

RENTAL QUALIFICATIONS

- Fair Housing** We will show, qualify, refer and lease to a prospect in accordance with Federal Fair Housing Laws. We do not discriminate against any person because of race, color, religion, sex, national origin, familial status or disability.
- Age** Must be at least 18 years of age to sign a lease contract.
- Application** Must be completed by each single adult applicant (18 years of age or older) without omissions or falsifications. Married couples may complete one application. Married couples must have same last name to fill out one application. Cost per application is \$25.00 per applicant, \$10.00 for cosigners only and is **non-refundable**.
- Lease Term** Minimum of three months (prepaid), maximum twelve months.
- Deposits** \$300.00 for a one or two bedroom.
- Pets** Two pets (dog or cat) per apartment. Each pet must be 25 lbs full grown or less and housebroken. Minimum of 1 year old. An additional deposit of \$200.00 per pet is required and a **non-refundable pet fee** of \$200.00. **\$15.00 per pet increase in monthly rent maximum of two. **NO REPTILES** (See restricted pet list)**
- Occupancy Limits**
- | <u>Bedroom</u> | <u>Occupants</u> |
|-------------------|--------------------|
| Studio/Efficiency | Two (2) Occupants |
| One (1) Bedroom | Two (2) Occupants |
| Two (2) Bedroom | Four (4) Occupants |
| Three (3) Bedroom | Six (6) Occupants |

***** One additional occupant will be allowed in any unit provided the additional occupant is under the age of one (1) year old for the lease term. Resident will be required to transfer to a larger apartment at the time of lease expiration/renewal if the child is over the age of one (1).

WE VERIFY THE FOLLOWING ON ALL RESIDENTS:

- Employment History** Current and past employment of one (1) year. Students graduating from high school or attending higher education may substitute school work for employment history. A qualifying guarantor is acceptable with collection of an additional application fee.
- Identity** Positive identity will be required. State issued ID or Military ID will be accepted. A photocopy of your ID must be submitted with the application in order to be processed.
- Income** Monthly gross income at least three (3) times the monthly rate. Child Support payments and/or Alimony payments will be considered when court ordered. Income other than wages or salary (including but not limited to grants and student loans) may require verification. A qualified guarantor will be accepted if income qualifications can not be met. Self employment income must be verified including check stubs.
- Rental History** At least six (6) months in which all lease terms were satisfactory. Proof of previous homeownership may be required.
- Credit History** Number of credit accounts in good standing must be greater than number of credit accounts delinquent or charged off. No credit history is acceptable. An additional deposit equal to one (1) months rent or Guarantor (see below) will be required if credit history criteria can not be met.
- Criminal History** **Any application of a person who has been convicted or received deferred adjudication of a crime involving drugs, violence, property damage, theft or a felony will not be approved.**
- Guarantor** Income—five (5) times monthly rent. Verification of income may be required. No credit charge offs or write-offs. No broken leases, skips or foreclosures.

I have read all of the above and understand the qualifications.

(Signature)

*******This form must be signed by applicant and returned at the time of application submission. *******

Check appropriate property
DEERCREEK ___ JEFFWEST ___
PHILLIPPI ___ SHANNON ___
WILLOWS ___

RENTAL APPLICATION

Omissions will slow the processing time, please provide as much information as possible to expedite the process.

Applicant: _____ Soc. Sec. # _____

D.O.B. _____ D.L. # _____ ST. _____ Issue Date _____

Spouse _____ Soc. Sec. # _____

D.O.B. _____ D.L. # _____ ST. _____ Issue Date _____

Number of people to occupy the unit (This number should not include infants under the age of one)

Full Name _____ Relationship _____ Age _____

Full Name _____ Relationship _____ Age _____

Residents History

Why are you moving? _____

Present Address: _____ City/State _____ Zip _____

From _____ to _____ Applicant Phone _____

Own/Rent _____ Mo. Payment _____ Other _____

Present Landlord/Mortgage Company _____ Phone _____

Previous Address _____ City/State _____ Zip _____

From _____ to _____ Applicant Phone _____

Own/Rent _____ Mo. Payment _____ Other _____

Previous Landlord/Mortgage Company _____ Phone _____

Employment History

Employer _____ Monthly Salary _____

Address _____ City/State _____ Zip _____ Phone _____

Supervisor's Name _____ Date of Hire _____ Full/Part time _____

Spouse's Employer _____ Monthly Salary _____

Address _____ City/State _____ Zip _____ Phone _____

Supervisor's Name _____ Date of Hire _____ Full/Part time _____



Personal Information

Nearest Relative _____ Phone _____

Emergency Contact _____ Phone _____

(In the event that the Applicant becomes a resident in Owner’s apartment community, Applicant’s execution of this Application shall authorize the Owner, in the event of the Applicant’s death to: (i) grant to the person designated above access to the Applicant’s unit at a reasonable time and in the presence of the Owner or the Owner’s agent; (ii) Allow this person to remove any of the Applicant’s property or any other contents found in the Applicant’s unit or any of Applicant’s property located in the mailbox, storerooms or common areas; And (iii) refund the Applicant’s security deposit, less lawful deductions, to this person. Applicant also authorizes the Owner to allow this person access to remove all contents of the unit as well as property in the mailbox, storerooms and common areas in the event that Applicant becomes seriously ill.)

Any Pets? (Describe breed, weight, color) _____
(Pet restrictions provided upon request)

Have you or your spouse ever been convicted of a Felony? _____ Yes _____ No If so Date _____

Have you or your spouse ever filed Bankruptcy? _____ Yes _____ No If so when? _____ State _____

Have you ever been evicted? _____ State _____ Reason _____

Have you ever been asked to vacate a rental unit? _____ If so when? _____

OTHER INCOME:

Amount: _____ per _____ Source _____

By my signature below, I represent that all of the information that I have disclosed in this Rental Application is true, accurate, and complete. I acknowledge that all of the information I have disclosed is material and Landlord is relying on the information to decide whether to approve or deny this Application. Applications fee(s) are required to process the application(s). Applications returned without fee(s) will be held ten days and deposited of.

Release of Information

I authorize **Mather Capital Management** to contact any references that I have listed. I also authorize you to obtain my consumer credit report from your credit reporting agency (**TENANT TRACKER Inc.**), which will appear as an inquiry on my file. I further authorize you to obtain a criminal background check. I understand the omissions or falsifications will constitute denial of my application.

Applicant Signature: _____ Date _____

Spouse Signature: _____ Date _____

DRIVERS LICENSE/OTHER PHOTO ID COPIED & ATTACHED? (For all parties 18 and older)

Non-refundable Processing fee: \$25.00 per single applicant, for all applicants 18 and older.

All applications expire after 10 days.

*****MAKE CHECK OR MONEY ORDER PAYABLE TO THE PROPERTY IN WHICH YOU ARE APPLYING*****

