

Carriage Place Application Information

Thank you for your interest in our community. The following information will make your application process seamless.

What we need from you:

- Proof of Income/last 3 check stubs indicating income of 3 times the Market Rent
- Completed Application for all individuals over the age of 18
- Complete name and information for all occupants under the age of 18
- Payment of applicable fees, indicated below

A money order or credit card payment for: _____ \$

Application Fee	\$50.00 per-person
Administration Fee	\$100.00 due at application
Monthly water charges	(based on your individual usage)

Other Possible Fees: _____ \$

Pet Deposit	\$300 Pet Fee due at Move In
Monthly Pet Fee	\$15/one pet or \$25 for two pets
Monthly Carport Rental	\$15.00
Monthly Reserved Parking Space	\$25.00

Security Deposit*	One Bedroom \$200.00
	Two Bedroom \$400.00

*We require a security deposit on all apartments; however we also partner with Sure Deposit that provides an \$87.50 charge, in lieu of a deposit. This non-refundable charge is \$87.50 for a one bedroom and \$175.00 for a two bedroom. This is a convenient option if the deposit amount is not within your budget.



Carriage Place Privacy Policy

PRIVACY POLICY

The purpose of this policy is to outline some of our procedures relating to the confidentiality and security of sensitive personal information, including social security numbers, disclosed to us by prospective and existing residents. For the purposes of this policy, the term “sensitive personal information” shall mean an individual’s first name or first initial and last name in combination with any one or more of the following items, if the name and the items are not encrypted: (i) social security number; (ii) driver’s license number or government-issued identification number; or (iii) account number or credit or debit card number in combination with any required security code, access code, or password that would permit access to an individual’s financial account. This term does not include publicly available information that is lawfully made available to the general public from the federal government or a state or local government.

1. **Collection and use of sensitive personal information.** When you apply to rent a unit in our community, we will ask you to disclose certain sensitive personal information on your rental application and possibly other lease documentation. This sensitive personal information will be used by us for business purposes including confirmation of your identity, determination of your eligibility for rental and collection of amounts you owe.
2. **Protection and access to sensitive personal information.** We will keep the sensitive personal information you provide to us in our files. If you become a resident in our community, we will keep the sensitive personal information in a resident file. If you do not become a resident, we will keep your sensitive personal information in a general file. Personnel with the owner and management company, if applicable, will have access to our files. We also reserve the right to disclose sensitive personal information for business related reasons to others such as independent contractors, credit reporting agencies, collection agencies or prospective purchasers or their agents in a manner allowed by law.
3. **Disposal of records containing sensitive personal information.** It is our policy to dispose of records that contain sensitive personal information by shredding, erasing, or by other means making the sensitive personal information unreadable or undecipherable.
4. **Taking corrective action.** In the event that you experience identity theft or we discover that there has been unauthorized acquisition of computerized data that compromises the security, confidentiality, or integrity of sensitive personal information, as defined above, we will comply with all applicable law with respect to taking appropriate corrective action.

This policy has been designed to meet the requirements of applicable law with respect to the adoption of a privacy policy. Nothing contained in this policy shall constitute a representation or warranty of any type whatsoever that sensitive personal information will not be misplaced, duplicated, or stolen. No liability is assumed with respect to any such occurrences.

Applicant Signature

Date of Application



Carriage Place Rental Criteria

Welcome to our community. Thank you for making this community your new home. In order to reside in our community we require that each applicant must be 18 years of age and meet certain rental criteria. Before you fill out our Rental Application, we suggest that you review these requirements to determine whether you meet them. Please note that the term "Applicant" provided below applies to all residents to be identified on the Apartment Lease Contract and the person or persons to be responsible for paying rent. Please note that is our current rental criteria; nothing contained in these requirements have been met and is limited to the information we receive from the various credit/criminal reporting services used.

All prospective residents will be required to meet the following qualification standards to include, but not limited to:

OCCUPANCY GUIDELINES: No more than two individuals per bedroom may occupy an apartment unit, plus one infant per bedroom up to the age of 12 months at the time the lease is signed.

