

<b>For Office Use Only</b>	Community: _____ Rate: _____ Length of Initial Lease Term: _____
	Application Date: _____ Date Apt Required: _____ Deposit: \$ _____ Receipt #: _____
	Apt #: _____ Apt Type: _____ App Fee: \$ _____ Receipt #: _____

**IN ORDER FOR US TO PROCESS YOUR APPLICATION QUICKLY, ALL QUESTIONS MUST BE ANSWERED.**

Applicant's Last Name	First	Initial	Birthday	Driver's License # & State	Social Security #
Contact Phone Number	E-mail Address				

For credit purposes only: <input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Separated	Spouse's First Name	Initial	Birthday	Driver's License # & State	Social Security #
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Student? <input type="checkbox"/> Yes <input type="checkbox"/> No	Apt to be Occupied by:	Expected Move-in Date:	Children's First, Middle Initial and Last Name (Required information - not optional)		
# of Full-Time Students: _____	Total _____ Adults	_____	1. _____	DOB _____	_____
			2. _____	DOB _____	_____
			3. _____	DOB _____	_____
			4. _____	DOB _____	_____

Do you have pets? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many?	Type & Size (keeping of pets requires a pet deposit/fee & owner's consent)	Who or what referred you to us?
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**EACH APPLICANT 18 AND OVER MUST FILL OUT A SEPARATE APPLICATION UNLESS MARRIED | 2 YEARS OF EMPLOYMENT AND LANDLORD HISTORY ARE REQUIRED**

**EMPLOYER - APPLICANT'S**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Your Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Monthly Income (Gross) \$: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_

**OTHER EMPLOYMENT OR INCOME**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Your Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Monthly Income (Gross) \$: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_

**EMPLOYER - SPOUSE'S**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Your Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Monthly Income (Gross) \$: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_

**OTHER EMPLOYMENT OR INCOME**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Your Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Monthly Income (Gross) \$: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_

**ADDITIONAL INCOME**

Source: \_\_\_\_\_ Amount: \_\_\_\_\_ Frequency: \_\_\_\_\_

**PRESENT RESIDENCE**

Address: \_\_\_\_\_ Monthly Rent/Pymt: \$ \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Owner and/or Apt Comm: \_\_\_\_\_

Phone: \_\_\_\_\_ County: \_\_\_\_\_ Do you:  Own?  Rent?

**PREVIOUS RESIDENCE**

Address: \_\_\_\_\_ Monthly Rent/Pymt: \$ \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Owner and/or Apt Comm: \_\_\_\_\_

Phone: \_\_\_\_\_ County: \_\_\_\_\_ Do you:  Own?  Rent?

**AUTOMOBILE**  Check box if you own an add'l car, motorcycle, boat

Vehicle 1: \_\_\_\_\_  
Year, Make, Model & Color of Applicant's Vehicle

License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

Vehicle 2: \_\_\_\_\_  
Year, Make, Model & Color of Applicant's Vehicle

License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

**IN CASE OF EMERGENCY NOTIFY**

Applicant's Nearest Relative, other than spouse \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Relationship: \_\_\_\_\_

Applicant's Nearest Relative, other than spouse \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Relationship: \_\_\_\_\_

**BANKING INFORMATION**

Checking Acct at: \_\_\_\_\_ Acct #: \_\_\_\_\_ Savings Acct at: \_\_\_\_\_ Acct #: \_\_\_\_\_

Average Balance: \$ \_\_\_\_\_ Phone #: \_\_\_\_\_ Average Balance: \$ \_\_\_\_\_ Phone #: \_\_\_\_\_

Have you or any other member of the household ever been convicted of a felony or juvenile felony?  Yes  No

If yes, please give detail: When \_\_\_\_\_ Where \_\_\_\_\_ Description of Crime: \_\_\_\_\_

Applicant has paid an Application Deposit of \$ \_\_\_\_\_. Application Deposit shall be credit toward the required Security Deposit upon resident move-in. If the applicant finds it necessary to cancel a move-in, the Application Deposit will be refunded provided the cancellation takes place within seventy-two (72) hours after submitting an application, regardless of approval status. Application fees are nonrefundable.

Applicant expressly acknowledges that the Rules and Regulations as listed on the backside of this document have been read and understood and that said Rules and Regulations shall become part of the Lease Agreement.

By signing below I authorize any agent acting on behalf of the apartment community to obtain any and all background information on me including but not limited to a credit check and a criminal records check.

