

Cross Keys Apartments

Your Key to A Better Living

314-831-1366

WITH THIS APPLICATION, PLEASE BRING:

- Application fee: \$50.00 for each person over 21 years old, \$85 for Married Couple.
(Nonrefundable)
- 200.00 Administration Fee (Non-refundable upon approval)
- Proof of Income
- Valid Photo Identification
- **Application will not be processed without ALL required documentation and fees.**

Once you have been notified that your application has been approved, you will be required to bring in your security deposit 48 hours after notification. Your pet fees (if applicable), any rent due and occupancy permit fee will be due upon move-in.

If an apartment is held for any Applicant for more than 48 hours after approval, all monies paid shall be forfeited if applicant cancels.

****Please note all move in dates are set "CONTINGENT" upon the City of Florissant inspections schedule and APPROVAL of unit being inspected.**

We appreciate your interest in our community. Your application will be processed as quickly as possible. Please allow 1-3 business days. Please do not hesitate to contact our office if you have any questions or concerns.

Your application does not guarantee residency.

Cross Keys Apartments conducts business in compliance with the Federal Fair Housing laws and does not discriminate against any person or persons based on race, religion, color, sex, handicap, familial status or national origin.

Cross Keys Apartments
Application Approval Criteria

We are pleased that you have chosen Cross Keys Apartments as your new home. The following is a list of criteria used as a guideline for approving your application for residency. Please be sure to read the list carefully. If you have any questions or need assistance in completing this application, please feel free to contact the Leasing Office at 314-831-1366.

AGE REQUIREMENT

- Each leaseholder must be at least 21 years old at the time of application.
- No one under the age of 21 is permitted to live here unless living with parents or legal guardian.

EMPLOYMENT/INCOME REQUIREMENT

- Income minimum is at least 3 times the monthly rent. Proof of income is required. Unreported tips, and cash income will not be considered in calculating income. Child support and/or maintenance income will be considered only if paid through the court system and a statement showing consistent payments can be provided.
- Unless you are a student, retired or disabled, each applicant must have a minimum of 12 consecutive months of employment.

CREDIT REQUIREMENT

- Applicants with some negative credit may be approved with an additional security deposit.
- Applicants with a Chapter 13 or Chapter 7 bankruptcy within the last 3 years will be required to pay a security deposit equal to one month's rent.
- Applicants with unpaid Ameren UE, Spire Gas or Charter Communications accounts may be required to pay the balance off before being approved.

RENTAL/MORTGAGE HISTORY

- Applicants with prior rental history may be asked to provide rental receipts.
- Applicants with a current foreclosure will be required to pay two month's rent as security deposit.
- Leases that were not renewed due to any lease violations or history of complaints will not be accepted.
- Applicants with prior unpaid evictions will not be accepted.
- Applicants with paid evictions *may* be approved with an additional security deposit.

BACKGROUND CHECK

- All occupants 18 years of age and older will be check for criminal history.
- Persons with felony convictions or persons who received deferred adjudication or probation for felony charges involving any violent, threatening behavior or sexual misbehavior will not be allowed to live on the property.
- Persons with felony convictions or persons who received deferred adjudication or probation for felony charges involving drugs, theft, property loss or destruction of property within the last 10 years will not be allowed to live on the property.

CO-SIGNERS

- No Co-Signers accepted

I have read and fully understand these qualifications. All money will be forfeited to Cross Keys Apartments if any of the application is found to be falsified or incorrect. Applications will not be approved if information provided on the application cannot be sufficiently verified. If I cancel my application after 72 hours of approval, all fees collected will be forfeited to Cross keys Apts. The application fee is automatically non-refundable and will not be returned for any reason.

Applicant Signature

Date

Spouse Signature

Date

CROSS KEYS APARTMENTS CONDUCTS BUSINESS IN COMPLIANCE WITH THE FEDERAL FAIR HOUSING LAWS AND DOES NOT DISCRIMINATE AGAINST ANY PERSON OR PERSONS BASED ON RACE, RELIGION, COLOR, SEX, HANDICAP, FAMILIAL STATUS OR NATIONAL ORIGIN.

