

Lease Application for Elmington Property Management

Thank you for your interest in our community. We look forward to you calling our community home. Let's get started on the first step to making that happen! Here's the general Qualification and Guidelines:

THE BASICS.

These are a few qualifications required of every new resident to our community.

Income

Per Individual or Married Couple: Gross income must be three (3) times the amount of market rent. Roommates must qualify individually and are required to make two and a half (2.5) times the amount of market rent.

Rental History

Two (2) years of verifiable history on current and/or previous addresses are required. Applicant must provide a lease and rental receipt if rental is or was from a private owner. Unresolved debts to a current or previous landlord/mortgagor will result in automatic rejection. Reports of prior violations of lease terms may lead to rejection.

Credit Record

Each applicant's credit report will be obtained through a third-party provider and subjected to an objective scoring review to determine eligibility. The scoring system will be provided upon request.

Bankruptcy

Less than 3 years: Applicants who filed bankruptcy less than three years prior to the date of application will be considered if two new credit references have been re-established in a satisfactory manner and reported on applicant's credit file, and if there has been no negative credit reported since filing of bankruptcy. More than 3 years: Applicants having filed bankruptcy three or more years prior to the date of the application will be considered in the absence of negative credit even without establishment of new credit.

Criminal History

A criminal background check will be obtained through a third-party provider on all occupants age 18 and over. The check is subjected to an objective review. Felony convictions that are considered violent, sex-related, drug distribution related or terrorism related are an automatic decline of an application. Management makes every reasonable effort to attempt to verify each applicant's criminal background history with information provided by applicant. Management cannot guarantee all background checks will disclose all potential criminal history. Therefore, management may not be held liable for information not discovered during investigation.

Employment

Each applicant must have verifiable current employment, including position held, length and status of employment and salary information. Full-time students may require a guarantor or proof of enrollment.

Roommates

Each roommate will be responsible for the entire rental payment and each must execute the lease agreement. No partial or split payments accepted.

Co-Signers/Guarantors

A co-signer/guarantor must complete an application and meet all leasing criteria and must make five (5) times the apartment rental rate in monthly verifiable income. Co-signers/guarantors will be considered upon applicant's failure to meet income, rental history, credit history or employment requirements.

Age

Applicants must be a minimum of eighteen (18) years of age. In Alabama, applicants must be a minimum of nineteen (19) years of age.

Occupancy

The standard maximum occupancy of a unit is two occupants per bedroom however special circumstances are taken into consideration on number of occupants.

Pets

Our community may or may not allow pets. If we allow pets, there will be pet fees or rent associated with any pets. Aggressive pets are not allowed at our community. Please discuss pet specifics with a representative from our community.

Lease Application for Elmington Property Management

THE PROCESS.

These are the things we need to process your application and approve you as a new resident.

1. Complete this Application - we need one from every resident of the household 18 and older.

One of the following is required for the credit and criminal background check: Government ID (Driver's License/State ID), Social Security Number, or Passport. If you have a Social Security Number, you must provide it.

2. Provide Income Verification Documentation:

Income: 2 most recent pay stubs (4 if paid weekly), Official offer letter for new employment, 3 months of bank statements showing consistent deposits (will consider average monthly amount from last 3 months as income), Official letter of Social Security Benefits, Alimony, or VA benefits
Student loans will be accepted along with proof of tuition cost and guarantee of loan. Loan amount minus tuition will be accepted if it covers the rental amount due for entire lease term.

May use savings as income: savings must equal to rental amount due for entire term of lease and be an official bank statement with applicant name(s) and financial institution listed clearly on statement.

3. Pay Required Fees

Application fees are: _____ per adult and/or _____ per joint application. Admin fees are: _____.

All fees are nonrefundable, must be paid by money-order, certified check or credit card, and will not be applied to any rental charges unless otherwise stated.

