

Port Royal

Apartments Resident Qualifications

Equal Housing: This community does not discriminate on the basis of 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) A copy of all applicants photo IDs will be made and retained at time of application.

Occupancy Limits - Number of occupants per apartment shall not exceed:

- SRO Unit - 1 person
- 1 Bedroom - 2 persons
- 2 Bedrooms - 4 persons
- 3 Bedrooms - 6 persons
- 4 Bedrooms - 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.

Rental History: Up to 24 months of rental history may be verified on present and previous residency and / or mortgage history. 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. In addition the resident must have no resident problem issues with current or prior landlord. If an eviction was filed, your application is automatically declined.

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. **Employment / 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 6 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 onsite 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.

Your Gross Monthly Income must be 2.5 times the monthly rental amount. (to include a \$100.00 monthly variance). If unemployed, you must show proof of unearned income that meets required gross monthly income ratio. If self-employed, applicant must provide copies of immediate past (2) years IRS tax returns and current bank statement that supports income stated. If child support and/or alimony are to be considered as income to qualify, applicant must provide proof that child support has been received for the past six months and a copy of the court order to verify monthly amount awarded.

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.

Non US or US Citizens without a SSN or ITIN: **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.

Applicant must pay one (1) month additional deposit equivalent to one (1) month "market" rent. If applicant is referred by a government agency they will only have to pay the standard deposit. Property must also obtain proof of income.

Criminal Background Check: A criminal background check will be run on all Applicants. The Applicant will be advised of the results. A full review and analysis of a criminal conviction will be one of the factors in determining whether or not the Applicant will be granted or denied a lease. The Lessor shall abide by all laws, rules and regulations of the Federal and State Fair Housing Laws and other applicable laws as well as its internal policy in making a determination for Applicant's right of occupancy.

Vehicle Parking – All vehicles must have current licenses and inspection stickers as required by Louisiana Law. No unlicensed or inoperable vehicles allowed on the property. Each apartment is allowed 2 automobiles and must be owned by resident. No boat, RV, trailer or commercial truck (more than 2 axles) storage allowed on the premises.

Pet Approval – No pets are allowed without management's prior written approval and payment of pet deposit and fee for each pet. There is a limit of no more than 2 pets allowed per apartment. Full-grown weight limits not to exceed 25 lbs and must meet all other Pet Requirements for approval.

Fees Owed to Process Application – Non-refundable application fee and administrative fee (if applicable) plus the security deposit must be paid with application in order to process for occupancy. Upon move in, a copy of all occupants 18 years or older's valid driver's license or state identification card will be made for your permanent file.

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 information to contact **Rent Grow dba Yardi Resident Screening** 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.

Disclaimer: All prospective residents are screened to meet the above qualifications based on information supplied by sources deemed to be reliable. There may be occasions wherein limited information is available or supplied for screening and events may have occurred since the application was obtained. We, therefore, do not warrant representation that these qualifications are absolute for all existing residents. Management also reserves the right to offer residency to Corporate Companies. Corporate companies may utilize an independent screening process in qualifying their occupants.

Lessee

Lessee

Date:

Date:

Lessor / Agent for Owner

***If applying for residency via fax and / or mail a copy of a federally issued picture ID is required and all applications must be notarized.**



RENTAL APPLICATION FOR
RESIDENTS AND OCCUPANTS
(Each co-applicant and each occupant 18 years old
and over must submit a separate application.)



Date when filled out: _____

APPLICANT INFORMATION

Full Name (Exactly as it appears on Driver's License or Govt. ID card)

Former Name (if applicable)

Gender (Optional)

Birthdate

Social Security #

Driver's License #

State

Government Photo ID card #

Type

Home Phone Number

Cell Phone Number

Work Phone Number

Email Address

Marital Status: ☐ single ☐ married ☐ widowed ☐ separated

Do you or any occupant smoke? ☐ yes ☐ no

I am applying for the apartment located at: _____

Is there another co-applicant? ☐ yes ☐ no

Co-applicant Name

Email

Co-applicant Name

Email

Co-applicant Name

Email

Co-applicant Name

Email

OTHER OCCUPANTS

Full Name

Relationship

Date of Birth

Social Security #

Driver's License #

State

Government Photo ID card #

Type

Full Name

Relationship

Date of Birth

Social Security #

Driver's License #

State

Government Photo ID card #

Type

Full Name

Relationship

Date of Birth

Social Security #

Driver's License #

State

Government Photo ID card #

Type

Full Name

Relationship

Date of Birth

Social Security #

Driver's License #

State

Government Photo ID card #

Type

RESIDENCY INFORMATION

Current Home Address (where you live now)

City

State

Zip Code

Do you ☐ rent or ☐ own?

