



Jefferson at CityGate

APPLICANT INFORMATION

Full Legal Name: First Middle Last Suffix

Former last name(s): _____

Current Street Address _____

City, ST Zip _____

SPOUSE INFORMATION

Full Legal Name: First Middle Last Suffix

Former last name(s): _____

Current Street Address _____

City, ST Zip _____

WORK INFORMATION

Present Employer _____

Address _____

City, State Zip _____

Gross Monthly Income _____

Other Additional Monthly Income _____

RENTAL & CRIMINAL HISTORY

Have you, your spouse, or any occupant listed in this application ever: been evicted or asked to move out? moved out of a dwelling before the end of the lease term without the owner's consent? declared bankruptcy? been sued for rent? been sued for property damage? been charged, detained, or arrested for a felony or sex crime that was resolved by conviction, probation, deferred adjudication, court-ordered community supervision, or pretrial diversion? been charged, detained, or arrested for a felony or sex crime that has not been resolved by any method? Please indicate below the year, location and type of each felony and sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. *You represent the answer "no" to any item not checked.*

AUTHORIZATION

I or we authorize Jefferson at Citygate to verify the above information by all available means. Jefferson at Citygate is not required to reverify or investigate preliminary findings. I or we declare that the above statements made in the application are true and correct and that any information contained in the application which is false, misleading, or inaccurate shall be cause for rejection of the application and, if a lease has been entered into, shall constitute material breach of the lease, entitling Jefferson at Citygate to terminate my or our tenancy.

Our privacy policy is available upon request.

Applicant's signature: _____ Date: _____

Spouse's signature: _____ Date: _____

APPLICANT IDENTIFICATION

Are you a U.S. Citizen: Yes No

Social Security Number _____

Drivers License # _____ State _____

or State issued ID card _____ State _____

Date of Birth (mm/dd/yyyy): _____

Marital Status: single married divorced widowed separated

Gender Male Female

Physical Description: Height _____ Weight _____

Eye color _____ Hair color _____

SPOUSE IDENTIFICATION

Are you a U.S. Citizen: Yes No

Social Security Number _____

Drivers License # _____ State _____

or State issued ID card _____ State _____

Date of Birth (mm/dd/yyyy): _____

Gender Male Female

Physical Description: Height _____ Weight _____

Eye color _____ Hair color _____

SPOUSE WORK INFORMATION

Present Employer _____

Address _____

City, State Zip _____

Gross Monthly Income _____

Other Additional Monthly Income _____

Applicant Name: _____

CONTACT INFORMATION

Home Phone: _____

Work Phone: _____

E-mail Address: _____

SPOUSE CONTACT INFORMATION

Home Phone: _____

Work Phone: _____

E-mail Address: _____

OTHER OCCUPANTS: Full names of all person under age 18 and other adults who will occupy the unit without signing the lease.

Name: _____ SSN or govt. ID card #: _____ Birthdate: _____ Relationship: _____

Name: _____ SSN or govt. ID card #: _____ Birthdate: _____ Relationship: _____

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HOUSEHOLD PET INFORMATION

Do you or any occupant have any pets: Yes No

Kind, weight, breed, age, and name: _____

Kind, weight, breed, age, and name: _____

HOUSEHOLD VEHICLE INFORMATION

Color, make and model: _____ Year: _____ License #: _____ State: _____

Color, make and model: _____ Year: _____ License #: _____ State: _____

Color, make and model: _____ Year: _____ License #: _____ State: _____

HOUSEHOLD EMERGENCY CONTACT INFORMATION

First Middle Last

Home Phone: _____

Work Phone: _____

Relationship: _____

Current Street Address _____

If you die or are seriously ill, missing, or in a jail or penitentiary according to an affidavit of [check one or more]: the above person, your spouse, or your parent or child, we may allow such person(s) to enter your dwelling to remove all contents, as well as your property in the mailbox, storerooms, and common areas. *If no box is checked, any of the above are authorized at our option.* If you are seriously ill or injured, you authorize us to send for an ambulance at your expense. We are not obligated to do so.

City, ST Zip _____

E-mail Address: _____

APPLICATION AGREEMENT

- 1. **Application Fee (nonrefundable).** You have delivered to our representative a nonrefundable application fee in the amount indicated in item 12 below, and this payment partially defrays the cost of administrative paperwork.
- 2. **Application Deposit** (may or may not be refundable). In addition to any application fee, you have delivered to our representative an application deposit in the amount indicated in paragraph 12. The application deposit is not a security deposit. However, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR it will be refunded under paragraph 8 if you are not approved; OR it will be retained by us a liquidated damages if you fail to sign or attempt to withdraw under paragraphs 5 or 6.
- 3. **Approval when Lease Contract is signed in advance** If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the req.
- 4. **Approval when Lease Contract isn't yet signed.** If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
- 5. **If you fail to sign the Lease Contract after approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and terminate all further obligations under this agreement.
- 6. **If you withdraw before approval.** You and any co-applicants may not withdraw your application or the application deposit. If, before signing the Lease Contract, you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.

