



**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** \_\_\_\_\_

\_\_\_\_\_

**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** \_\_\_\_\_

**OTHER OCCUPANTS (CONTINUED)**

<hr/> <b>Full Name</b>		<hr/> <b>Relationship</b>	
<hr/> <b>Date of Birth</b>	<hr/> <b>Social Security #</b>	<hr/> <b>Driver's License #</b>	<hr/> <b>State</b>
<hr/> <b>Government Photo ID card #</b>		<hr/> <b>Type</b>	
<hr/>			
<hr/> <b>Full Name</b>		<hr/> <b>Relationship</b>	
<hr/> <b>Date of Birth</b>	<hr/> <b>Social Security #</b>	<hr/> <b>Driver's License #</b>	<hr/> <b>State</b>
<hr/> <b>Government Photo ID card #</b>		<hr/> <b>Type</b>	
<hr/>			
<hr/> <b>Full Name</b>		<hr/> <b>Relationship</b>	
<hr/> <b>Date of Birth</b>	<hr/> <b>Social Security #</b>	<hr/> <b>Driver's License #</b>	<hr/> <b>State</b>
<hr/> <b>Government Photo ID card #</b>		<hr/> <b>Type</b>	

**RESIDENCY INFORMATION**

**Current Home Address** *(where you live now)*

<hr/> <b>City</b>	<hr/> <b>State</b>	<hr/> <b>Zip Code</b>	Do you <input type="checkbox"/> rent or <input type="checkbox"/> own?
<b>Dates:</b> <hr/> <div style="display: flex; justify-content: space-between;"> <span><b>From</b></span> <span><b>To</b></span> </div>		<hr/> \$	<hr/> <b>Monthly Payment</b>

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**Apartment Name**

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**Landlord/Lender Name** 

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**Phone**

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**Reason for Leaving**

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

**Previous Home Address**

<hr/> <b>City</b>	<hr/> <b>State</b>	<hr/> <b>Zip Code</b>	Do you <input type="checkbox"/> rent or <input type="checkbox"/> own?
<b>Dates:</b> <hr/> <div style="display: flex; justify-content: space-between;"> <span><b>From</b></span> <span><b>To</b></span> </div>		<hr/> \$	<hr/> <b>Monthly Payment</b>

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**Apartment Name**

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**Landlord/Lender Name** 

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**Phone**

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**Reason for Leaving**

**EMPLOYMENT INFORMATION**

<b>Present Employer</b>		<b>Address</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Work Phone</b>	
<b>Dates:</b>			\$	
<b>From</b>	<b>To</b>		<b>Gross Monthly Income</b>	
<b>Position</b>				
<b>Supervisor Name</b>			<b>Phone</b>	

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

<b>Previous Employer</b>		<b>Address</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Work Phone</b>	
<b>Dates:</b>			\$	
<b>From</b>	<b>To</b>		<b>Gross Monthly Income</b>	
<b>Position</b>				
<b>Supervisor Name</b>			<b>Phone</b>	

**ADDITIONAL INCOME***(Income must be verified to be considered)*

<b>Type</b>	<b>Source</b>	\$
		<b>Gross Monthly Amount</b>
<b>Type</b>	<b>Source</b>	\$
		<b>Gross Monthly Amount</b>

**CREDIT HISTORY (if applicable)**

If applicable, please explain any past credit problem:

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**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?
- declared bankruptcy?
- been sued for rent?
- been sued for property damage?
- been convicted (or received an alternative form of adjudication equivalent to conviction) of a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime?

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.

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**REFERRAL INFORMATION**

How did you find us?

- Online search. Website address: \_\_\_\_\_
- Referral from a person. Name: \_\_\_\_\_
- Social Media. Which one? \_\_\_\_\_
- Other \_\_\_\_\_

**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: <input type="checkbox"/> yes <input type="checkbox"/> no	
Name _____	Type _____	Breed _____
Gender _____	Weight _____	Color _____
Age _____	Assistance Animal Status: <input type="checkbox"/> yes <input type="checkbox"/> 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 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.** We will notify you whether you've been approved within 10 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 10 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. The 10-day time period may be changed only by separate written agreement.
- 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 30 days 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.