4. We will process your application and contact you with any questions if necessary.

The Rental Application for all Residents and Occupants will not be considered "completed" and will not be processed until we receive the following documentation and fees: 1. Your completed Application; 2. Completed Applications for each co- applicant and occupant (if applicable); 3. Application fees for all applicants; 4. Application deposit for the Unit (if applicable).

5. When your application is approved, we will call you to schedule your move-in date as soon as possible! If your application is denied, we will provide timely notice.

Your Application will be considered "disapproved" if we fail to notify you of your approval within 14 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. Approval shall not be assumed until you receive actual notice of approval.

Availability

Applications are processed on a first come first serve basis and are subject to availability of the apartment floor plan requested.

Security Deposit to Reserve

To reserve an available apartment home, a reservation fee in the form of a Security Deposit must be submitted along with the rental application. Applicants have 72 hours to cancel their application in writing and receive a full refund of the Security Deposit paid. Upon approval of the application, the Security Deposit paid for reservation will be applied to either the Security Deposit required by the community or applied to the community Administrative Fee. If the application is denied, the Security Deposit paid for the reservation will be refunded in full.

THE LEGAL STUFF.

Equal and Fair Housing

We do not discriminate on the basis of race, color, religion, sex, disability, familial status, national origin or any other protected class.

Honesty and Liability

Rental applications must be completed by each resident in the unit 18 and older. All financially responsible leaseholders will be held jointly liable under the lease. Any omissions or falsifications may result in rejection of an application or termination of a lease. Management reserves the right to reject any application for any reason other than race, color, handicap, sex, religion, familial status, place of national origin, or any other protected class. Incomplete applications will not be submitted for processing. Please print clearly and exactly as the information appears on your government issued ID.

Income Restrictions

Residency at this community may entail certain income restrictions and rental qualifications. By signing below, you understand that deliberately submitting false information or withholding information constitutes fraud. If your application is falsified, Federal Law specifies fines up to \$10,000 and imprisonment for terms of up to five years and is grounds for eviction. You understand that in addition to the execution of a lease agreement and necessary addenda, you will execute a Certification attesting to the information contained herein which will be made under the penalty of perjury. On this application, you must complete all questions and fill in all open boxes. If they do not apply - please mark "none" or "0.00". Do not leave any blank lines.

Income and Asset Review

Because residency at this community entails specific rental qualifications, your signature below hereby authorizes all persons or companies in the categories listed below to release, without liability, information regarding employment, criminal history, previous residences, income and assets to the community, its owners and agents for purposes of verifying information on my application. This authorization cannot be used to obtain any information about you that is not pertinent to your eligibility for and continued participation as a qualified resident. Groups that may be contacted: Past and Present Employers and Landlords, Support/Alimony Providers, Public Housing Agencies, Utility Companies, State Unemployment Agencies, Welfare Agencies, Social Security Administrations, Federal/State/Local Law Enforcement Agencies, Veterans Administration, Retirement Systems, Banks and other Financial Institutions, Medical/Child Care Providers.

Lease Application for Elmington Property Management

Unavailable Unit

If our community cannot have an apartment for you by the desired move-in date because the apartment is not ready for occupancy or because another resident holds over or for any other reason, the community is not liable to you for any damages. You will not be required to pay rent until the apartment is available. If the community is not able to deliver possession to you within 30 days of the projected date, you may cancel the lease without further obligation and your security deposit will be refunded.

Representation of Signature

In signing the Application, I represent that the information set forth on this application is true and complete. I specifically authorize Elmington Property Management, As Agent for Apartment Community, to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Employment history information may be used only for this Rental Application. I understand that this application may be rejected based on information contained in the reports. I further authorize verification of any and all information set forth on this Application, including release of information by any employer (present and former) and any lender. I waive all right of action for any consequences resulting from such information. All such information contained herein and released as authorized above will be kept confidential. I understand that this is not a lease agreement.

