

## COMPLETING THE APPLICATION

- Fully answer all questions. ***Incomplete applications cannot be processed.***
- The application must be signed and dated, and identification will be taken. Photo ID and verification of Social Security Number is a mandatory requirement.
- To verify your salary, **include your most recent paycheck stub.**
- If self employed, retired, or if income is from interest, dividends, etc. please include copies of last years tax package, complete with schedules.
- An application must be completed for each non-married adult wishing to reside in the apartment. Married couples may complete a joint application. Each applicant must meet the criteria for residency.
- A \$45.00 (NON-REFUNDABLE) APPLICATION FEE WILL BE TAKEN FOR EACH APPLICATION. THIS FEE IS PAYABLE BY CHECK OR MONEY ORDER. CASH PAYMENTS ARE NOT ACCEPTED.**

### APPLICATION COVER LETTER

## REQUIRED QUALIFICATIONS FOR APPROVAL

### **THE FOLLOWING INFORMATION IS GATHERED AND EVALUATED IN THE CONSIDERATION OF ALL APPLICATIONS FOR RENTAL:**

- **INCOME QUALIFICATION:** Monthly rent may not exceed 30% of your gross monthly income. Please refer to Minimum Income Chart available in the Leasing Office.
- **CURRENT AND PREVIOUS LANDLORD INFORMATION:** An inquiry shall be made in respect to rental history including information related to the manner of payment, fulfillment of lease obligations, lease violations, receipt of proper notification prior to vacating, condition of premises upon vacating apartment.
- **CONSUMER CREDIT FILE:** Credit files are obtained through Trans Union Credit Information and are subject to an objective scoring system.
- **CRIMINAL BACKGROUND:** Applicant may not have any type of felony conviction, adjudicated verdict or pending charges other than driving violations. Applicant may not have any type of violent or sexual felony. Applicant may not have been convicted for the illegal use, manufacturing or distribution of a controlled substance. Other convictions, which may not be listed, may result in the denial of a rental application. Please discuss any concerns with management prior to submitting the application.
- **EMPLOYMENT HISTORY:** Verification is obtained of position held, length of employment, employment status, and salary information.
- **BANKRUPTCY:** An applicant who has filed bankruptcy at least two years prior to date of application will be considered if there has been re-established credit, in good standing, on applicants Trans Union Credit Report. However, applicant can have no negative credit reported on his/her consumer credit file, since the filing of bankruptcy.

Applicants who have filed bankruptcy less than two years from date of application will be considered with a qualified cosigner, as long as there is no negative credit reported since filing of bankruptcy.

## COSIGNERS

**A COSIGNER WILL BE CONSIDERED IF** an applicant fails to meet the minimum income guidelines, fails to have established rental history, lacks established credit history, or if applicant fails to meet employment requirements.  
**A COSIGNER IS REQUIRED FOR ALL APPLICANTS UNDER THE AGE OF 21.**

**A COSIGNER WILL NOT BE CONSIDERED FOR AN APPLICANT/OCCUPANT WHOSE CREDIT AND/OR LANDLORD HISTORY IS NEGATIVE OR WHO HAS HISTORY OF CRIMINAL BEHAVIOR.**

A cosigner shall be in a financial position to meet his/her current obligations and have the resources to meet the rental obligation of the applicant. A cosigner may be declined on the basis of excessive debt burden.

Apartment Selected \_\_\_\_\_ Size \_\_\_\_\_ Quoted Rate \$ \_\_\_\_\_

Deposit Amount: \$400 Non Refundable, Administrative Fee: \$150

Copy of State Issued Photo ID (Driver's License) and Social Security Card Attached? \_\_\_\_\_

## Ashby Green Apartment Homes

### PLEASE TELL US ABOUT YOURSELF:

FIRST NAME \_\_\_\_\_ MIDDLE \_\_\_\_\_ LAST \_\_\_\_\_ PHONE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ MARITAL STATUS \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

SPOUSE FIRST NAME \_\_\_\_\_ LAST \_\_\_\_\_ FORMER LAST NAME \_\_\_\_\_ PHONE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### WHO ELSE WILL LIVE IN THIS APARTMENT WITH YOU?: (if over age18, a separate application must be completed)

FULL NAME	RELATIONSHIP	DATE OF BIRTH	SOCIAL SECURITY NUMBER

### PLEASE TELL US WHERE YOU HAVE LIVED FOR THE PAST 24 MONTHS:

**CURRENT ADDRESS:** \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

LANDLORDS' NAME: \_\_\_\_\_ LANDLORDS' PHONE NUMBER: \_\_\_\_\_

DATE MOVED IN: \_\_\_\_\_ REASON MOVING: \_\_\_\_\_

RENTAL AMOUNT: \$ \_\_\_\_\_ HAS NOTICE BEEN GIVEN? \_\_\_\_\_ HAS LEASE BEEN FULFILLED? \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