Revised 08/20/2014

CROSS KEYS APARTMENTS

Acknowledgement of Policies and Procedures

- Rent is due on the 1st of each month and is considered delinquent on the 4th of the month. Late fees are charged at \$50 on the 4th and \$10 per day until the amount owed is paid in full. No Personal Checks will be accepted on or after the 3rd of the month. **Third party checks will not be accepted.**
- If a personal check you have written for your rent is returned for any reason, it will not go through your bank account a second time. You are responsible for a \$50 returned check fee and all late charges until your account is paid in full.
- Gas, Electric, Cable and Phone service must be in the leaseholder's or authorized occupant's name only. Resident is also responsible for water and sewer charges which will be billed by a third party billing company and payable to Cross Keys Apartments.
- Quiet hours at Cross Keys Apartments are from 10pm to 8am. Undue noise including loud music, domestic disputes, parties, use of laundry facilities etc. are prohibited during these hours. You are not permitted to disturb the peace of other residents at any time of the day or night. Violation can result in eviction action.
- Littering is not allowed in our community. Please put all of your trash from your apartment or vehicle into the dumpsters provided. Residents will be charged \$25.00 for each bag of trash found outside of dumpsters or in any common area including hallways and basements.
- All vehicles parked on the property are to be properly licensed and in operable condition. They also must have a valid parking permit obtained from the leasing office. You are not to perform any repair work on your vehicle on the property without prior management approval. No one is allowed to wash their vehicle on the property.
- The only people that are to reside in your apartment are those listed on your signed lease agreement. If you are found to have other occupants residing with you not listed on your occupancy permit, you will be subject to an immediate notice to vacate the premises.
- No pets are allowed to "visit" the premises. Any pet in your apartment for any length of time is subject to the terms and conditions listed in your signed Pet Addendum and subsequent deposit and rent charges.
- All deadbolt locks are re-keyed prior to move in. Residents are not permitted to install their own locks. There will be a \$50 charge for after-hours lock outs or to change locks.
- Satellite Dishes are not allowed.
- There will be no illegal and/or criminal activity tolerated on the property of Cross Keys Apartments. Any resident who participates in or allows illegal or criminal activity will be issued an immediate notice to vacate.

I HAVE REVIEWED THESE POLICIES AND UNDERSTAND THAT THERE WILL BE CONSEQUENCES UP TO AND INCLUDING LEASE TERMINATION IF ANY OF THESE POLICIES AND PROCEDURES ARE NOT ADHERED TO.

| | | | |
|----------------|------|----------|-------|
| _____ | | X | _____ |
| Managing Agent | Date | Resident | Date |
| | | X | _____ |
| | | Resident | Date |

CROSS KEYS APARTMENTS
3209-2 CROSS KEYS DRIVE, FLORISSANT, MO 63033
OFFICE – (314) 831-1366 FAX – (314) 831-1371

Date: _____

Employer: _____

Address: _____

Phone #: _____

Dear Employer:

I have made application for an apartment with Cross Keys Apartments. Please consider this signed letter my authorization for you to release information concerning my employment with your company.

Applicant's Signature

Position / Title

Social Security Number

Today's Date

EMPLOYER ONLY

Is the above named individual presently employed by your company? _____

If terminated, the date employment was terminate _____

Position _____ Present monthly salary _____

Is the applicant a full time employee? _____ If part time, how many hours per week _____

Dates of Employment From _____ To _____

Is his / her position permanent? _____

If temporary, how long? _____

Does the applicant have any garnishments? _____

Authorized Signature

Title

Date

Thank you for your cooperation in supplying this information. Please return this information as soon as possible by fax to: (314) 831-1371.

