

# STOUT MANAGEMENT PROPERTY MI CASITA APARTMENT

## GENERAL RENTAL AND OCCUPANCY CRITERIA GUIDELINES

### Credit Approval Criteria

ALL APPLICANTS WILL BE APPROVED ON THE FOLLOWING CRITERIA:

**A RENTAL APPLICATION MUST BE PROCESSED ON ALL PROSPECTIVE RESIDENTS 18 YEARS OF AGE OR OLDER AND A NON-REFUNDABLE APPLICATION FEE PAID FOR EACH APPLICANT.**

1. **INCOME:** Gross income per apartment must be 3.0 times the amount of the monthly rent. If not verifiable by employer, we require a copy of the previous year's tax return/W-2 or the past one month of paycheck stubs or bank statements.
2. **EMPLOYMENT:** A prospect must have verifiable current employment and six months' employment history or a verifiable source of income. Any applicant unable to meet this criterion may be accepted as a resident provided that their anticipated residency term is paid up front.
3. **CREDIT:** A credit report will be processed on each applicant. All applicants will be evaluated on a percentage system. The applicant must have 50% positive credit on the current status of all accounts. Any accounts, excluding judgements that are over two years old will be waived in determining percentage of credit. No credit history will be interpreted as good credit, but an additional deposit may be required. If an applicant takes exception with the credit finding, he or she is responsible for contacting the credit bureau. If the discrepancy can be cleared up, applicant will be considered on a basis of new information.
4. **RENTAL HISTORY:** Minimum of two-year rental history consisting of no more than two (2) late payments per year

#### **AN APPLICANT WILL AUTOMATICALLY BE DENIED FOR THE FOLLOWING REASONS:**

- A. Anyone who has unresolved debts to a previous landlord/mortgagor and/or noncompliance with the terms of the lease/contract and/or community policies.
  - B. Anyone that has been evicted by a previous landlord for cause.
  - C. Anyone has been convicted of a felony within the past seven years.
  - D. Falsification of any information on the rental application.
  - E. Anyone currently in the process of filing a bankruptcy.
5. **AGE:** Applicants must be at least 18 years of age.
  6. **OCCUPANCY:** Maximum number of occupants per apartment: 1 bedroom and one bath: 3 occupants; Two bedrooms and two baths: 5 occupants; Three bedrooms and two baths: 7 occupants. If for any reason, the number of occupants exceeds the maximum number for that floor plan, residents will have until the expiration of the lease term to transfer to the appropriate floor plan to comply with our occupancy limits.
  7. **SECURITY DEPOSIT:** A security deposit is required and must be paid in full prior to moving in. If applicant is not approved, a check for the amount of holding will be mailed within 30 days. The holding deposit is non-refundable upon applicant cancellation after 24 hours.
  8. **PET DEPOSIT/PET POLICY:** Pets may be allowed with a deposit, in addition to a monthly pet rent and/or a one-time fee. All residents with pets must have a pet agreement on file. (The only exception would be pets, which are designated, as service animals required to accompany a resident with a verified disability for the specific purpose of aiding that person).
  9. **GARAGES:** Applicant agrees to management's assignment of garage spaces.
  10. **RENT:** All move in rents, deposits, and fees must be paid by money order or cashier's check. If the bank returns the holding deposit check, application will automatically be denied.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

# APPLICATION AND OFFER TO RENT/LEASE REAL PROPERTY

Managed by: **Stout Management**

THE PROPERTY:

APTS.

Agent: \_\_\_\_\_ Telephone: ( 702) \_\_\_\_\_ Fax :( 702) \_\_\_\_\_

### RESERVATION INFORMATION:

|                                   |                      |                        |                       |                   |
|-----------------------------------|----------------------|------------------------|-----------------------|-------------------|
| Address of Apartment/Unit:        |                      | Apt or Unit #          | City:                 | Zip:              |
| Rental Rate<br>\$ _____ per _____ | Concessions Offered: | Intended Move In Date: | Length of Lease Term: | Marketing Source: |

### Instructions to Applicant:

Use **black ink**. Except for your signature, all information in this Application must be **PRINTED** in a clear and legible manner. One Application must be filled out **ENTIRELY** and **COMPLETELY** by each intended adult occupant. Each Applicant must show satisfactory identification to owner/manager at the time this application is submitted for processing.

