured.

**The \$50.00 application fee is for processing your application and will not be refunded even if your application is denied.**

_____	_____
Resident	Date
_____	_____
Resident	Date



FORM VALID FOR GEORGIA APARTMENT ASSOCIATION MEMBERS ONLY

APPLICATION FOR OCCUPANCY

FOR MANAGEMENT USE ONLY:

DATE FORM PRINTED
APARTMENT NO.
APPLICANT:
MOVE-IN DATE REQUESTED:
APPLICATION SUBMITTED ON:

Property Phone #:

LEASING INFORMATION (TO BE COMPLETED BY MANAGEMENT)

NAME OF APT. COMMUNITY
APT. NO. or ADDRESS REQUESTED
LEASE TERM DESIRED: FROM TO DATE OF VISIT TO APTS. MOVE-IN DATE REQUESTED
APT. TYPE DESIRED BDRMS. BATHS FLOOR PLAN RENTAL RATE \$/MO. CONSULTANT
WHICH APT(S). DID APPLICANT VISIT?
\$50 per person APPLICATION FEE (for Credit Check) \$ NON-REFUNDABLE FEE (Describe)
\$ GOOD FAITH DEPOSIT(Applied to Security Deposit) \$ OTHER SECURITY DEPOSIT (Describe)
\$ PET SECURITY DEPOSIT \$ OTHER NON-REFUNDABLE FEE (Describe)

Note: Each Person Who Is An Applicant, Guarantor or Co-Signor Must Fully Complete a SEPARATE Application and Meet ALL Rental Qualification Requirements for Employment (Or Source of Income for Paying Rent), Rental History, Credit, and Criminal Background. A Valid Government Issued Photo ID is Required with this Application and at the Time of Move-In. Submitting this application gives Management permission to check Applicant's credit, rental, employment, and criminal history. This form may be used for approving occupancy of any single family home, mobile home, or other living space, and the word "apartment" includes any kind of landlord and tenant or occupancy agreement.

IN ORDER TO BE APPROVED FOR OCCUPANCY, ALL QUESTIONS MUST BE FULLY AND COMPLETELY ANSWERED.

1. PERSONAL INFORMATION

Applicant's Name
Last Name First Middle Jr/Sr/III Birthdate Mo. Day Year
Social Security OR Individual Tax ID No. Driver's License No. State Expiration Date
Telephone #: Cell Phone #: Email:
Name of Any Co-Applicant, Co-Signor, or Guarantor What is the Legal Relationship to Co-Applicant, Co-Signor, or Guarantor to Applicant?
Are You Currently in the U.S. Armed Forces or Reserves?
Have You Ever Gone By Any Other Name?
City/State/Country in Which You Were Born
Father's Name/DOB: Mother's Maiden Name/DOB:
What is the Reason for Moving from your current residence?
How did you learn of this community?

2. OTHER OCCUPANTS AND PETS IN HOUSEHOLD

Persons and Pets who are not listed below are NOT authorized to live in the apartment. Unauthorized occupants and pets will be a lease violation.
State All Other Occupants' Names Ages Relationship Social Security or Individual Tax ID No.
Do you have pets or service animals? Has Pet Ever Bitten or Attacked Anyone?
Weight Of Pet (Approx.) Describe Breed, Age, Type & Size of All Pets or Service Animals

3. EMPLOYMENT HISTORY

1. APPLICANT'S CURRENT EMPLOYER: Company Name:
Address: City State Zip
Phone No. Supervisor's Name Monthly Income (Gross) \$
Job Description Employment Dates: From: To:
\*PROVIDE SOURCE OF INCOME TO PAY RENT IF YOU ARE NOT CURRENTLY EMPLOYED (SEE SECTION 9):
2. APPLICANT'S PREVIOUS EMPLOYER: Company Name:
Address: City State Zip
Phone No. Supervisor's Name Monthly Income (Gross) \$
Job Description Employment Dates: From: To:



4. RENTAL HISTORY

1. APPLICANT'S CURRENT RESIDENCE: Name of Owner and/or Apartment Community:
Current Address City State Zip
Monthly Rent Pmt. \$ From: To: Phone No.
2. APPLICANT'S PREVIOUS RESIDENCE: Name of Owner and/or Apartment Community:
Previous Address City State Zip
Monthly Rent Pmt. \$ From: To: Phone No.
Reason for Leaving:

5. AUTOMOBILE

Year Make (Ford, etc.) Model (Taurus, etc.) Color License Tag No. State County
Describe Any Other Vehicle, Boat, or Trailer You Are Requesting to Use or Store at the Apartment Community:

6. CONTACT PERSONS

1. Name of Family Member, Other Than Spouse Phone Relationship
Address City State Zip
2. Name of Person Other Than Family Member Phone Relationship
Address City State Zip

7. BANKING REFERENCE

Checking Acct. (Bank Name) Acct. No.
Savings Acct. (Bank Name) Acct. No.
Address of Branch Phone
Bank Loan Monthly Payment \$ Loan No.

8. CREDIT INFORMATION

Credit Card Acct. No. Balance \$ Credit Card Acct. No. Balance \$
Other Monthly Debt Balance \$ Car Loan With Balance \$

9. OTHER INCOME OR SOURCE OF SUPPORT

Alimony/Child Support \$ Name and Address of Payor
Public Assistance \$ Name of Assistance Program
Social Security \$ Description of Benefits
Retirement \$ Name or Source of Payment
Other \$ Describe Other Sources

10. MANDATORY SCREENING QUESTIONS

YOU MUST ANSWER EACH OF THESE QUESTIONS. IF YOU ANSWER "YES" TO QUESTIONS 1-7, YOU MUST PROVIDE ADDITIONAL DETAILS.
1. Have You or Any Person Who Will Be Occupying the Apt. Ever Been Evicted or a Defendant in an Eviction Action?
2. Is Any Apt. Community or Previous Landlord Trying to Collect Money from You or Any Person Who Will Be Occupying the Apt.?
3. Have You or Any Person Who Will Be Occupying the Apt. Ever Filed, Been Discharged From, or Currently Under a Bankruptcy?
4. Have You or Any Person Who Will Be Occupying the Apt. Ever Been Convicted, Charged, Arrested, Indicted, Plead Guilty or No Contest, or Received Deferred Adjudication or Probation to (A) Any Felony? Or (B) Any Misdemeanor Involving a Sexual Offense, Stalking, Illegal Use or Possession of Weapons, Assault, Battery, Theft, Fraud, Bad Checks, Criminal Damage to Property, Trespass, Vandalism, Illegal Possession or Sale of Drugs?
5. Have You or Any Person Who Will Be Occupying the Apt. Ever Been Asked to Move Because of an alleged lease violation of any kind?
6. Have You Ever Lived in This Apartment Community Before?
7. Are You Unemployed?
List below three names of reference from current employer:

I have fully and truthfully answered Questions 1-7 above. Applicant's Initials:
Provide Additional Information Here to Explain the Answers to Questions 1-7 above:

## 11. APPLICANT'S AGREEMENT AND UNDERSTANDING REGARDING SUBMISSION OF THIS APPLICATION

**False or Misleading Information.** The failure to fill out all sections of this form may result in the denial of your application. Providing false or misleading information could result in denial of your rental application or termination of your rental agreement. It is our policy to disapprove the application of any person who could represent a threat to the health, safety, and welfare of the other residents, occupants, visitors, and staff of the apartment community. Inappropriate or abusive conduct during the application process by the applicant or those desiring to rent an apartment will result in denial of the rental application.

**Equal Housing Opportunity Policy.** It is Management's policy to provide housing for all applicants without regard to race, color, religion, national origin, sex, familial status, or disability. Management and the owner of this apartment community are Equal Housing Opportunity providers. It is also Management's policy to provide or allow reasonable accommodations and modifications to our rental policies and apartment community to persons with demonstrated disabilities. If applicable, the applicant or resident must provide sufficient information about the need for any such accommodation or modification and allow Management sufficient time to review and approve the same. Because the property already meets all accessibility requirements, the cost of most modifications will be the responsibility of the applicant or resident. Applicant or resident agrees to provide or supplement information regarding any such requests for accommodations or modifications promptly in writing upon management's request.

