

## Thomas Ridge Apartments Application



Welcome: To Thomas Ridge "A Caring Community To Call Home"

Our Pricing 3 X's the rent amount and number of bedrooms & bath

- 1) \$25.00 Application fee per person
- 2) \$250.00 & up Administration fee
- 3) \$599.00-\$599.00 – 1 Bdrm 1 Bath
- 4) \$699.00 – 2 Bdrm 2 Bath
- 5) \$799.00 – 3 Bdrm 2 Bath
- 6) \$829.00 – 3 Bdrm 2 ½ Bath (Town House)

## Thomas Ridge Apartments Application

762-222-8459

[thomasridhemgr@wellerwfh.com](mailto:thomasridhemgr@wellerwfh.com)

### Things needed with the Application.

#### For Adults:

1. Picture OD- Must be Government issued
2. SS Card-Please sign the card
3. Proof of income-Last six check stubs, SS Award letter.
4. Offer letter from job

#### For Children..

Birth Certificates and SS card

**Thomas Ridge Apartments**

Expected move-in Date \_\_\_\_\_ Unit No. \_\_\_\_\_

**Rental Application**

Bedroom Size \_\_\_\_\_ Handicap Accessible needed \_\_\_\_\_

Note: Co-applicants must complete a separate application form. PLEASE PRINT

Marital Status Circle One: single Married Divorced Widowed Separated Never Married

**Applicant:**

Full Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Social Security# \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Co-Applicant:**

Full Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Social Security# \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Email Address:**

Total Household Occupants: ( List all persons (including yourself) that will be living in the apartment starting with the head of household

Name	Sex M/F	Age	Date of Birth	Relationship to Head of household

**Housing History:**

**Current** Date From \_\_\_\_\_ Date to \_\_\_\_\_

**Address** Apt# \_\_\_\_\_ Payment amount \_\_\_\_\_

Street Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

**Reason for Moving**

Landlord Name/Phone # \_\_\_\_\_

Landlord Address \_\_\_\_\_ Own ( ) yes ( ) no

**Previous**

**Address** Apt# \_\_\_\_\_ Payment amount \_\_\_\_\_

Street Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

**Reason for Moving**

Landlord Name/Phone # \_\_\_\_\_

Landlord Address \_\_\_\_\_ Own ( ) yes ( ) no

**Other Information;**

Drivers License # \_\_\_\_\_ State: \_\_\_\_\_ Expires: \_\_\_\_\_

Vehicle Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag: \_\_\_\_\_

Have you ever filed Bankruptcy ( ) yes ( ) No Been evicted from Housing ( ) Yes ( ) No Been convicted of a felony ( ) yes ( ) No

Will you be bring a pet ( ) Yes ( ) No If Yes what type? \_\_\_\_\_ Weight \_\_\_\_\_

Nearest Living Relative \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

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

**In Case of Emergency Contact:**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

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

**Income & Asset Disclosure Statement**

Do you or any family member have any of the Following? Answer Yes or No Please include the amount for each Yes answer

Income Source		Applicant/Occupant	Applicant/occupant
Employment Income(gross amount)	( ) Yes ( ) No	_____	\$ _____
2nd Job	( ) Yes ( ) No	_____	\$ _____
Military Pay	( ) Yes ( ) No	_____	\$ _____
Self Employment income	( ) Yes ( ) No	_____	\$ _____
Social Security income (gross amount)	( ) Yes ( ) No	_____	\$ _____
Supplement Security income ( SSI )	( ) Yes ( ) No	_____	\$ _____
Disability Income	( ) Yes ( ) No	_____	\$ _____
Unemployment Income	( ) Yes ( ) No	_____	\$ _____
Worker's Compensation	( ) Yes ( ) No	_____	\$ _____
Pensions	( ) Yes ( ) No	_____	\$ _____
Welfare Assistance( AFDC/TANF)	( ) Yes ( ) No	_____	\$ _____
Child Support (whether or not receiving)	( ) Yes ( ) No	_____	\$ _____
Alimony	( ) Yes ( ) No	_____	\$ _____
Recurring Monetary Gift	( ) Yes ( ) No	_____	\$ _____
Veterans Administration Benefits	( ) Yes ( ) No	_____	\$ _____

**CONSENT FORM**

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Property Name; Thomas Ridge Apartmenta

I hereby authorize Realpage -Onesite to receive any criminal history record information pertaininh to me which may be in the files of any state or local criminal justice agency . I also hereby authorize Realpagr inc. Onesite to order a consumer credit report and verify other credit information ,including past and present mortgage and landlord references.