Basic Information

Legal First Name	Middle Name	Last Name	Suffix	Preferred Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth		Driver License/State ID	State of Driver License/ID	
<input type="text"/>		<input type="text"/>	<input type="text"/>	
Social Security Number		Passport # (if no SSN)	Passport Country	
<input type="text"/>		<input type="text"/>	<input type="text"/>	
Cell Phone	Email			
<input type="text"/>	<input type="text"/>			
Marital Status	<input type="checkbox"/> Single	<input type="checkbox"/> Married		
Spouse Legal First Name	Spouse Middle Name	Spouse Last Name	Spouse Preferred Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Additional Occupants

Adults over 18?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	How Many?	<input type="text"/>		
	Legal First Name	Middle	Last Name	Suffix	Preferred	Date of Birth
Adult 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Adult 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Adult 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Adult 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Adult 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Minors over 18?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	How Many?	<input type="text"/>		
	Legal First Name	Middle	Last Name	Suffix	Preferred	Date of Birth
Minor 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Minor 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Minor 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Minor 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Minor 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Lease Application for Elmington Property Management

Residential Information

Current Residence

Street Address	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date you moved in	Current monthly payment		
<input type="text"/>	<input type="text"/>		

Own <input type="checkbox"/> Yes <input type="checkbox"/> No Lender Name <input type="text"/> Phone Number <input type="text"/>	Rent <input type="checkbox"/> Yes <input type="checkbox"/> No Lender Name <input type="text"/> Phone Number <input type="text"/>	Neither <input type="checkbox"/> Yes <input type="checkbox"/> No Explain <input type="text"/>
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Reason for Moving

Previous Residence

Street Address	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date you moved in	Current monthly payment		
<input type="text"/>	<input type="text"/>		

Own <input type="checkbox"/> Yes <input type="checkbox"/> No Lender Name <input type="text"/> Phone Number <input type="text"/>	Rent <input type="checkbox"/> Yes <input type="checkbox"/> No Lender Name <input type="text"/> Phone Number <input type="text"/>	Neither <input type="checkbox"/> Yes <input type="checkbox"/> No Explain <input type="text"/>
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Reason for Moving

Lease Application for Elmington Property Management

Employment Information

Employment Status Employed Not Employed Retired Student Other

Current Employer

Position	Annual Income \$	Start Date	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Employer Name	Phone Number	Supervisor Name	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Street Address	City	State	Zip Code
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

2nd Current Employer (if applicable)

Position	Annual Income \$	Start Date	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Employer Name	Phone Number	Supervisor Name	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Street Address	City	State	Zip Code
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Previous Employer

Position	Annual Income \$	Start Date	End Date
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Employer Name	Phone Number	Supervisor Name	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Street Address	City	State	Zip Code
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Other Information

Household Vehicles Yes No How Many?

Pets Yes No How Many?

	Name	Pet Type	Breed/Description	Weight	Service Animal?
Pet 1	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Yes <input type="checkbox"/>
Pet 2	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Yes <input type="checkbox"/>
Pet 3	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Yes <input type="checkbox"/>
Pet 4	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Yes <input type="checkbox"/>

How did you hear about our property?

Lease Application for Elmington Property Management

Other Information, Cont.

Have you ever been convicted of a felony?

 Yes No

Have you ever filed bankruptcy or are you currently involved in a bankruptcy?

 Yes No

Type Filed

Date Filed

Has the bankruptcy been discharged?

 Yes No

Business Information – if applying on behalf of a business, please complete the below.

Name of Business

FEID #

DUNS #

Street Address

City

State

Zip Code

Credit References

Business Name

Point of Contact

Phone Number

Email

Business Name

Point of Contact

Phone Number

Email

Signature and Representation

In signing the below, I represent that the information set forth on this application is true and complete. I specifically authorize and acknowledge the performance of a criminal and credit background check. I understand that this application may be rejected based on information contained in the reports. I further authorize verification of any and all information set forth on this Application, including release of information by any employer (present and former) and any lender. I waive all right of action for any consequences resulting from such information. All such information contained herein and released as authorized above will be kept confidential. I understand that this is not a lease agreement.

Applicant Full Name

Applicant Signature

Date