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_ Spouse: \_\_\_\_\_

Application Received by: \_\_\_\_\_ Referred by: \_\_\_\_\_

# RULES AND REGULATIONS

1. The lessor acknowledges that right of Lessee to entertain friends and to have parties and guests, but requires that perfect order and tranquility prevail. Lessee, members of lessee's family and Lessee's guests shall at all times maintain order in the apartment and at all places on the premises, and shall not make or permit any loud, improper or boisterous conduct or otherwise disturb the comfort or interrupt the sleep of other Lessees.
2. The driveways, sidewalks, courts, entry passages, stairs and halls shall not be obstructed or used for any purposes other than ingress and egress. Bicycles and such other vehicles shall not be brought into any building nor onto the lawn, nor be allowed to obstruct the driveways, sidewalks, courts, entry passages, stairs or halls.
3. Only Lessees, their families and invited guests, accompanied by Lessees, may use the swimming pool and other recreational and club facilities, if any provided by Lessor, either on or off the premises. All such facilities may be used by such persons only in strict compliance with the supplemental rules and regulations from time to time adopted by Lessor with respect to each of said facilities, supplemental rules and regulations may from time to time be amended.
4. Windows and doors shall not be obstructed. Nothing shall be thrown out of windows or doors. Lessee must exercise care and caution about leaving windows or doors open during inclement weather. Lessee shall be liable for any damage to interior, including paint, plaster, cabinets, carpets, floors or damage to any parts of the premises resulting from failure to exercise reasonable care. Waterbeds are permitted at the discretion of the manager. Evidence of insurance is required.
5. All windows, glass, doors, locks and hardware should be kept and maintained in good repair. Any damage shall be reported to Lessor immediately. The cost of repair or replacement thereon shall be borne by Lessor, unless such damage is caused by the act or negligence to Lessee.
6. Lessor will furnish one key for each outside door to the apartment and one mailbox key. All keys must be returned to the Property Manager of the premises upon termination of the occupancy.
7. Lavatories, sinks, toilets and all water and plumbing apparatus shall be used only for the purposes for which they were constructed. Sweepings, rubbish, rags, ashes or other foreign substances shall not be thrown therein. Any damage to such apparatus and the cost of cleaning, plumbing resulting from misuse shall be borne by Lessee.
8. Clothing, sheets, etc. shall not be hung from the windows, rails or porches or aired or dried in any yard space. All airing and drying or such articles shall be done in the places specifically provided. Appropriate window coverings are to be installed within 72 hours of occupancy.
9. Lessee will place all trash and garbage in sanitary containers in the locations designated by Lessor.
10. All radios, television sets, phonographs, etc., must be turned down to a level of sound that does not annoy or interfere with other Lessees. No band instruments (saxophone, trumpet, etc.) shall be played on the premises at any time. No music lessons, either vocal or instrumental, shall be permitted on the premises at any time.
11. Pets are prohibited except Lessor has the right to make exceptions in cases where a damage deposit/fee is secured and Lessor determines that the particular pet is not likely to be a nuisance or to annoy other Lessees.. Lessee shall be liable for any damage to shrubbery, lawns, buildings or any part of the premises, or to property of others, which is caused by Lessee's pet, to include damages to lessor due to loss of a resident as a result of said pet.
12. Washing vehicles and boats and performing mechanical work thereon is prohibited. Parking of motorcycles in any other than designated vehicle parking area is strictly prohibited. Lessee agrees that Lessor has the right to remove and store said vehicle at Lessee's expense. Parking of race cars, junk cars or storage of any vehicle that is not operable is prohibited. Adequate parking areas are provided by the Lessor as a service to the Lessee on a first come first served basis with no designated parking anywhere. Parking of boats, recreation or commercial vehicles in other than designated parking areas is strictly prohibited. Lessor reserves the right to refuse parking of any vehicle which may endanger life or property. Lessor or its agents have the right to remove and store or have removed and stored vehicles at Lessee's expense, which violate this rule.
13. Lessor reserves the right at any time and from time to time to prescribe such additional rules and to make such changes to the Rules and Regulations set forth an deferred to above as Lessor shall in its judgement determine to be necessary for the safety, care and cleanliness of the premises and for the preservation of good order, comfort or benefit of all Lessees generally.
14. Electricity and/or gas will be furnished by resident unless otherwise stated.
15. Applicant understands that the giving of false information or tendering a bad check may at Lessor's option breach and void any subsequent lease. Notice in writing of approval or disapproval may be mailed to applicant at address indicated on this application or delivered to applicant in person.

## Employment Check

Length	Ending Date	Salary	Title	Full Time	Permanent	Spoke to	by
Present:							
Previous:							

## Additional Income

Type	Source	Amount	Is it consistent?	Spoke to	by

## Credit

Credit Report to be Attached

## Crime

Criminal Report to be Attached

## Summary

Applicant's Income: \_\_\_\_\_ Apartment rent at time of move in: \$ \_\_\_\_\_ Does applicant meet qualifying standards?  Yes  No

Other Verified Income: \_\_\_\_\_ Total Verified Income: \_\_\_\_\_ Application:  Approved  Disapproved

Comments: \_\_\_\_\_

By: \_\_\_\_\_ Manager's Approval: \_\_\_\_\_ Notified by: \_\_\_\_\_

## **Burlington Capital Properties Resident Criteria**

We are working with our community to maintain quality in the neighborhood. Therefore, we have a very thorough screening process. If you meet the application standards and are accepted, you will have the peace of mind of knowing that other residents are being screened with equal care. Please review the following list of criteria. If you feel you meet these standards, please apply.

