



SUHRCO Residential Properties, L.L.C.

## APPLICATION FOR RENTAL

**Notice: All adult applicants (18 years or older) must complete a separate application for rental.**

The undersigned hereby makes application to rent \_\_\_\_\_, located at \_\_\_\_\_, beginning on \_\_\_\_\_, at a monthly rent of \$ \_\_\_\_\_.

APPLICANT INFORMATION				
LAST NAME	FIRST NAME	M.I.	SSN	DRIVER'S LICENSE #
BIRTH DATE	HOME PHONE ( )	WORK PHONE ( )	EMAIL	
CURRENT ADDRESS				
STREET ADDRESS		CITY	STATE	ZIP
DATE IN	DATE OUT	LANDLORD NAME	LANDLORD PHONE ( )	
MONTHLY RENT \$	REASON FOR LEAVING			
PREVIOUS ADDRESS				
STREET ADDRESS		CITY	STATE	ZIP
DATE IN	DATE OUT	LANDLORD NAME	LANDLORD PHONE ( )	
MONTHLY RENT \$	REASON FOR LEAVING			
OTHER OCCUPANTS				
LIST NAMES AND BIRTH DATES OF ALL ADDITIONAL OCCUPANTS 18 YEARS OR OLDER				
LIST NAMES AND BIRTH DATES OF ALL DEPENDANTS 18 YEARS OR YOUNGER				
PETS & LIQUID-FILLED FURNITURE				
PETS?	DESCRIBE			
LIQUID-FILLED FURN.??	DESCRIBE			
EMPLOYMENT & INCOME INFORMATION				
1. OCCUPATION		EMPLOYER/COMPANY		MONTHLY SALARY \$
EMPLOYER ADDRESS		CITY	STATE	ZIP
SUPERVISOR NAME		SUPERVISOR PHONE ( )	START DATE	END DATE
2. OCCUPATION		EMPLOYER/COMPANY		MONTHLY SALARY \$
EMPLOYER ADDRESS		CITY	STATE	ZIP
SUPERVISOR NAME		SUPERVISOR PHONE ( )	START DATE	END DATE
1. OTHER INCOME DESCRIPTION				MONTHLY INCOME \$
2. OTHER INCOME DESCRIPTION				MONTHLY INCOME \$



<b>EMERGENCY CONTACT</b>			
<b>1. NAME</b>	<b>ADDRESS</b>	<b>PHONE</b> (    )	<b>RELATIONSHIP</b>
<b>2. NAME</b>	<b>ADDRESS</b>	<b>PHONE</b> (    )	<b>RELATIONSHIP</b>
<b>PERSONAL REFERENCES</b>			
<b>1. NAME</b>	<b>ADDRESS</b>	<b>PHONE</b> (    )	<b>RELATIONSHIP</b>
<b>2. NAME</b>	<b>ADDRESS</b>	<b>PHONE</b> (    )	<b>RELATIONSHIP</b>
<b>BACKGROUND INFORMATION</b>			
<b>HAVE YOU OR ANY MEMBER OF YOUR HOUSEHOLD EVER:</b>	Filed for bankruptcy?	Willfully or intentionally refused to pay rent when due?	
	Been evicted from a tenancy or left owing money? If yes, please provide Property Name, City, State, and Landlord Name. <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Been convicted of a crime? If yes, please provide Type of Offense, County, and State. <input type="checkbox"/> Yes <input type="checkbox"/> No		
	any box left blank will be deemed a 'no' for purposes of screening or eviction		
<b>VEHICLE INFORMATION</b>			
<b>1. MAKE &amp; MODEL</b>	<b>YEAR</b>	<b>LICENSE NO. &amp; STATE</b>	
<b>2. MAKE &amp; MODEL</b>	<b>YEAR</b>	<b>LICENSE NO. &amp; STATE</b>	
<p>I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rental is to be payable the 1st day of each month in advance. I warrant that all statements above set forth are true.</p> <p>I hereby pay a holding fee of \$ _____. I understand that I have seventy-two hours following the date of this application to withdraw the application and receive full refund of said holding fee. If applicant cancels rental after (72) hours, the holding fee is forfeited. The application fee is non-refundable.</p> <p>NON-REFUNDABLE APPLICATION FEE \$ _____</p> <p>I hereby give my permission to communicate with my current and former landlord or property manager for the purpose of discussing any and all of the facts and circumstances of my current or former tenancy, as well as the other information listed above. I also give my permission to communicate with my current employer(s) and/or supervisor(s) for the purpose of verifying the employment information listed above. I understand there are no limitations or restrictions regarding what may be discussed or revealed. I am aware that a credit history, eviction search and criminal background check will be done in conjunction with my application. I understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.</p> <p>As part of your rental application process, On-Site will create a rental report that accesses up to three types of information about you: 1) credit/financial records; 2) court records; and 3) personal references. Any negative, misleading, or unverifiable information may result in the denial of your application. In the event of a denial or other adverse action, you have a right to obtain a free copy of your rental report from On-Site, and to dispute the accuracy of any information appearing in it. You may contact On-Site Renter Relations by phone (877) 222-0384; or mail at 307 Orchard City Dr., Ste. 110, Campbell, CA 95008. For more information, visit <a href="http://www.renterrelations.com">www.renterrelations.com</a>.</p>			

\_\_\_\_\_  
(Signed/Applicant)