## 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): \$ 35.00
  2. Application deposit (may or may not be refundable): \$ 300.00

**DISCLOSURES (CONTINUED)**

**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 Cross Creek Spartanburg, LLC

(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 Cross Creek Spartanburg, LLC

(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. 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.

\_\_\_\_\_  
**Applicant’s Signature**

\_\_\_\_\_  
**Date**

**FOR OFFICE USE ONLY**

_____	_____
<b>Apt. name or dwelling address (street, city)</b>	<b>Unit # or type</b>
_____	_____
<b>Person accepting application</b>	<b>Phone</b>
_____	_____
<b>Person processing application</b>	<b>Phone</b>
_____	_____
Applicant or Co-applicant was notified by <input type="checkbox"/> <b>telephone</b> <input type="checkbox"/> <b>letter</b> <input type="checkbox"/> <b>email</b> , or <input type="checkbox"/> <b>in person</b> of <input type="checkbox"/> <b>acceptance</b> or <input type="checkbox"/> <b>non-acceptance</b> 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**

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____





## Place 10 Residential Resident Screening Policy

Welcome to our community! Please take a minute to familiarize yourself with our resident screening policy.

Place 10 Residential operates in accordance with the Federal Fair Housing Act, as well as state and local fair housing and civil rights laws. We do not discriminate against any person on the basis of race, color, religion, gender, national origin, age, sex, familial status, handicap, disability, veteran status, or any other basis protected by applicable state or local laws. The rental criteria below outline the policies for this community with regard to the standards that may be required by each applicant in order to be approved for residency.

All applications are considered complete upon the submission of a completed application, payment of the application fee, and payment of the holding fee, in addition to any information as set forth below. The application fee is \$50 per adult 18 or over. Where permitted a \$50 nonrefundable administrative fee is due at the time the application is submitted, and is subject to the terms and conditions provided separately.

All completed applications are submitted to Resident Verify, a third-party rental applicant screening company. Resident Verify will generate a rental report that combines up to three types of information about you: (1) credit and financial history; (2) court records; and (3) references. Every applicant is treated objectively because each application is scored statistically in exactly the same manner. The rental report provides a recommendation using real time statistical data by evaluating those statistics with the below described rental criteria. Based on the information provided by you, Resident Verify will provide one of the following recommendations to the property:

**Accepted:** The applicant is accepted with standard deposit and fees.

**Accepted with Conditions:** The applicant may be given the option to pay an additional security deposit or obtain a guarantor.

**Denied:** The application will not be accepted.

In the event of denial or other adverse action, you have the right to obtain a free copy of your rental report from Resident Verify and to dispute the accuracy of any information appearing on it. You will be given an adverse action letter with all information regarding who to contact or you may call Resident Verify at 866 698-0661.

We do not accept comprehensive reusable tenant screening reports.

1. OCCUPANCY GUIDELINES – The following occupancy standards apply based on two (2) persons per bedroom, plus one (1) per apartment:

One Bedroom	Three Persons
Two Bedroom	Five Persons
Three Bedroom	Seven Persons
Four Bedroom	Nine Persons

Residents who exceed these occupancy standards during the lease term, will be required to either transfer into another available apartment which has more bedrooms at the larger unit's current rental rate or vacate the unit at the end of the lease term.

2. GENERAL - All applicants must be of legal age, complete an application and pay all applicable fees. The application fee is \$50 per applicant. Applications must be completed in full. The application fee is non-refundable. All individuals 18 and older, intending to reside in the unit, must complete a separate rental application and pay the application fee. Any application containing incorrect, untrue, or false information will be denied.

3. IDENTIFICATION – All applicants are required to provide positive identification including one of the following: government issued identification (military identification, driver's license or passport), birth certificate, social security card, or other verifiable identification.



4. INCOME – Applicant must provide at least 6 months of stable, verifiable income as to amount and receipt. Failure to provide at least 6 months' verifiable income may require an additional deposit or guarantor. If applicant is self-employed applicant must provide the most recent 2 years' personal tax returns and 2 years' business tax returns with application.

Income must be verified in writing as to its amount or receipt by applicant (e.g. pay stubs, tax returns, bank statements, statement of benefits from the federal government, award letter from Employment Security Department, certified copy of court order providing maintenance or child support, etc.)