Sincerely,

Resident Manager or Authorized Agent

Cross Keys Apartments

Application for Residency

NAME: _____ HOME PHONE : _____

SOCIAL SECURITY #: _____ DATE OF BIRTH: _____ DRIVER'S LICENSE #: _____

MARTIAL STATUS: MARRIED SEPARATED WIDOWED DIVORCED SINGLE HOW LONG? _____

SPOUSE: _____ MAIDEN NAME: _____

SPOUSE'S SPOUSE'S SPOUSE'S

SOCIAL SECURITY #: _____ DATE OF BIRTH: _____ DRIVER'S LICENSE #: _____

ADDRESS HISTORY FOR LAST 10 YEARS REQUIRED

PRESENT ADDRESS: _____ FROM ____/____ TO ____/____
NO. STREET CITY STATE ZIP MO YR MO YR

LANDLORD/MORTGAGE HOLDER: _____ PHONE #: _____ MONTHLY PMT:\$ _____

PREVIOUS ADDRESS: _____ FROM ____/____ TO ____/____
NO. STREET CITY STATE ZIP MO YR MO YR

LANDLORD/MORTGAGE HOLDER: _____ PHONE #: _____ MONTHLY PMT:\$ _____

PREVIOUS ADDRESS: _____ FROM ____/____ TO ____/____
NO. STREET CITY STATE ZIP MO YR MO YR

LANDLORD/MORTGAGE HOLDER: _____ PHONE #: _____ MONTHLY PMT:\$ _____

CURRENT EMPLOYER: _____ ADDRESS: _____ PHONE#: _____

POSITION: _____ SUPERVISOR: _____ FROM ____/____ TO ____/____ GROSS MONTHLY SALARY:\$ _____
MO/YR MO/YR

PREVIOUS EMPLOYER: _____ ADDRESS: _____ PHONE#: _____

POSITION: _____ SUPERVISOR: _____ FROM ____/____ TO ____/____ GROSS MONTHLY SALARY:\$ _____
MO/YR MO/YR

SPOUSE'S EMPLOYER: _____ ADDRESS: _____ PHONE#: _____

POSITION: _____ SUPERVISOR: _____ FROM ____/____ TO ____/____ GROSS MONTHLY SALARY:\$ _____
MO/YR MO/YR

SPOUSE'S PREVIOUS EMPLOYER: _____ ADDRESS: _____ PHONE#: _____

POSITION: _____ SUPERVISOR: _____ FROM ____/____ TO ____/____ GROSS MONTHLY SALARY:\$ _____
MO/YR MO/YR

SOURCE OF OTHER INCOME: _____ GROSS MONTHLY AMOUNT\$ _____

SOURCE OF OTHER INCOME: _____ GROSS MONTHLY AMOUNT\$ _____

EMERGENCY CONTACT INFORMATION

NAME: _____

ADDRESS: _____

If you die or are seriously ill, missing or in a jail or penitentiary according to an affidavit of (check one or more): the emergency contact person, your spouse or your parent or child, we may allow such person(s) to enter your dwelling to remove all contents, as well as your

CITY STATE ZIP

RELATIONSHIP: _____

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

VEHICLE INFORMATION ALL INFORMATION MUST BE PROVIDED

YEAR MAKE MODEL COLOR LICENSE # DATE PURCHASED MONTHLY PMT FINANCE CO.

YEAR MAKE MODEL COLOR LICENSE # DATE PURCHASED MONTHLY PMT FINANCE CO.

PRIMARY APPLICANT CONTACT INFORMATION

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

E-MAIL: _____

SPOUSE or CO-APPLICANT CONTACT INFORMATION

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

E-MAIL: _____

OTHER PERSONS TO OCCUPY APARTMENT

NAME: _____ RELATIONSHIP: _____ BIRTHDATE: _____ SOC SEC#: _____

NAME: _____ RELATIONSHIP: _____ BIRTHDATE: _____ SOC SEC#: _____

NAME: _____ RELATIONSHIP: _____ BIRTHDATE: _____ SOC SEC#: _____

PET INFORMATION

Do you or any occupant have any pets: Yes No

Breed Color/description Age Weight Name

Breed Color/description Age Weight Name

RENTAL & CRIMINAL HISTORY

Have you, your spouse 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 charged, detained or arrested for a felony or sex crime that was resolved by conviction, probation, deferred adjudication, court-ordered community supervision or pretrial diversion? been charged, detained or arrested for a felony or sex crime that has not been resolved by any method?

You represent the answer "no" to any item not checked.

If any item is checked please indicate below the year, location and type of each felony and/or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision.