INCOME/EMPLOYMENT: Total monthly combined household income must be at least three (3) times the amount of the apartment's monthly rental rate. Income verification must include one of the following: provide a copy of (2) most recent pay stubs showing YTD earnings; written verification from employer(s) that includes rate of pay or salary; financial statement certified by financial institution or an accountant, etc. Alimony, child support, and inconsistent wages (tips, commissions, etc.) will require notarized verification. For alimony and child support we would require your 2 most recent stubs from your government issued check. Other sources of verification will be original bank statements indicating automatic deposits, W2, 1099 tax return, and LES statements. Accredited letters of income and/or offer letters may be an acceptable form of verification.

CREDIT: Must have satisfactory credit history. Bankruptcies may be accepted if over 5 years old and if new credit history is in good standing (an additional deposit equal to one month's market rent is required). If no credit history: we will require an additional deposit of at least one month's market rent. Guarantors will be considered for students or 1st time renters only.

IDENTIFICATION: All applicants must have a government-issued I.D. A social security number is also required.

NON-CITIZENS: Applicants who are citizens of another country must provide (1) a passport; (2) the INS document that entitles the applicant to be in the United States and (3) proof of employment in this country. This community may ask to make a photocopy of any of the applicant's INS documents, passport and visa. In addition, for applicants who do not have credit history in this country and/or guarantor, this community will accept in lieu of the credit/guarantor requirements and additional deposit equal one month's market rent, unless otherwise expressed in writing by management.

CRIMINAL HISTORY: A criminal history check will be done on all applicants over the age of 18. Under no circumstances can a waiver be granted to any new applicant who has a felony conviction, a sex offense conviction, or whose name appears on a sex offender registry maintained by law enforcement officials. Applicants will be rejected if applicant has a plea of guilty to, been convicted of, or received deferred adjudication for: (a) A Felony: of any kind no matter how long ago it was. (b) A Misdemeanor for any of the following charges no matter how long ago: burglary of habitation, building or vehicle, assault of any kind, selling, possession, manufacturing of any amount or kind of drug, any weapon related charges, and or any sex crime.

RENTAL HISTORY: Previous payment history will be reviewed, and negative rental history will not be accepted. Negative rental history is described as, but not limited to, any damages owed, rental related debt as described above, delinquent rental payments, and/or evictions filed.



- FALSIFICATION:** Any falsification of information on the application automatically disqualifies the applicant or occupant and will result in retention of any and all application, administration, and security deposits.
- SECURITY POLICIES:** We are concerned about your safety, but we cannot provide or guarantee it. As you can appreciate no one can ensure your safety. No matter what measures the owner takes no security system, patrol or electronic security device can prevent crime.
- LOCATOR SERVICES:** If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees—even though they may initially process rental applications and fill out our lease forms. You should require any locator services you use to furnish you their privacy policies.
- PET POLICIES:** For the safety of all residents management will perform a demeanor test on all canine breeds applying for residency. Pets are accepted based on a demeanor evaluation and must be within the breed restrictions. AKC breeds, Akita, Chow Chow, Doberman Pinscher, Pitbull, Rottweiler, or any mixed breeds that contain lineage of those listed. Current vaccination records are required at move in and annually upon lease renewal. You are required to pick up after your pet and they must be leashed and under adult control at all times when on property. Failure to comply may result in removal from property.

This community supports the Fair Housing Act as amended, prohibiting discrimination in housing based on race, color, religion, sex, national origin, handicap or familial status.

I HAVE READ AND UNDERSTAND THE RENTAL POLICIES OF THIS COMPANY.

Applicant Signature

Date

Applicant Signature

Date



Carriage Place Apartments

RULES AND REGULATIONS COMMUNITY POLICIES (Effective 7/24/2015)

The Owner has prepared the Community Policies based on a combination of laws and ordinances, community policies and the covenants of the Lease Agreement to afford the Residents of This community peaceable and quiet occupancy and use of the Apartment Community and its amenities. It is each Resident's responsibility to be considerate of other Residents and to perform no actions that may destroy or damage the property of the Owner. A violation of the Community Policies shall constitute a default pursuant to the Lease Agreement and Owner may proceed with an eviction or other proceedings. Fines may be assessed for certain violations, as outlined herein below.