- 7. **Completed Application.** An Application will not be considered "completed" and will not be processed until all of the following have been provided to us (unless checked): a separate Application has been fully filled out and signed by you and each co-applicant; an application fee has been paid to us; an application deposit has been paid to us. If no item is checked, all are necessary for the Application to be considered completed.
- 8. **Nonapproval in seven days.** We will notify you whether you've been approved within seven days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within seven 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. You must not assume approval until you receive actual notice of approval.
- 9. **Refund after Non approval.** If you or any co-applicant is disapproved or deemed disapproved under paragraph 8, we'll refund all application deposits within _____ days (not to exceed 30 days; 30 days if left blank) of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
- 10. **Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 5, 8, and 9 falls on a Saturday, Sunday or a state or federal holiday, the deadline will be extended to the end of the next business day.
- 11. **Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
- 12. **Receipt.** Application fee (non-refundable): \$ _____
Application deposit (may or may not be refundable): \$ _____
Administrative fee (refundable only if not approved): \$ _____
Total of above fees and application deposit: \$ _____
Total of amount of money we've received to this date: \$ _____
- 13. **Signature.** Our representative's signature is consent only to the above application agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.

Acknowledgment. You declare that all your statements on this application are true and complete. You authorize us to verify same through any means, including consumer reporting agencies and other rental housing owners. If you fail to answer any question or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations. Fax signatures are legally binding.

Applicant's signature: _____ Date: _____

Spouse's signature: _____ Date: _____

Signature of Owner's Representative: _____ Date: _____

RESIDENT SCREENING CRITERIA

PURPOSE OF THIS DOCUMENT

We offer the following information so that all applicants will have available to them a statement of the rental qualifying policies of Jefferson at City Gate. If you have any questions about our policies or about the information in this document, please contact any of our management team. All prospective residents will be required to meet the following qualification standards to include, but not limited to the following criterion. Past resident history may have an adverse affect on the outcome of your application for residency.

I. OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in an apartment home. A bedroom is defined as a space within the premises that is used primarily for sleeping, designed to be closed with a door and a closet space for clothing.
2. Occupancy ceiling is two persons per bedroom (plus a child who is less than 12 months old).
3. Residents who have a newborn less than 12 months old at the time of rental application or lease renewal and residents whose newborn has reached 12 months of age during the lease term will be required upon the expiration of their current lease term to either (1) move into another available dwelling of the Owner which has more bedrooms or (2) move out.

II. APPLICATION PROCESS

Steps to becoming a resident:

1. Select your apartment home.
2. Complete the application on the designated form. Each adult occupant must complete an application. (Married couples may complete one application).
3. Pay your non-refundable application-processing fee and pay a holding deposit that will become a security deposit upon move in.
4. If the application is approved you will be required to sign a lease agreement in which you agree to abide by all the rules and regulations of this community.

III. GENERAL REQUIREMENTS

1. State or government issued identification with a picture, and social security number validation will be required.
2. A complete and accurate rental application listing a residency for at least the last 24 months is required. (Incomplete applications will be returned to the applicant).
3. All non-familial applicants must be eighteen years of age or older. Emancipated minors must show written legal proof.
4. Inaccurate or falsified information will be grounds for denial.
5. Any individual, who may constitute a direct threat to the health and safety of an individual, the community, or the property of others, will be denied.

IV. DISABLED ACCESSIBILITY

JPI allows existing premises to be modified at the expense of the disabled person, if the disabled person agrees to restore the premises at their own expense to the pre-modified condition provided the modification would not affect the use and enjoyment of the premises for future residents. We require:

1. Written proposals detailing the extent of the work to be done.
2. Written assurances that the work be performed in a professional manner by a licensed/bonded contractor.
3. Written approval from the landlord before modifications are made.
4. Appropriate building permits and required licenses made available for the landlord inspection.
4. A restoration deposit may be required per Fair Housing guidelines.

V. PET POLICY/PET DEPOSIT

1. Two pets per apartment will be accepted with a combined weight of 80 lbs.
2. A deposit and fee will be required for each pet. Pets weighing up to 25 lbs will require a \$150 deposit, plus a non-refundable fee of \$150.00; pets weighing over 26 lbs but less than 80, will require a \$200 deposit, plus a non-refundable fee of \$300.
3. All residents with pets are required to have a pet agreement on file and must submit a veterinarian statement (no more than 6 months old) establishing the general health of the pet, weight, age and the status of all required shots. A photograph of the pet will be required.
4. The only exception would be pets designated as service animals to accompany a resident with a verifiable disability for the specific purpose of aiding that person.
5. Please reference our pet agreement for further details of our pet policies.