### APPLICANT'S PERSONAL DATA

( \_\_\_\_\_ ) \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_  
Home Phone Work Phone

### E-MAIL ADDRESS, Applicant:

### Co-Applicant:

| FULL NAME: FIRST-MIDDLE-LAST-                 | SOCIAL SECURITY | DRIVER LICENSE | STATE | BIRTH DATE |
|---|-----------------|----------------|-------|------------|
|   |                 |                |       |            |
| SPOUSE:                                       |                 |                |       |            |
|   |                 |                |       |            |
| ALL OTHER NAMES BY WHICH YOU HAVE BEEN KNOWN: |                 |                |       |            |
|   |                 |                |       |            |

### OTHER PERSONS TO OCCUPY THE PROPERTY

| FULL NAME | RELATIONSHIP | D.O.B. | OCCUPATION |
|-----------|--------------|--------|------------|
|           |              |        |            |
|           |              |        |            |
|           |              |        |            |

### PREVIOUS ADDRESS HISTORY (List ALL residences for at least the past 2 years. START WITH PRESENT ADDRESS.)

| STREET ADDRESS | CITY | STATE | ZIP | DATE IN | \$ RENT/MO | LANDLORD NAME AND PHONE |
|----------------|------|-------|-----|---------|------------|-------------------------|
|                |      |       |     |         |            |                         |
|                |      |       |     |         |            |                         |
|                |      |       |     |         |            |                         |

### EMPLOYMENT HISTORY (List ALL employers for the past 2 years. START WITH PRESENT EMPLOYER.)

| COMPANY |         |       | POSITION OR OCCUPATION | START/END DATE | MONTHLY WAGE |
|---------|---------|-------|------------------------|----------------|--------------|
| NAME    | ADDRESS | PHONE |                        |                |              |
|         |         |       |                        |                |              |
|         |         |       |                        |                |              |
|         |         |       |                        |                |              |

### BANKING INFORMATION

| BANK OR S&L NAME | BRANCH | PHONE | DATE OPENED | PRESENT BALANCE |
|------------------|--------|-------|-------------|-----------------|
|                  |        |       |             |                 |
|                  |        |       |             |                 |

### NEAREST RELATIVE REFERENCES (NOT LIVING WITH YOU)

| FULL NAME | RELATIONSHIP | ADDRESS | PHONE |
|-----------|--------------|---------|-------|
|           |              |         |       |
|           |              |         |       |

**IN CASE OF EMERGENCY NOTIFY**

| FULL NAME | RELATIONSHIP | ADDRESS | PHONE |
|-----------|--------------|---------|-------|
|           |              |         |       |

**Does your Emergency Contact Have PERMISSION to ENTER Apt.#** \_\_\_\_\_ **,In the Event of an EMERGENCY: YES NO**

**AUTOMOBILES**

| MAKE | MODEL | YEAR | LICENSE NUMBER | INSURANCE CO. |
|------|-------|------|----------------|---------------|
|      |       |      |                |               |
|      |       |      |                |               |

**ACTIVE CREDIT ACCOUNTS**

| CREDITOR | YEAR OPENED | CREDITOR | YEAR OPENED |
|----------|-------------|----------|-------------|
|          |             |          |             |
|          |             |          |             |