AUTHORIZATION

I or we authorize Cross Keys to verify the above information by all available means. Cross Keys is not required to re-verify or investigate preliminary findings. I or we declare that the above statements made in the application are true and correct and that any information contained in the application which is false, misleading or inaccurate shall be cause for rejection of the application and if a lease has been entered into, shall constitute material breach of the lease entitling Cross Keys to terminate my or our tenancy.

If any of the application is found to be falsified or incorrect, all money will be forfeited to Cross Keys Apartments.

Applicant's Signature: _____ Date: _____

Spouse's Signature: _____ Date: _____

APPLICATION AGREEMENT

- 1. **Application Fee (non-refundable).** You have delivered to our representative a non-refundable application fee in the amount indicated in item 12 below, and this payment partially defrays the cost of administrative paperwork.
- 2. **Application Deposit and City of Florissant Inspection Fee (may or may not be refundable).** In addition to any application fee, you have delivered to our representative an application deposit and inspection fee in the amount indicated in item 12. The application deposit is not a security deposit. However, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR it will be refunded under item 8 if you are not approved; OR it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under items 5 or 6. The inspection fee will be retained by us liquidated damages if you fail to sign or attempt to withdraw under items 5 or 6.
- The Application Deposit will be retained by us if your application is falsified or misrepresented.**
- 3. **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.
- 4. **Approval when Lease Contract is not 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.
- 5. **If you fail to sign the Lease Contract after approval.** If you or any co-applicant fails to sign the lease contract as required, we may keep the application deposit as liquidated damages and terminate all further obligations under this agreement.
- 6. **If you withdraw before approval.** If after receipt of your application, you or any co-applicant withdraws an Application or notifies us that you have changed your mind about renting the dwelling unit, we will be entitled to retain all application fees as liquidated damages, and the parties will then have no further obligation to each other.
- 7. **Completed Application.** An Application will not be considered "completed" and will not be process until all of the following have been provided to us (unless checked) a separate application has been fully filled out and signed by you and each co-applicant; an application fee has been paid to us; an application deposit has been paid to us. If no item is checked, all are necessary for the Application to be considered completed.
- 8. **Non approval in seven days.** We will notify you whether you have been approved within seven 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 seven 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.
- 9. **Refund after non approval.** If you or any co-applicant is not approved or deemed not approved under item 8, we will refund all application deposits within 30 days of such non approval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
- 10. **Extension of Deadlines.** If the deadline for signing, approving or refunding under items 5, 8 and 9 falls on a Saturday, Sunday or a state or federal holiday, the deadline will be extended to the end of the next business day.
- 11. **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.

12. **Receipt.**
 Application fee (non-refundable): \$ _____ Administration Fee (may or may not be refundable): \$ _____
 Inspection fee (may or may not be refundable): \$ _____ Total of above fees and application deposit: \$ _____
 Total of amount of money we received to this date: \$ _____

13. **Signature.** Our representative's signature is consent only to the above application agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.

Acknowledgment. You declare that all your statements on this application are true and complete. You authorize us to verify same through any means, including consumer reporting agencies and other rental housing owners. If you fail to answer any question 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. If you cancel your application 72 hours from the approval date you forfeit your Administration Fee off \$100.00 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. Fax signatures are legally binding.

Applicant's signature: _____ Date: _____

Spouse's signature: _____ Date: _____

Signature of Owner's Representative: _____ Date: _____

REASON FOR MOVING _____

HOW DID YOU HEAR ABOUT US? SIGN FRIEND/RELATIVE NEWSPAPER FOR RENT MAGAZINE APT FINDER MAGAZINE CURRENT RESIDENT OTHER _____

TYPE OF UNIT: 1 BEDROOM/CLASSIC 1 BEDROOM/REMODELED 2 BEDROOM/CLASSIC 2 BEDROOM/REMODELED
FLOOR CHOICE: 1ST FLOOR 2 FLOOR WHATEVER IS AVAILABLE

DATE OCCUPANCY IS TO BEGIN: _____ **MONTHLY RENT:\$** _____

MOVE-IN SPECIAL: _____