Dates:

From

To

\$

Monthly Payment

Apartment Name

Landlord/Lender Name

Phone

Reason for Leaving

(The following is only applicable if at current address for less than 6 months.)

Previous Home Address

City

State

Zip Code

Do you ☐ rent or ☐ own?

Dates:

From

To

\$

Monthly Payment

Apartment Name

Landlord/Lender Name

Phone

Reason for Leaving

EMPLOYMENT INFORMATION

Present Employer

Address

City

State

Zip Code

Work Phone

Dates:

From

To

\$

Gross Monthly Income

Position

Supervisor Name

Phone

(The following is only applicable if at current employer for less than 6 months.)

Previous Employer

Address

City

State

Zip Code

Work Phone

Dates:

From

To

\$

Gross Monthly Income

Position

Supervisor Name

Phone

ADDITIONAL INCOME

(Income must be verified to be considered)

Type

Source

\$

Gross Monthly Amount

Type

Source

\$

Gross Monthly Amount

© 2017, National Apartment Association, Inc. - April 2017, Louisiana

Page 2 of 6

CREDIT HISTORY (if applicable)

If applicable, please explain any past credit problem:

RENTAL/CRIMINAL HISTORY

(Check only if applicable)

Have you 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?☐☐☐☐Please indicate the year, location and type of each felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or 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 is “no” to any item not checked above.*

REFERRAL INFORMATION

How did you find us?

☐

Online search. Website address:

☐

Referral from a person. Name: ☐☐

EMERGENCY CONTACT

Emergency contact person over 18, who will not be living with you:

Name

Relationship

Address

City

State

Zip Code

Home Phone #

Cell Phone #

Work Phone #

Email Address

VEHICLE INFORMATION (if applicable)

List all vehicles owned or operated by you or any occupants (including cars, trucks, motorcycles, trailers, etc.).

Make

Model

Color

Year

License #

State

Make

Model

Color

Year

License #

State

Make

Model

Color

Year

License #

State

Make

Model

Color

Year

License #

State

PET INFORMATION (if applicable)

You may not have any animal in your unit without management's prior authorization in writing. If we allow your requested animal, you must sign a separate animal addendum, which may require additional deposits, rents, fees or other charges.

Name

Type

Breed

Gender

Weight

Color

Age

Assistance Animal Status: ☐ yes ☐ no

Name

Type

Breed

Gender

Weight

Color

Age

Assistance Animal Status: ☐ yes ☐ no

APPLICATION AGREEMENT

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease Contract. While some of the information below may not yet apply to your situation, there are some provisions that may become applicable prior to signing a Lease Contract. In order to continue with this application, you'll need to review the Application Agreement carefully and acknowledge that you accept its terms.

1. Lease Contract Information.

The Lease Contract contemplated by the parties will be the current Lease Contract. Special information and conditions must be explicitly noted on the Lease Contract.

2. 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 required security deposit.

3. 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.

4. If you Fail to Sign 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.*

5. If You Withdraw Before Approval.

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.

6. Approval/Non-Approval in Seven Days.

We will notify you whether you've been approved within 7 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 7 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.

7. Refund after Non-Approval.

If you or any co-applicant is disapproved or deemed disapproved under Paragraph 6, 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.

8. Extension of Deadlines.

If the deadline for signing, approving, or refunding under paragraphs 4, 6, or 7 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.

9. Keys or Access Devices.

We'll furnish keys and/or access devices only after: (1) all parties have signed the Lease Contract and other rental documents; and (2) all applicable rents and security deposits have been paid in full.

10. Application Submission.

Submission of a rental application does not guarantee approval or acceptance. It does not bind us to accept the applicant or to sign a Lease Contract.