|   | YES | NO |
|---|-----|----|
| DO YOU INTEND TO INSTALL A SATELLITE DISH?  |     |    |
| DO YOU HAVE OR INTEND TO HAVE WATER FILLED FURNITURE IN THE RENTAL UNIT?                            |     |    |
| HAS ANY CIVIL JUDGEMENT BEEN ENTERED AGAINST YOU FOR THE COLLECTION OF A DEBT IN THE PAST 10 YEARS? |     |    |
| DO YOU HAVE OR INTEND TO HAVE ANY PETS IN THE RENTAL UNIT? Type and Breed:                          |     |    |
| HAVE YOU FILED FOR BANKRUPTCY IN THE PAST 10 YEARS?   |     |    |
| HAVE YOU EVER BEEN EVICTED OR REFUSED TO PAY RENT FOR ANY REASON?                                   |     |    |
| HAVE YOU EVER BEEN ARRESTED FOR A FELONY OR CONVICTED FOR A MISDEMEANOR?                            |     |    |
| IF ANY QUESTION ABOVE HAS BEEN ANSWERED "YES", PLEASE EXPLAIN:                                      |     |    |

**The undersigned Applicant hereby** offers to rent/lease real property described as \_\_\_\_\_ APARTMENTS. It is understood that this Application is not a Rental Agreement/Lease and that Applicant has no rights to said property until a Rental Agreement/Lease is duly executed **after** the approval of this Application.

A non-refundable credit check fee of \$ \_\_\_\_\_ to process this Application and an **Application Deposit** of \$ \_\_\_\_\_ as earnest money will be given by Applicant to the owner/manager when this Application is turned in for processing.

The **Application Deposit** is fully refundable within thirty (30) days of receipt, if Applicant is rejected, or if written notice revoking this offer is received within 24 hours of receipt of deposit. **Application Deposit** will be forfeited if applicant revokes this offer after the initial 24-hour period.

Applicant represents all information in this Application to be true and accurate. Applicant hereby authorizes owner/manager and his/her/its employees and agents to verify said information and make independent investigations in person, by mail, phone, fax, or otherwise, to determine Applicant's rental, credit, financial and character standing. Applicant hereby releases owner/manager, his/her/its employees and agents and any and all other firms or persons investigating or supplying information, from any liability whatsoever concerning the release and/or use of said information and further, will defend and hold them all harmless from any suit or reprisal whatsoever. All holders, public and private, of any such information are hereby authorized to release, without reservation or limitation, any and all such information they have concerning Applicant and in so doing, will be acting on Applicant's behalf at Applicant's request and will be held blameless and without any liability whatsoever. A copy, fax, or other reproduction of this Authorization shall be as effective as the original.

**NOTE:** If this application is accepted, following are the initial move-in costs and are to be paid by cashiers check or money order **ONLY**. **NO PERSONAL CHECKS** are accepted at move-in. After move in, rent may be paid by personal check. Utilities must be put in resident's name prior to move-in. Bring verification at time of move-in.

|                                  |             |                                  |              |
|----------------------------------|-------------|----------------------------------|--------------|
| Pro-rate Rent                    | \$ _____    | Pet Rent                         | \$ _____     |
| Additional Month Rent            | \$ _____ *  | Application Fee                  | \$ _____     |
| Utilities                        | \$ _____    | Garage/Storage/Insurance         | \$ _____     |
| Pet Deposit (refundable)         | \$ _____    | Washer Dryer Rent                | \$ _____     |
| Security Deposit                 | \$ _____ ** | <b>Concessions off rent only</b> | \$ < _____ > |
| KEY/Gate Deposit                 | \$ _____    | <b>TOTAL DUE</b>                 | \$ _____     |
| Redecorating Fee (NR) (cleaning) | \$ _____    | LESS; RECEIVED TODAY             | \$ < _____ > |
| Qualifying Fee                   | \$ _____    | <b>TOTAL DUE AT MOVE-IN</b>      | \$ _____     |

\*(Charged if after the 25th of month) \*\* Extra deposit may be required depending on rental criteria (Revised 11-10-15)

\_\_\_\_\_  
Dated Applicant's Signature Applicant's Name PRINTED

\_\_\_\_\_  
Dated Applicant's Signature Applicant's Name PRINTED

\_\_\_\_\_  
Dated Agent

COPY OF RENTAL CRITERIA GIVEN TO APPLICANT: \_\_\_\_\_