**Good Faith Deposit.** Applicant understands and agrees that the Good Faith Deposit and other Deposits or Non-Refundable fees paid will be returned if applicant is not accepted as a resident. Applicant will have \_\_\_\_\_ hours after submitting this application to withdraw the application and receive a full refund of the Good Faith Deposit. The notice of withdrawal must be in writing. **The application fees, however, are non-refundable.** If Applicant does not withdraw the application within the time specified above and Applicant is approved for occupancy, the Applicant agrees to sign a rental agreement and take possession of an apartment. **If the Applicant does not withdraw the application by written notice within the time specified above and is approved for occupancy but fails or refuses to sign a rental agreement and take possession of the apartment on or before the anticipated move-in date (above), the Good Faith Deposit and other deposits or non-refundable fees shall be retained by Management as liquidated damages. If the number of hours to withdraw the application is not specified above, Applicant will only have 24 hours to withdraw the application and receive a refund of the good faith deposit and other deposits and non-refundable fees.** Applicant acknowledges that the Good Faith Deposit is not a security deposit; however, upon signing a rental agreement, the Good Faith Deposit will be applied toward any Security Deposit or Non-Refundable Fees specified in the Rental Agreement. In the event Applicant defaults under the terms of this Application, Applicant acknowledges that Management shall keep the Good Faith Deposit and other deposits and non-refundable fees as liquidated damages which are compensation for holding the apartment off the market. Applicant agrees that the amount of lost rent in holding the apartment off the market is unknown and that this provision is intended as a good faith estimate of Management's damages in the event of Applicant's default. The Good Faith Deposit does not constitute a security deposit.

**Rental Qualification Criteria.** Applicant understands and agrees that the rental application will be reviewed using business judgment, decisional criteria, a point scoring system, or a combination of those systems. In order to qualify for housing, the applicant must have good rental, credit, and criminal background histories. Applicant must demonstrate the financial ability to afford the apartment under Management's rental qualification criteria. A co-signor or guarantor is not a substitute for unacceptable rental, credit, or criminal background histories. Poor rental history because of disapproval of co-signor's, roommate's, or guarantor's application or because of a prior history of late payments, lease violations, failure to give proper notice, or damages exceeding normal wear and tear may result in denial of the applicant's rental application. However, the lack of a rental history may not necessarily result in a denial of the application. While co-applicants (either as spouses or roommates), co-signor's, and guarantors may be allowed in order to meet the rental qualifications, each of those persons must meet the rental qualification criteria applicable to his or her particular rental application circumstances. Applicant must demonstrate a certain earning level or source of income, savings or assets sufficient to insure the ability of the applicant to pay the monthly rent and living expenses, taking into account any revolving, recurring, or monthly debt from credit cards and loans. Self employed applicants may need to provide income tax returns and other business financial records (such as income and expense statements, asset statements, and personal net worth statements). Self employed persons and corporate renters may be required to pay an additional application fee to obtain Dunn and Bradstreet credit reports on themselves or their companies and submit income tax returns. Unemployed or retired applicants may need to provide additional financial documentation of ability to pay rent.

**Availability of Apartment Desired or Requested.** At the time of this Application, applicant has expressed interest in a particular floor plan or type of apartment and may have requested occupancy of a specific apartment which was shown and listed as the desired unit and occupancy date above. Management cannot guarantee that the particular unit desired will be available on the date requested by the applicant as there are many variables which could result in delay or unavailability of the apartment unit. Applicant agrees to take occupancy of a comparable apartment offered by Management that reasonably matches the applicant's desired floor plan and move-in date. Applicant understands that Management may not be able to provide the desired apartment, floor plan, or move-in date if applicant changes his or her planned or expected move-in date. Unavailability of the desired apartment on the desired date does not relieve applicant from his or her contractual obligations under this agreement.