LANDLORDS' NAME: \_\_\_\_\_ LANDLORDS' PHONE NUMBER: \_\_\_\_\_

DATE MOVED IN: \_\_\_\_\_ DATE MOVED OUT \_\_\_\_\_ REASON MOVED: \_\_\_\_\_

RENTAL AMOUNT: \$ \_\_\_\_\_ WAS NOTICE GIVEN? \_\_\_\_\_ WAS LEASE FULFILLED? \_\_\_\_\_

### PLEASE TELL US ABOUT YOUR WORK HISTORY AND INCOME:

EMPLOYER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NUMBER OF HUMAN RESOURCES \_\_\_\_\_

HIRE DATE \_\_\_\_\_ IS THIS A FULLTIME, PERMANENT POSITION: Yes  No

POSITION \_\_\_\_\_ ARE YOU PAID:  HOURLY? \$ \_\_\_\_\_ PER HOUR # Hours per Week: \_\_\_\_\_  
 SALARY? \$ \_\_\_\_\_ PER \_\_\_\_\_

### PLEASE TELL US ABOUT ANY OTHER INCOME YOU WISH US TO CONSIDER:

SPOUSE'S or SECOND EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NUMBER OF HUMAN RESOURCES \_\_\_\_\_

HIRE DATE \_\_\_\_\_ IS THIS A FULLTIME, PERMANENT POSITION: Yes  No

POSITION \_\_\_\_\_ ARE YOU PAID:  HOURLY? \$ \_\_\_\_\_ PER HOUR # Hours per Week: \_\_\_\_\_  
 SALARY? \$ \_\_\_\_\_ PER \_\_\_\_\_

**ADDITIONAL SOURCE OF INCOME:** \_\_\_\_\_ MONTHLY AMOUNT: \$ \_\_\_\_\_



**PLEASE TELL US HAVE YOU, YOUR SPOUSE OR ANY OTHER OCCUPANT EVER:**

Been denied credit approval based on **NEGATIVE CREDIT?** YES NO  
 Filed for Bankruptcy? YES NO If yes, year filed \_\_\_\_\_ Type Bankruptcy \_\_\_\_\_  
 Has credit been re-established in a satisfactory manner since Bankruptcy? YES NO With Whom? \_\_\_\_\_  
 Willfully or intentionally refused to pay rent when due? YES NO  
 Been evicted? YES NO If yes, by whom? \_\_\_\_\_  
 Been party to a lawsuit? YES NO If yes, please explain: \_\_\_\_\_  
 Any Prior Convictions? YES NO If yes, please explain: \_\_\_\_\_

**PETS:** DO YOU OWN A PET? NO YES : BREED \_\_\_\_\_ WEIGHT \_\_\_\_\_ HEIGHT \_\_\_\_\_ AGE \_\_\_\_\_ (RESTRICTIONS APPLY)

**SATELLITE DISH:** DO YOU INTEND TO INSTALL A SATELLITE DISH ? YES NO (RESTRICTIONS APPLY)

**EMERGENCY CONTACT OR NEAREST RELATIVE, OVER THE AGE OF 18, FAMILY MEMBER PREFERRED:**

If you are seriously injured, ill, missing, deceased or in jail or penitentiary, with verification/confirmation from the following person, you authorize access to such person to enter your apartment, remove all contents, as well as mailbox and storage area and return the apartment / keys to our company.

NAME	ADDRESS	PHONE NUMBER(S)	RELATIONSHIP

**VEHICLES (MAXIMUM OF 2 VEHICLES PER APARTMENT)**

*RECREATIONAL VEHICLES ARE NOT PERMITTED ACCESS TO PARKING AREAS*

MAKE	MODEL	YEAR	COLOR	LICENSE PLATE #	STATE

**AUTHORIZATION TO RELEASE INFORMATION:**

**APPLICATION PROCESSING/FEE:** In compliance with the Fair Credit Reporting Act, we are informing you that an investigative consumer report including information regarding your credit history, criminal background history, personal characteristics and mode of living may be made. An application fee will be taken to cover the cost of such inquiries. THIS IS A NON-REFUNDABLE FEE, WHICH IS NEITHER A RENTAL PAYMENT NOR DEPOSIT AMOUNT. **Your signature on the application authorizes verification and release of information herein contained, including criminal history report.**

**SECURITY DEPOSIT:** It is understood that the applicant hereby agrees to execute within fourteen (14) days after date of the application, a written lease agreement and to pay the rent in advance. Once application is accepted, the security deposit on the apartment home will be required. The deposit will be retained if the applicant refuses the property reserved for him/her after a period of 72 hours from date of this application as liquidated damages. I understand that my security deposit cannot be applied as rent at any time.

**THIS IS A LEGAL DOCUMENT. MATERIAL MISREPRESENTATIONS ON THIS APPLICATION WILL CONSTITUTE A DEFAULT UNDER THE LEASE OR RENTAL AGREEMENT AND LESSOR MAY CANCEL SAID LEASE AT ITS OPTION.**

**I ATTEST THAT THE ABOVE INFORMATION HAS BEEN CAREFULLY REVIEWED AND IS TRUE AND CORRECT.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE BRING WITH YOU THE FOLLOWING DOCUMENTS:**

State Issued Photo ID  
 Social Security Card

Proof of Income (recent paycheck stub, W2, LES, etc)  
 Check or Money Order in the Amount of \$45 per Application