© 2017, National Apartment Association, Inc. - April 2017, Louisiana

Page 4 of 6

DISCLOSURES

1. **Application Fee (Non-Refundable).** You agree to pay to our representative the non-refundable application fee in the amount indicated in paragraph 3. ***Payment of the application fee does not guarantee that your application will be accepted.*** The application fee partially defrays the cost of administrative paperwork. ***It is non-refundable.***
2. **Application Deposit (may or may not be refundable).** In addition to any application fee(s), you agree to pay to our representative an application deposit in the amount indicated in paragraph 3. ***The application deposit is not a security deposit.*** The application deposit 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 7 of the Application Agreement if your application is not approved; OR, it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraphs 4 or 5 of the Application Agreement.
3. **Fees Due. Your Rental Application will not be processed until we receive your completed Rental Application (and the completed Rental Application of all co-applicants, if applicable) and the following fees:**
- 1. Application fee (non-refundable): \$ _____
 - 2. Application deposit (may or may not be refundable): \$ _____
4. **Completed Application.** Your Rental Application for Residents and Occupants will not be considered “completed” and will not be processed until we receive the following documentation and fees:
- 1. Your completed Rental Application;
 - 2. Completed Rental Applications for each co-applicant (if applicable);
 - 3. Application fees for all applicants;
 - 4. Application deposit for the Unit.
5. **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.

AUTHORIZATION AND ACKNOWLEDGMENT

AUTHORIZATION

I authorize _____

(name of owner/agent) to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

Payment Authorization

I authorize _____

(name of owner/agent) to collect payment of the application fee and application deposit in the amounts specified under paragraph 3 of the Disclosures.

Non-Sufficient Funds and Dishonored Payments.

If a check from an applicant is returned to us by a bank or other entity for any reason, if any credit card or debit card payment from applicant to us is rejected, or if we are unable, through no fault of our own or our bank, to successfully process any ACH debit, credit card, or debit card transaction, then:

- (i) Applicant shall pay to us the NSF Charge; and
- (ii) We reserve the right to refer the matter for criminal prosecution

ACKNOWLEDGMENT

You declare that all your statements in this Application are true and complete. You authorize us to verify the same through any means, including consumer reporting agencies and other rental housing owners. If you fail to answer any question(s) 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.

This Rental Application and the Lease Contract are binding legal documents when signed. Please read them carefully. Before submitting a Rental Application or signing a Lease Contract, you may take a copy of these documents to review and/or consult an attorney. Additional provisions or changes may be made in the Lease Contract if agreed to in writing by all parties.

Applicant’s Signature _____

Date _____

FOR OFFICE USE ONLY

Apt. name or dwelling address (street, city)	Unit # or type
Person accepting application	Phone
Person processing application	Phone
Applicant or Co-applicant was notified by <input type="checkbox"/> telephone <input type="checkbox"/> letter <input type="checkbox"/> email , or <input type="checkbox"/> in person of <input type="checkbox"/> acceptance or <input type="checkbox"/> non-acceptance on _____.	
(Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)	
Name of person(s) who were notified (at least one applicant must be notified if multiple applicants):	
Name(s) _____	
Name of owner's representative who notified above person(s) _____	

ADDITIONAL COMMENTS

[illegible]



Port Royal Apartments

TENANT RELEASE AND CONSENT

I/We _____, the undersigned hereby authorize all persons or companies in the categories listed below to release without liability, information regarding employment, income and/or assets to _____ Port Royal _____ APARTMENTS for the purposes of verifying information on my/our apartment rental application.

INFORMATION COVERED

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include, but are not limited to: personal identity, student status, employment, income, assets, and medical or child care allowances. I/We understand that this authorization cannot be used to obtain any information about me/us that is not pertinent to my/our eligibility for and continued participation as a Qualified Tenant.

GROUPS OR INDIVIDUALS THAT MAY BE ASKED

The groups or individuals that may be asked to release the above information include, but are not limited to:

Past and Present Employers	Welfare Agencies	Veterans Administration
Support and Alimony Providers	State Unemployment Agencies	Retirement Systems
Educational Institutions	Social Security Administration	Medical and Child Care Providers
Banks and other Financial Institutions	Previous Landlords (including Public Housing Agencies)	

CONDITIONS

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file and will stay in effect for a year and one month from the date signed. I/We understand I/we have a right to review this file and correct any information that is incorrect.

SIGNATURES

_____ Applicant/Resident	_____ (Print Name)	_____ Date
_____ Applicant/Resident	_____ (Print Name)	_____ Date
_____ Applicant/Resident	_____ (Print Name)	_____ Date
_____ Applicant/Resident	_____ (Print Name)	_____ Date