**Equal Housing:** This community does not discriminate based on race, color, age, sex, religion, handicap, familial status, sexual orientation or national origin.

**Identification:** All visitors must present a current photo ID issued by a state or government authority (i.e. State Issued Driver's License, State Issued Photo Identification Card, current Passport, current United States Military ID card, or VISA issued by US Immigration and Naturalization Services).

**Occupancy:** A maximum of two persons per bedroom, per apartment home. (example: 1/1 = 2 persons; 2/2 = 4 persons; 3/2 = 6 persons; 4/2 = 8 persons)

**Application for Residency:** An Application for Residency must be completed and maintained for each applicant 18 years or older who will be living in the apartment and/or contributing to the payment of rent.

### **Qualifying Standards**

**Rental History:** Up to 24 months of rental history may be verified on present and previous residence. A positive record of prompt monthly payment, sufficient notice, with no damages is expected. Eviction, Skip, or Money Left Owing to a Landlord within seven (7) years of application date or falsification of this application may result in an automatic rejection. If no rental history or guarantor/co-signer where applicable can be provided, a minimum of a 1-month additional security deposit will be required.

**Credit History:** An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one which reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies.

**Income:** Applicants must have a verifiable income source. Acceptable income verification required may include (a.) Income statements (i.e. pay stubs) must be consecutive and current a 2-week period prior to the application or a bank statement showing recurring pay deposits for 12 months. (b.) Proof of income verified by employer on company letter head. This will be called on and verbally verified by the on-site staff. (c.) Job opportunity letter on company letterhead. This will be called on and verbally verified by the on-site staff. (d.) In the event of self-employment, applicant(s) must provide proof of income via the last year's tax return or an accountant's certification of income.

If applicant(s) has no current employment, one or more of the following conditions must be met: (a.) Applicant(s) must provide bank statement reflecting balance equivalent to rental obligation for entire lease term (b.) Proof of Trust Income, or (c.) Proof of Social Security, Retirement, Unemployment or Disability Income.

Applicants applying for residency at an LIHTC (Low Income Housing Tax Credit) property may be required to provide up to six consecutive paystubs and/or bank statements. Applicants with Housing Choice Vouchers will be required to provide proof of the voucher and proof that a minimal amount of income is present to support the basic needs of the apartment, including, but not limited to cleaning supplies, utilities, etc.

Applicants applying for residency at an LIHTC property are also subject to certain rules and regulations regarding student status, household composition and income restrictions. These guidelines are provided at each LIHTC property, as the income guidelines may vary dependent on county and state.

**Lease Guarantors:** A Lease Guarantor and/or Additional Security Deposit may be required upon evaluation of rental application(s). Lease guarantors may be accepted for students only, for income verification purposes only and must reside in the USA. Guarantor must qualify based not only on the proposed rent amount for the applicant's apartment, but the combination of the proposed rent plus their own housing obligation. Lease Guarantors and/or cosigners are not accepted at LIHTC properties.

**Non-US or US Citizens without a SSN or ITIN:** Applicant must provide a valid Passport and must include **at least one (1)** appropriate U.S. Citizenship and Immigration Services (USCIS) document, as specified below.

U.S. Citizenship and Immigration Services (USCIS) documents (must be a valid unexpired document) as follows:

Certificate of Naturalization, Certificate of Citizenship, I-551 Stamp contained in valid foreign passport, I-94 card contained in valid foreign passport, Alien Registration Receipt card (Resident Alien Card), Temporary Resident card, Employment Authorization card, Refugee Travel document, Foreign students with an F1 Visa status must show USCIS document I-20 and verification of current enrollment in a US school.

**Criminal Background Check:** A criminal background check will be run on all Applicants. An applicant may be automatically denied in the event the applicant(s) have ever been convicted of a felony or misdemeanor for a crime against a person, another person's property or against society. The applicant(s) may also be decline if they have received adjudication withheld or has been charged with a felony or misdemeanor offense(s) within the past seven (7) years for a crime against a person, another person's property or against society. An automatic denial will also occur should an applicant appear on the list of known terrorists and wanted fugitives as provided by the Office of Foreign Asset Control (OFAC), federal agencies to include the FBI or other state and local law enforcement agencies.

The applicant agrees that the lease shall be terminated in the event the applicant, after moving onto the property, is convicted of a felony or misdemeanor for a crime against a person, another person's property or against society, and/or appears on the list of known terrorists and wanted fugitives.

Note: This requirement does not constitute a guarantee or representation that residents or occupants residing at this apartment community have not been convicted of a felony or are not subject to deferred adjudication for a felony.

**Notification:** Applicants will be informed of the status of their application by telephone within five (5) business days (Mon – Fri) from submitting the application and the required processing fee. If the applicant is rejected, the applicant will be given an adverse action letter with contacts to request copies of the information used to determine eligibility for occupancy. Management cannot be held responsible for inaccuracies contained in any information obtained and is not allowed to provide details to the applicant regarding said information.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Management Representative Signature

\_\_\_\_\_  
Date