- 1) Resident(s) shall not affix their name(s) or any other images, drawings, or graffiti's on any entry door, passageway, building, window, or similar surface.
- 2) No signs, foil, stickers or decals shall be placed in or on the windows or doors.
- 3) Owner has provided 2" mini-blinds and verticals, which shall not be removed by Resident. If Resident installs curtains, they must show white or off-white when visible from the exterior, and Resident shall remove such curtains at the end of the Lease Term and shall repair any damage.
- 4) Welcome mats in good repair can be placed in front of doors, but rugs or carpet remnants are not permitted.
- 5) Resident shall be responsible for replacement of light bulbs subsequent to occupancy and all said bulbs shall be operative at the end of the Lease Term.
- 6) No radio/television wires, antenna or satellite dishes shall be installed on the exterior of the Leased Premises if applicable.
- 7) Resident must keep utilities (electricity,) turned on as long as the apartment is leased by Resident (even if Resident moves out early and fulfills their lease or leaves for vacation) in order to maintain appliances in operating order and to provide a minimum temperature of 60 degrees in cold months. Also, when Owner instructs, cabinets must be left open and water dripping during freezing weather. Any damages from the utilities being turned off until Owner gains possession shall be paid by Resident. Resident shall use and operate in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air conditioning, monitoring devices and all other facilities and appliances. Resident must notify any malfunctions to management. No resident is authorized to work on any equipment, appliances, etc.
- 8) Although Resident may have visitors, the lease contract prohibits unauthorized occupants. If resident is to have guests that stay more than three (3) consecutive days twice per month, they must notify management. Management will then access whether that person needs to be added to the lease contract.
- 9) Trash and garbage shall be placed "in" dumpster receptacle provided by Owner. Resident shall not place trash or garbage on the side of the receptacle, patios, balconies, or by the front door. If Resident should fail to dispose of trash properly Resident could be fined \$25.00 per bag.
- 10) Barbecue grills are provided at the pool and/or throughout the community for Residents' use (where applicable). Using grills on patios is strictly prohibited. You must move your grill at least 20 feet from the building and you must dispose of ashes appropriately. Resident will be cited for a lease violation as well as fined by the Fire Marshall if they fail to comply with these rules. .
- 11) Tampering or interfering with any alarm equipment and/or safety installations is strictly prohibited. Residents must be careful not to trigger the overhead sprinkler system in units. A simple depression of the sprinkler head will result in a total draining of water from the system. Owner will not be responsible for any damages incurred from such situations. Resident will be responsible for the payment of all damages incurred from activating the system, which could also include an entire building.
- 12) Storage of any flammable or explosive items is strictly prohibited on or about the Leased Premises or Apartment Complex(this includes patios, closets and garages)
- 13) If you smoke in your Unit or create other types of odors, you need to use proper ventilation. Open windows and use ceiling fans or other fans to allow the odors to escape the Apartment Unit. If the carpet, furnishings, or other items in the Apartment Unit retain odors due to your use, you will be responsible for removing unwanted smells and odors. If the unwanted smells cannot be removed, Owner will replace any carpet, furnishings, or other items. The cost to remove the odors or replace the items will be the responsibility of Resident.
- 14) The amenities are for the exclusive use of the Residents. Resident must remain with his guests at all times, and are limited to two guests per apartment at the pool and clubroom. Tanning bed and business center is for RESIDENTS ONLY!! Resident is responsible for guest actions while using the facilities.