I understand that a photo copy of this form will also serve as authorization for completing any attached form . The informanion Tealpage,Inc-Onesite obtains is only to be used in the orocssing of my application .

This is to be used by the agency collecting it in determining whether you qualify as a prospective resident.It will not be disclosed outside the agency without your consent except to financial institutions for verification of your deposit and as required and permitted by law . You do not have the to give this information,but if you do not your application for approval as a prospective reident may be delayed or rejected .

**Note to Applicant/Tenant: You do not have to sign this form if either therequesting organization suppling the information is left blank .**

Print Full Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Head Of Household Employment**

Full time    Part time    Self-employed

Current Employee \_\_\_\_\_ Position \_\_\_\_\_ Hire Date: \_\_\_\_\_ to \_\_\_\_\_  
Address; \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Wage \_\_\_\_\_ per: hour week month (circle one)

Previous Employee \_\_\_\_\_ Position \_\_\_\_\_ Hire Date: \_\_\_\_\_ to \_\_\_\_\_  
Address; \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Wage \_\_\_\_\_ per: hour week month (circle one)

**Spouse Employment**

full time    part time    Self-employed

Current Employee \_\_\_\_\_ Position \_\_\_\_\_ Hire Date: \_\_\_\_\_ to \_\_\_\_\_  
Address; \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Wage \_\_\_\_\_ per: hour week month (circle one)

Previous Employee \_\_\_\_\_ Position \_\_\_\_\_ Hire Date: \_\_\_\_\_ to \_\_\_\_\_  
Address; \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Wage \_\_\_\_\_ per: hour week month (circle one)

**Assets**

	( ) yes ( ) no	Applicant/Occupant	Amount
Cash on hand	_____	_____	\$ _____
Checking Account	_____	_____	\$ _____
Savings Account	_____	_____	\$ _____

I hear by apply to lease the above described permission on the terms set forth. As an inducement to Thomas Ridge Apartments, Triumph housing management LLC, Agent for the owner of the property to accept this application. I warrant that all statements contained herein are true. I have been advised and understand that residency at this community entails certain income restrictions and that residency is subject to qualification . I hear by authorize landlord to procure a consumer report as detailed in the Fair Credit Reporting Act 15 u.s.c. 1891a(d) seeking information on the credit worthiness ,credit standing, character, general reputation, personal characteristics ,or more of lying. I tender an application fee in the amount of 25.00 which I acknowledge is the cost of procuring a consumer credit report employment verification, character references and other cost of applying. This application fee is non refundable.

I agree that in addition to execution of a Lease agreement A deposit of 250.00 is made herein. If the application is approved and deposit will be held as a security for the performance of the lease as a damage deposit .The full security deposit will be 250.00 if the applicant notifies the landlord within (3) days after the execution of this application that applicants no longer wish to rent said apartment, Landlord reserves the right to retain the security deposit if, for any reason ,prospective resident withdraws the application for tenancy . If said application is withdrawn after the time limit set out in the previous sentence .

By execution of this application ,I hereby authorize Thomas Ridge Apartments to make such investigation into my credit history as they may deem appropriate understand that such investigation typically includes( but not limited to ) verification of employment,salary ,rental history, consumer credit report and other information disclosed in the application or information obtained during the course of the approval process . But signing below ,the applicant gives permission to procure a criminal background check and understand the results of such background could affect the approval of this application .

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

Application taken by: \_\_\_\_\_ Date: \_\_\_\_\_

Thomas Ridge Apartments  
STATEMENT OF RENTAL POLICY

**Availability:**

Applications for the apartment homes are accepted on a first serve basis .Apartments are considered available when they are vacant without a good faith deposit or occupied with a notice tendered .There are times when an apartment may become available suddenly, providing a floor plan that was previously not obtainable. This usually happens when an application being reviewed for approval is declined or when applicants cancel their reservation. Occasionally a resident will cancel or alter their notice. Should an applicant have a good faith deposit on an apartment that is no longer available the management team will make every effort to accommodate the applicant by reserving another apartment of the same type. If the applicant considers the alternate apartment unacceptable, or there are no other available apartment of the same type, the applicant's deposit will cheerfully be refunded.

**Qualifying Criteria:**

**Application:**

Each applicant eighteen (18) years of age or older must complete an application. Be sure to complete all areas of the application, including landlord and employers, phone number cities, states and zip codes. A twenty-five dollar (25.00) non-refundable application fee will be assessed for all applicants. This fee must be paid by money order made payable to Thomas Ridge Apartments. All applicants must provide a current/valid government issued photo ID at the time of application. All applicants must provide a social security card at the time of application.

