

For Office Use Only	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: _____

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