15) Pool policies/ Hot tub policies/Gas Grills/Fireplace

- a) The pool hours are from 10:00 am to 10:00 pm. Anyone at the pool after hours will be in violation of their lease contract.
- b) No lifeguard is on duty.
- c) Persons under age 14 must have adult supervision.
- d) Anyone with a communicable disease capable of infecting others is prohibited from using the pool.
- e) No loud music.
- f) No glass containers.
- g) Gates affording access to pool area may not be propped open or otherwise rendered inoperable, even temporarily.
- h) No more than 2 guests per apartment at any given time. Guests must be accompanied by Resident.
- i) Diving is not permitted.
- j) Proper swimwear is to be worn at all times.
- k) No drunkenness or profanity. Any person who is, in the sole judgment of the Owner, under the influence of alcohol or other drugs may be excluded from the pool area.
- l) Do not use the pool during severe weather conditions, e.g. electrical storms or tornadoes.
- m) No pool parties are permitted or allowed.
- n) No kegs are permitted in the pool or clubhouse areas.
- o) Enter and exit pool area slowly.
- p) Do not place electrical appliances (telephone, radio, TV, etc.) within five feet of the pool.
- q) Do not use or operate the hot tub or pool if the suction outlet cover is missing, broken or loose.

16) Grills/Fireplace

- a) Resident is responsible for any damages to grills and uses at own risk. Please make sure you turn the gas completely off after use.
- b) Resident is not allowed to use any kind of glass container and is responsible for disposing of trash.
- c) The fireplace is to be used at residents own risk, owner is not responsible for any injuries
- d) Please watch children around grills and fireplace.

17) There shall be no repairs made to vehicles on the property, other than changing a flat tire or jump starting a dead battery.

18) Resident(s) shall not obstruct the walkways, common areas, stairs, halls, or other such areas in any way.

19) Parking spaces are intended for the exclusive use of Resident(s) and Resident's guests and/or invitees. The following policies apply:

- a) Resident(s) shall keep the Property Manager advised of the make, model, year, color and license tag number of Resident's car.
- b) Vehicles in use on the grounds of the Apartment Complex may not exceed a speed of 10 miles per hour.
- c) Resident is required to immediately inform Owner of any damage done to vehicles on the grounds of the Apartment Complex. However, damage to vehicles is not the responsibility of the Owner.
- d) Residents are allowed only one (2) vehicles on the grounds of the Apartment Complex, unless otherwise given permission by management.
- e) Recreational vehicles, trailers, watercraft, etc. shall not be allowed to remain on any area of the property except for the temporary purpose of loading or unloading passengers or personal property.
- f) No motorcycles maybe parked on walkways or in breezeways.
- g) Although adequate parking spaces are provided for normal parking requirements, there may be a shortage at certain times for major events. Resident(s) shall not park on the grass, in fire lanes, in reserved covered parking or in any manner such to obstruct the normal flow of traffic. Owner reserves the right to have any vehicle violating parking rules towed at the expense of the vehicle's owner and Owner shall not be liable for any damage that may result from such towing.

- 20) Resident is required to immediately inform Owner of any injury, loss, or other damage occurring on the grounds of the Apartment Complex.
- 21) Resident will be assigned a remote access. Resident can also choose to have an entry code set up to ring a phone number for deliveries, or guests. Personal access codes are not allowed.
- 22) Except for animals assisting disabled or impaired persons, pets are not allowed in the Leased Premises or in any other part of the Apartment Complex unless an executed Pet Addendum has been signed. Any violation of this rule shall require that Resident immediately pay for the Owner to undertake all necessary cleaning of the Leased Premises and repair of any damage to the satisfaction of Owner. In addition to the foregoing, a subsequent violation of this rule will subject Resident to a service fee not to exceed \$200.00 and/or eviction from the Leased Premises, and the removal of the animal by management.
- 23) Balcony or patio areas are to be kept in a clean and orderly manner. Storage is prohibited and no articles are to hang over the railings. **Interior furniture shall not be placed on the balcony or patio at any time.** Resident may purchase balcony or patio furniture and place same on balcony or patio. Colored bulbs or any other lights are not allowed on balcony unless specifically authorized by Owner.
- 24) Solicitation shall not be permitted on the grounds of the Apartment Complex, either by Residents or outside solicitors, without the prior written permission of the Owner.
- 25) **NO CASH WILL BE ACCEPTED, NOR WILL PERSONAL CHECKS BE ACCEPTED AFTER THE 10th OF EACH MONTH.** Payments must be by check, money order, etc. Owner reserves the right to require payments to be made by money order, certified check or cashiers check if Resident issues a personal check that is returned for insufficient funds.
- 26) Locks may not be changed unless changed by Owner. Additional locks or security devices may not be installed without prior written approval of Owner, and if Owner grants such approval, said additional locks or devices shall become the property of Owner. All keys and remotes shall be surrendered to Owner at the end of the Lease Term. In the event of a lost or stolen key or remote, a fee of \$35.00 will be charged to the Resident. It is the Resident's responsibility to inform the Owner in the event of a lost or stolen key or remote immediately. Owner will change the lock(s) associated with the lost key at the cost of the resident.
- 27) In the event Resident requires Owner to unlock Resident's door due to Resident not having the key, the following will apply: Resident may request extra key during office hours for a minimal charge, after hour lock-outs are not performed. Resident must contact a locksmith and provide management with a new key the next business day.
- 28) Resident shall not leave personal items in the pool and areas, clubhouse, or other common areas of the Apartment Complex. Owner is not responsible for lost, stolen or damaged items.
- 29) Use of the Apartment Complex's facilities, such as the fitness room, recreation room, pool and hot tub area, etc. are at the sole risk of the Resident. Owner is not responsible for injury or accident that may occur. Owner reserves the right to restrict the use of all facilities and amenities.