**Income:**

Gross monthly income of combined applicants must be a minimum of two and a half (2 ½) times the monthly rent of the apartment. All proof of income must be legal and verifiable. Additional income qualifiable include providing proof of stable employment history of one year at current employer or within same field of similar employment. Any income documents from outside the united states must be converted to the English language. Acceptable documents proving income include:

- \*Two consecutive current pay stubs showing tax deduction and year to date earnings.
- \* Official offer letter on company letterhead, signed by all parties or new employment.
- \* Current year tax return for self-employment.
- \* Current statement for pension, retirement or government payments (i.e. Social Security).
- \* Court order for child or spousal support.
- \* Current statement of income from investments or trust fund.

**Rental/Credit History:**

An application will automatically be denied should there be any unfavorable resident history. Evictions or debt to property management/landlord will result in automatic denial. Previous landlord will be contacted to determine whether rent was paid as agreed, the condition of the previous residence at move-out, were there any formal resident complaints lodged against the applicant, and would the landlord rent to the applicant in the future. Lack of resident history will not necessarily result in an application being denied if other qualifying criteria is met or exceeded.

Unsatisfactory credit may disqualify an applicant. Unpaid collections, slow credit, judgements, liens, and bankruptcy reported to credit agencies are reviewed prior to acceptance. Triumph Housing Management, LLC reserves the right to require additional deposit, monies and prepaid rents in cases of marginal credit histories.

Please be advised, Triumph Housing Management, LLC may not discuss the contents of a credit report. Should unsatisfactory credit interfere with application acceptance, you will need to contact the reporting agency for further information.

**Criminal History:**

An application may be denied based on information obtained through a criminal background check. Applicants acknowledges and gives permission to Triumph Management, LLC to run a criminal background check.

A person with known felony conviction will not be accepted. Person(s) must exhibit no arrest, or convictions involving crimes of violence, firearms, illegal drugs, theft, crimes involving the theft of property, or any crime involving a minor. Person(s) who have been arrested for, charged with or received a deferred adjudication for a felony involving these crimes will not be accepted. Person(s) convicted of a misdemeanor or who have been arrested for, charged with or received a deferred adjudication with respect to an offense that is sexual in nature ,involves a minor, crimes of violence, stalking, public lewdness, and exposure or involves illegal drugs or weapons will not be considered. A non-violent felony conviction or crime which is over 10 years old may be approved at the discretion of the Regional Manager.

**Guarantor:**

An applicant can obtain a guarantor if the income ratio is not met or if the credit history reflects a denial.

Guarantors must:

\*Complete an application.

\*Have superior credit.

\*Prove income of a minimum of five (5) times the monthly rent or three (3) consecutive current savings statement reflecting a minimum of five (5) time the annual rent amount.

\* Sign the guarantor agreement prior to move-in.

**Procedures for rejecting ineligible applications:**

Applicants denied will immediately be sent a Rejection Letter stating the reason for the rejection. All rejected applicants may request inwriting an appeal meeting to discuss the rejection within fourteen (14) days of rejection letter. If an appeal meeting is requested the meeting must be conducted by the Property Management employee other than the person who originally rejected the applicant. A letter of final decision must be mailed to the applicant within five (5) business days of meeting. All documentation will be kept on file for at least three (3) years.

**Rentals Payments:**

Rental payments are due in the form of a personal check or money order. Only one personal check per month per apartment is accepted for rental payments. Rental payment is due on or before the first day of every month. Rental payment received after the third day of each month will incur a 10% late fee. Personal checks returned by the bank will incur a 50.00 return check fee and a 10% late fee. Triumph Housing Management, LLC reserves the right to file Dispossessory Warrants for any late payments or returned checks that are not redeemed in a timely manner. If a Dispossessory Warrant is filed this will add an additional fee to the account. No partial payments are accepted.

**Occupancy Standards:**

\*A maximum of two (2) occupants are allowed to reside in a one bed-room apartment homes.

\*A maximum of four (4) occupants are allowed to reside in the two (2) bed-room apartment homes.

\* A maximum of six (6) occupants are allowed to reside in the three bed-room apartment homes.

**Occupants:**

- All occupants of an apartments home must be approved by management. This includes anyone under the legal guardianship of the applicants. Please refer to the rental application and list the names of all dependents. Any family member over the age of 18 and dependent upon the applicant of financial support must fill out an application for approval. Upon approval they may be listed as an occupant. Anyone over the age of 18 and financially independent must apply and be accepted as a lessee and be listed as such on the rental agreement.

**Any applicant providing false or incorrect information on the application would be subject to having their application rejected immediately upon receipt of such verification.**

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

**Spouse/Co-head Signature**\_\_\_\_\_

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