5. RENT TO INCOME RATIO – Written verification of income equal to 2.5 times the monthly rent per household is required along with necessary supporting documents.

6. CREDIT – Resident Verify evaluates credit and rental history against indicators of future rent payment performance. All applications are evaluated based on statistical data available such as payment history, quantity and type of accounts, outstanding debt, and age of accounts. The rental scoring system will compare your application to Resident Verifies database and by evaluating those statistics and real data in accordance with this criteria Resident Verify will provide management with a recommendation.

Minimum grounds for possible denial include:

- Excessive collection accounts, including utility accounts (regardless of status).
- Rental housing debt, evictions, or collections may result in automatic denial of the application.
- More negative than positive account history may be approved subject to an additional deposit.

Bankruptcy (regardless of discharge) or repossession/foreclosure within the last two (2) years may be grounds for denial of the application or may require an additional deposit for approval.

7. RESIDENT HISTORY – All occupants must have at least 6 months of verifiable and positive residency history immediately preceding application. Verification must be provided by a third-party entity. Verification by an individual will not be accepted unless proof of timely payments is provided. Resident history that indicates multiple late payments, returned checks, poor housekeeping, conduct disturbing the rights and comforts of other residents, unauthorized occupants, property damage or failure to adhere to policies and regulations of a prior rental agreement may result in denial. First time renters may require an additional deposit.

8. CRIMINAL HISTORY –The tenant screening investigation includes a criminal background screening. All applicants will be screened for criminal history. Place 10 Residential considers the entire application and considers prior convictions reportable under the Fair Credit Report Act and rules of Texas. Convictions involving sexual misconduct, drug manufacture and delivery crimes, theft by check or a physical crime against a person or another person's property may result in denial.

Any individual denied on the basis of their criminal history may request review, which will be done on a case-by-case basis depending on the felony or misdemeanor offenses. Upon review, applicant may be approved with conditions. Consideration will be given to the nature and date of the crime, circumstances of conviction, efforts at rehabilitation, and prior rental history since release from confinement.

Individuals requesting review based upon a denial of their rental application for a prior criminal conviction must provide the following: (1) documentation on the nature and date of the crime, (2) circumstances of underlying crime and conviction, (3) efforts at rehabilitation, and (4) prior rental history references since release from confinement must be provided at the time the application is submitted.

9. EVICTION HISTORY –No eviction or rental debt will be approved

10. GUARANTOR/CO-SIGNOR – Guarantors will be accepted for applicants at the discretion of Place 10 Residential when the applicant does not meet the required rent-to-income ratio or is denied on the basis of poor financial history. Only one guarantor per home is permissible. Guarantors must reside in the United States. Guarantors must meet the above established criteria and have gross monthly income equal to or greater than five (5) times the monthly rent.

11. ADDITIONAL INFORMATION –

Animals: Pet restrictions vary at each community The following breeds are restricted from this community:

Pit bull/Staffordshire Terriers  
Doberman Pinschers  
PresaCanarios  
Alaskan Malamutes  
Rottweilers

Chows  
Akitas  
Wolf-hybrids  
Poisonous and exotic animals  
Piranhas, Ferrets, Skunks and Raccoons

An additional pet deposit of \$250 (plus a \$250 non/refundable fee) for each pet is required. In addition, the property charges pet rent of \$10 for one pet and \$20 for two pets that occupy each household. Limit two (2) pets per household.

12. ADDITIONAL TIME – As part of this property's commitment to equal housing, and non-discrimination, you may request additional time to complete the application should you need a reasonable accommodation or need translation services. Translation services are the applicant's sole expense. Any request must be affirmatively made to management.

Application will not be considered until the Application has been fully executed and returned, and all applicable Application Deposits and fees have been paid. I have read and understand the entire resident screening policy of this community.

\_\_\_\_\_  
(Resident) Date

\_\_\_\_\_  
(Resident) Date

\_\_\_\_\_  
(Resident) Date

\_\_\_\_\_  
(Resident) Date

\_\_\_\_\_  
(Resident) Date

\_\_\_\_\_  
(Owner/Agent) Date



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