**Applicant's Rental Decision.** Applicant has either asked about or review the Apartment Rental Agreement and Addenda he or she is expected to sign upon approval of this application. Applicant agrees that he or she has fully questioned Management regarding any important information about rental of an apartment at this community. Applicant is satisfied with the responses to his or her questions and is fully informed as to all information needed to make his or her decision to apply for an apartment. Applicant understands that not all apartments in the community have line of sight to receive satellite communications and that Management cannot guarantee high speed internet access. Applicant understands that there are limitations on the number of persons who may occupy an apartment unit, usually expressed as the HUD approved standard which allows Management to limit occupancy to no more than two persons per bedroom or sleeping space. Applicant understands and agrees that he or she must pay for all utilities and services supplied to the apartment, including, but not limited to, water and waste water; sanitation; pest control; electricity; natural gas; cable; phone and other telecommunication services. Applicant is aware that any rental concessions offered may be available only for limited times and that Applicant must comply with all conditions required to receive the concession without having to be responsible for reimbursing Management for the rental value of the concession. Such conditions include fully completing the expected term of the agreement without defaulting under the lease and without using any early termination provision. Applicant has had the opportunity to ask questions about the existence of crime in the apartment community and fully understands that Management and the Owner of the apartment community do not provide security or security devices which are intended to detect, deter, or report crimes committed. Applicant understands and agrees that there are limitations on the size, number, and type of motor vehicles or other transportation, boats, trailers, and equipment which may be used or stored on the apartment property. Only authorized motor vehicles may be used or parked on the property. In general no apartment may have more than two automobiles per apartment unit; however, applicant has specifically inquired about and understands the content of parking rules and regulations he or she will be expected to sign if approved for occupancy. Applicant fully understands that any false or misleading information provided to Management during the rental application process could lead to termination or eviction from the apartment community at a later date after taking occupancy once Management learns that the information provided was false, misleading, or inaccurate. The specification of a particular apartment as the one desired by applicant does not constitute a representation or promise by Management that the apartment specified will in fact be available on the desired date. Management may notify applicant either verbally or in writing once the application has been approved. After applicant has been approved or after Management has notified applicant that an apartment is ready for occupancy, applicant must promptly sign a lease and take occupancy of the apartment in order to avoid losing the good faith deposit and non-refundable fees.

**WARNING: YOU ONLY HAVE A LIMITED TIME TO CHANGE YOUR MIND IN WRITING ABOUT APPLYING FOR AN APARTMENT. YOU CAN LOSE YOUR GOOD FAITH DEPOSIT AND OTHER NON-REFUNDABLE FEES IF YOUR APPLICATION IS APPROVED AND YOU FAIL TO SIGN A LEASE OR TAKE OCCUPANCY OF THE APARTMENT.**

**APPLICANT CERTIFIES THAT HE OR SHE HAS FULLY AND TRUTHFULLY ANSWERED ALL QUESTIONS ASKED AND VERIFIED THE ACCURACY OF ALL INFORMATION PRESENTED AND AUTHORIZES VERIFICATION OF ALL INFORMATION PROVIDED.**

**Authorization for Management to Verify Rental Application and Obtain Credit Report.** The above information is complete and correct. I understand that Management will rely on the information provided in making a decision to accept, conditionally accept, or deny my rental application. Applicant authorizes Management and its agents to verify the information provided by obtaining my credit file, rental history, employment information, and criminal records and contacting my current and former employers and landlords. Applicant releases Management and any third parties who provide information to verify this application from all liability, claims, and lawsuits with regard to the information obtained, regardless of the source. Applicant agrees to indemnify and hold harmless Management, its agents, current or prior landlord, current or prior employer, and all other persons whomsoever who provide information, regardless of whether the information provided is negative.

**Authorization to Obtain Credit Report and Other Information in Connection with Collection of a Debt.** Applicant agrees that management or any collector retained by management is expressly authorized at any time to obtain a consumer report (credit report) on applicant and to obtain information on applicant's location and employment in connection with the collection of any amounts or damages claimed due from applicant as a resident under any rental agreement with management. Any employers, banks, landlords, businesses, consumer reporting agencies, or other third parties are entitled to rely on the undersigned's authorization and cooperate in providing the requested information to assist in collection of any debt owed by applicant as a resident under any rental agreement. Applicant authorizes any notices or demands for payment to be mailed to applicant in care of contact persons named in Section 6 above.

Application Completed by Applicant on: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Applicant's Full Name: \_\_\_\_\_

Date and Time Application Received by Management: \_\_\_\_\_