Violations

As indicated above, a violation of these Community Policies shall constitute a violation of the Lease and shall entitle Owner to pursue any rights or remedies pursuant to the Lease and applicable law including seeking possession of the Leased Premises. Additionally, Owner shall have the right, in the event of violations, to assess a fee as set forth herein for each violation.

Modifications

Owner reserves the right to make changes to these Community Policies as permitted by law and such amended Community Policies shall be deemed as equally binding upon Resident as if originally set forth herein. You are responsible for your guest's and/or invitee's compliance with all Community Policies. The Owner will use reasonable efforts to get all Residents and other persons to comply with the Community Policies, but Owner will not be responsible to you if Owner fails to cause any person's compliance.

Resident Signature _____

Date _____

Owner/Representative Signature _____



What Is an Emergency?

On-call maintenance professionals should be scheduled and prepared to respond to the following situations outside of scheduled office hours:

(Please note – this list is not comprehensive and should not be instituted as policy until reviewed closely and property-specific emergency situations are included)

- **Heat:** If a resident complains of no heat or malfunctioning heat in the apartment, we must respond.
- **Air Conditioning:** If a resident complains of no air conditioning or malfunctioning air conditioning, we must respond.
- **Broken Window, Door, Latch, or Lock:** All entries must be secured promptly.
- **Frozen Pipes:** When possible, thaw out pipes. If the pipes have burst, this is a high priority issue that must be addressed immediately. All efforts should be made to stop water flow to prevent further damage.
- **Lock Out:** Each community must create, implement and publicize a policy regarding residents who are locked out of their apartment. If it is your policy NOT to assist after hours, you must provide your residents with an alternative such as the number to a local locksmith.
- **Water Leak:** All water intrusion is considered an emergency.
- **No Electricity:** Identify the source of the problem and repair if possible. If the utility provider has shut off utility, assist in putting resident in touch with utility provider for service.
- **Suspected Gas Leak:** Use a combustible gas detector, and proceed with caution, being sure to air out the space thoroughly before entering. Turn off any pilot lights and igniters. Extinguish all smoking materials. After all steps have been taken to determine the origin of the smell, notify the gas provider.
- **Refrigerator Inoperable:** This is considered a high priority item. If you are unable to remedy within 30 minutes, replace the appliance with a functioning refrigerator from the maintenance shop or another apartment.
- **Toilet Inoperable:** Respond to all such requests immediately.
- **Lack of Hot Water:** Respond to all such requests immediately.
- **Fire:** Call the fire department immediately. Let the fire department take charge of the situation but be available to assist them as needed.
- **Garbage Disposal Jammed:** Repair this at once if the sink is backed up.
- **Animal in Apartment:** Respond at once if a resident reports a strange or wild animal in the apartment. You may need to call in an exterminator, licensed wildlife relocation officer or police officer to assist.
- **Lift Station:** If a lift station fails to operate and indicator lights illuminate, attempts to restart the pumps should be made. If attempts fail, immediately notify a predetermined vendor for emergency service. In the interim, manually close valve to prevent further backflow.