

## Completing your Application Instructions

To help us complete your application in a very timely manner, please note the following when filling out each page. It is important that we receive all information in the correct format and all together.

### Rental Application: Page 1

- Complete each line in full (if not applicable, please write N/A) on that subject line.

### Rental Application: Page 2

- List any person that will be an occupant only! Occupants are any minors living in the household. Anyone 19 and older (18 if married) must fill out the application portion.
- Complete the remainder of the page with the applicable information or N/A
- Sign and date at bottom of page

### Statement of Rental Policy:

- Please read so that you understand the appropriate fees and guidelines.
- Sign and date at the bottom of the page.

### Rental Verification Form:

- The top portion is to be completed by the applicant(s).
- If you do NOT have rental history, please write:  
"NO Rental History" under Community/Landlord Information.

### Single Entry Debit Authorization Form:

- This is to be used to pay the Application Fee(s) and Security Deposit.
- Complete either the Checking or Savings account section or the Credit Card Section with your account information.
- SIGN & DATE at the bottom of the form!

\*Please note\* when we deduct the fees, they will be deducted in two separate transactions:

1. Application Fee(s)
2. Security Deposit

Bring your proof of gross income equal to 3x the rental rate in with your application.

\*\*\* 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 with back up such as W-2's, 1099's, etc. Active-duty military personnel must provide a copy of his/her LES and orders.

**Please attach a copy of your US Government Issued ID with this page!**

## RENTAL APPLICATION

**APPLICANT:**

Full Name: \_\_\_\_\_

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: \_\_\_\_\_ Fax: \_\_\_\_\_

Move in Date: \_\_\_\_\_ Rent Amount: \$ \_\_\_\_\_

**Employment Information:**

Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Employment Date: \_\_\_\_\_ Salary: \_\_\_\_\_

**Any Additional Income:** \_\_\_\_\_

Source: \_\_\_\_\_

**Vehicle Information:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Year: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

**ADDITIONAL APPLICANT (if applicable):**

Full Name: \_\_\_\_\_

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: \_\_\_\_\_ Fax: \_\_\_\_\_

Move in Date: \_\_\_\_\_ Rent Amount: \$ \_\_\_\_\_

**Employment Information:**

Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Employment Date: \_\_\_\_\_ Salary: \_\_\_\_\_

**Any Additional Income:** \_\_\_\_\_

Source: \_\_\_\_\_

**Vehicle Information:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Year: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

# RENTAL APPLICATION

**Other Persons who will occupy Apartment:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Name	Phone Number	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:** 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. The Security Deposit or hold fee shall be refunded if this application is denied.

**PET POLICY:** Applicant must pay an additional sum of \$300 per cats and dogs under 40lbs and \$500 for dogs over 40lbs and/or under six months of age prior to occupying premises, and upon execution of a pet agreement. These fees are **NONREFUNDABLE** pet fee and do not cover damages caused by pets. **NO EXCEPTIONS. LIMIT OF 2 PETS** per apartment. Certain breed 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 \$55 per applicant is required to process this application. The application fee and security deposit or hold fee is due with application in order to process. Applications will not be accepted without an application fee, security deposit or hold fee, and complete application paperwork. **Security deposit and application fee(s) must be paid in separate checks or money orders.**

Have you ever been evicted or required to vacate from a previous rental property? \_\_\_\_\_

DESIRED MOVE IN DATE: \_\_\_\_\_ LEASE TERM: \_\_\_\_\_ FLOORPLAN: \_\_\_\_\_ W/D Needed: \_\_\_\_\_

**By signing below, I hear by authorize permission to obtain credit history, criminal history, and rental history for all applicants included on this application.**

APPLICANT: \_\_\_\_\_ ADDITIONAL APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMUNITY AGENT: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

# 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 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 with back up such as W-2's, 1099's, etc. 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/or any 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. To obtain a credit report, all applicants 18 and older must have a verifiable social security number.

**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 will be required to hold an apartment for up to 30 days. The security deposit shall be refunded upon denial of application. If applicant cancels the application by written notice within 72 hours, a full refund of security deposit 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 will be forfeited. Additionally, a \$55.00 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 \$300.00-500.00 **non-refundable** fee to be paid upon any housing of a pet. An additional fee may be charged for dogs under one year of age. Breed restrictions apply (see leasing agent for complete list). All pet fees are due on the move-in date.

**8.) Renters Insurance:** Renters Insurance is required before occupying the apartment. Proof of coverage must list the apartment address and apartment number. Minimum coverage of \$100,000 liability and \$10,000 contents is required. An agent can assist in obtaining renters insurance.

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

**10.) 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 Signature Date

## RENTAL VERIFICATION FORM

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

*To be completed by the person **renting** the residence:*

Residents Name on Lease: \_\_\_\_\_

Community/Landlord Information:

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

*To be completed by the person **verifying** residency:*

Dates of Residency: \_\_\_\_\_ Rental Amount: \_\_\_\_\_

Number of Late Rental Payments: \_\_\_\_\_

Number of Dispossessory Warrants: \_\_\_\_\_

Any Lease Violations or Complaints: \_\_\_\_\_

Damages Upon Move-out: Yes: \_\_\_ No: \_\_\_ | Pets: Yes, please explain: \_\_\_\_\_ No: \_\_\_

Deposit Returned: Yes: \_\_\_ No: \_\_\_ Balance Upon Move-out: \$ \_\_\_\_\_

Was Notice Given: \_\_\_\_\_

Would you lease to applicant again: \_\_\_\_\_

\_\_\_\_\_

Preparer's Signature/Title

Date:

We would like to thank you in advance for your assistance.

**Upon completion, please fax back to:** \_\_\_\_\_

## The Crossings at Cottage Hill

### SINGLE ENTRY DEBIT AUTHORIZATION FORM

I (we) hereby authorize The Crossings at Cottage Hill to initiate debit entries to my (our) account indicated below, and to debit or credit the same such account. If this item is returned unpaid, I authorize an additional returned item fee of the maximum amount allowed by the state to be charged to this account.

#### Checking or Savings Account

<b>Type of Account</b>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		
<b>Depository Financial Institution Name</b>			
<b>Name on Account</b>			
<b>Routing Number</b>		<b>Account Number</b>	

#### Credit Card Account

<b>Card Type</b>	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover		
<b>Name on Card</b>			
<b>Credit Card Billing Address</b>			
<b>Card Number</b>			
<b>Expiration Date</b>		<b>CVV</b>	

#### Payment Setup Information

<b>Amount</b>		<b>Transaction Date</b>	
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#### Authorization

This authorization is to remain in full force and effect for the number of payments authorized above or until The Crossings at Cottage Hill has received written notification from me (or us) of its termination, in such time and such manner as to afford The Crossings at Cottage Hill a reasonable opportunity to act on it.

<b>Name</b>		<b>Unit #</b>	
<b>ID#</b>		<b>State</b>	
<b>Signature</b>			
<b>Date</b>			