VI. CREDIT REQUIREMENTS

1. A credit report will be processed on each applicant.
2. The applicant's overall credit score will be calculated based on the following criteria:
 - The applicant's past two years of credit is rated on an acceptable accounts ratio
 - Non-established credit history may have an adverse effect on the overall credit score.
 - Bankruptcies and delinquent student loans will have an adverse effect on the overall credit score.
 - Medical accounts will not have an adverse effect on the overall credit score.
 - The Debt to Income ratio calculates the applicant's outstanding debt as a percentage of income.
 - A FICO score is a numerical score calculated by the credit bureaus based on payment history, amount owed, length of credit history, new credit and types of credit used.
3. An acceptable overall credit score will be approved.
5. A below average credit score will be approved with a deposit equal to one month of rent, paid in advance, by cashier's check or money order, or applicant may obtain an approved guarantor.
6. A poor overall credit score will result in denial.
7. Applicant must have a check writing verification code of "accepted". If this criterion is not met, applicant will be required to pay by cashier's check or money order only, and pay a deposit equal to one month's rent.

RESIDENT SCREENING CRITERIA

VII. INCOME REQUIREMENTS

1. The apartment monthly rental rate must be no more than 33% the applicant's total monthly income. In a roommate situation, each roommate must be qualified on 1/2 of the monthly rental rate if both will be listed on the Lease Agreement as a Leaseholder.
2. If the monthly rental rate is 34% - 40% of the applicant's total monthly income, an additional deposit equal to one month of rent in advance by cashier's check or money order will be required, or applicant may obtain an approved guarantor.
3. If the monthly rental rate is greater than 40% of the applicant's total monthly income, the applicant may obtain an approved guarantor.
4. Three consecutive paycheck stubs or a W2 form from employer will be required for all applicants.
5. Verifiable income will be required for applicants who are self-employed or receive money from non-employment sources. Applicant must be able to show proof of income through 1) provide a financial statement from a CPA verifying employment and income or 2) photocopies of three most current bank statements illustrating the ability to pay rent for three (3) times the monthly rent through the entire lease term. *(Other verifiable income may mean, but is not limited to, alimony/child support, trust accounts, social security, unemployment, welfare, grants/loans).*
6. If applicant is starting a new job, the future position and salary must be verified in writing and effective on or before the proposed move-in date.

VIII. RENTAL REQUIREMENTS

1. If applicant has been evicted within the past seven (7) years or owes landlord monies the application will be declined.

IX. NONU.S. CITIZENS

1. Applicants who are citizens of another country must provide (1) a passport and (2) the INS document that entitles the applicant to be in the United States and (3) proof of employment in this country or an I-20 verifying student status. JPI may ask to make a photocopy of any of the applicant's INS documents, passport and visa. In addition, for applicants who do not have credit history in this country and/or a guarantor, JPI will accept in lieu of the credit/guarantor requirements an additional deposit of two months rent.

X. GUARANTOR QUALIFICATIONS

1. The guarantor's monthly income must total at least six (6) times the sum of the apartment rental amount.
2. A retail credit report will be reviewed for each guarantor, and it is required that the applicant have established credit history. The credit rating must be in an acceptable credit range, or the application will be denied.
3. The guarantor must have a check writing verification of 'accepted'.
4. The guarantor must be a citizen of the United States.
5. The guarantor's record must be free of evictions, foreclosures, and housing related debts within the past five (5) years.

XI. REJECTION POLICY

If your application is denied due to negative and adverse information being reported you may,

1. Request a copy of your consumer credit report from the credit reporting agency.
2. Request a correction of the information if you deem said information to be inaccurate.

BE ADVISED:

- a) Incomplete, inaccurate or falsified information will be grounds for denial.
- b) You may re-apply for an apartment 30-days from the date of this application.
- c) Your name will be checked against the Office of Foreign Assets control of the U.S. Department of Treasury (OFAC) List. This list contains names of terrorists, international narcotics traffickers, and those engaged in activities related to the proliferation of weapons of mass destruction. Should the search produce a name match the application process will be suspended until full identification can be determined. If identification is not confirmed the application process will be completed. If identification is confirmed your application will be denied.

I (WE) HAVE READ THE ABOVE AND UNDERSTAND THE BASIS FOR CONSIDERATION OF MY (OUR) APPLICATION.

Applicant's Signature

Date

Applicant's Signature

Date

Applicant's Signature

Date

Agent/Owner's Representative

Date

In compliance with State and Federal Fair Housing Guidelines, JPI Management Company does not discriminate on the basis of race, color, religion, sex, handicap, familial status or national origin.

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