\_\_\_\_\_  
Date



<b>BILLING INFORMATION FOR APPLICATION FEE</b>			
<b>CARD TYPE</b> <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS			
<b>NAME ON CARD</b>	<b>CARD NUMBER</b>	<b>EXPIRATION DATE</b> /	
<b>BILLING ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
My signature below authorizes ON-SITE MANAGER, INC. (OSM), a credit screening company, to conduct a background check, including obtaining a consumer credit report. I understand that OSM will charge the above credit card for this service \$45.00 per applicant. I agree to pay for this charge according to the terms of my CardHolder Agreement.			
_____ (Card Holder)			_____ Date



# NEW/PROSPECTIVE RESIDENT WELCOME LETTER

## Liability Insurance Requirement

Dear Future Resident:

At **College Pointe Apartments** our residents are very important to us and we want to help ensure they are protected. Many residents are under the misconception that the community's commercial insurance policy covers resident possessions and resident's personal liability in losses due to fire, smoke, explosion and water. **It does not.**

As a result, we have adopted a liability insurance requirement within the lease agreement. Prior to move-in and subsequent lease agreement/terms, all residents must provide documentation of having at least \$100,000 of personal liability coverage and must maintain that coverage throughout the lease term.

To make it easier for our residents to satisfy the insurance lease requirement, we partnered with Assurant Specialty Property, a leading provider of renter's insurance programs to the multifamily housing industry. Assurant offers two programs that satisfy our lease requirements:

**Renters Insurance** - includes the liability coverage required, **plus** it includes world-wide coverage for your personal property.

**Liability Only Insurance** - satisfies your lease requirements; this program was designed as a low cost option for those residents that do not want to protect their personal belongings.

As a future resident, your Property Managers want to ensure the entire community is protected. At our property, the personal liability insurance requirement is \$100,000. We do not require personal property insurance; however it is recommended that you protect your personal property.

With Assurant, your acceptance is guaranteed and confirmation of your coverage will be sent automatically to the leasing office. **To satisfy your lease requirement today visit:**

[www.MyRentersPlan.com](http://www.MyRentersPlan.com)

You may choose to purchase a policy from any other insurance company; however, you must provide the following documentation:

- Policy Declarations Page (no other document is acceptable), which includes our community listed as an Interested Party and \$100,000 Liability Coverage or higher
- Insurance Coverage that begins on or before your move-in day

To avoid a delay on move-in day, kindly provide your Proof of Coverage as soon as possible.

We appreciate your cooperation in this matter.



# RENTAL APPLICATION CRITERIA

## NON-DISCRIMINATION

**College Pointe Apartments** ("Management") operates in accordance with the Federal Fair Housing Act, as well as all state and local fair housing and civil rights laws. We do not discriminate against any person based on 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 outlines some of the policies for this community with regard to standards that may be required by each applicant in order to be approved for residency.

### Occupancy Policy: Maximum Occupants per Unit:

Studio	2 Occupants
1 Bedroom	3 Occupants
2 Bedrooms	5 Occupants
3 Bedrooms	7 Occupants
4 Bedrooms	9 Occupants

## COMPLETE APPLICATIONS

All applicants must be of legal age and provide ID. All parties 18 years of age or older are required to fill in an application and complete the screening process.

**ALL applications for the household (including roommates and/or guarantors) are to be completed in full, signed and dated and any and all applicable fees to process the application(s) paid before an application is considered complete.**

Students must fill in an application as indicated above. If they know they will need a Guarantor; the Guarantor application and fees must be submitted with the Student's application to be considered complete.

Applications submitted on-line will be automatically processed but not considered complete until all items above have been met.

Applications containing untrue, incorrect, missing or misleading information will be denied.

The application fee is **\$45.00** per application and non-refundable unless otherwise provided by state or local law.

As part of your rental application process, On-Site may require some additional documentation to verify needed information and generate the 'score'. On-Site will create a rental report that accesses up to three types of information about you: 1) credit/financial records; 2) court records; and 3) personal references. Any negative, misleading, or unverifiable information may result in the denial of your application. In the event of a denial or other adverse action, you have a right to obtain a free copy of your rental report from On-Site, and to dispute the accuracy of any information appearing in it. You may contact On-Site Renter Relations by phone (877) 222-0384; or mail at 307 Orchard City Dr., Ste. 110, Campbell, CA 95008. For more information, visit [www.renterrelations.com](http://www.renterrelations.com).

## IDENTITY VERIFICATION

ALL applicants are REQUIRED to show at least one of any of the following forms of photo identification:

- US Government issued photo identification such as military identification, driver's license, passport.
- Age of majority card

Social Security Card or Birth Certificates may be required to verify SSN/birth date/identity.

## RENTAL SCORE

All completed applications are submitted to On-Site.com, a third-party rental applicant screening company. **All applications are evaluated based on a rental scoring system.** Rental scoring is based on real data and statistical data such as payment history, quantity and type of accounts, outstanding debt, and age of accounts. Every applicant is treated objectively because each application is scored statistically in exactly the same manner.

The rental scoring system will compare your application to the 3rd-Party screening company database, and by evaluating those statistics and real data in accordance with pre-established criteria set by Management, On-Site will recommend one of the following:

- **Accepted; Score of 7.0 and higher.** The applicant will be accepted with the standard deposits and fees.
- **Scores between 5.1 to 6.9 may be Accepted with Conditions.** Depending on the community's policy, the applicant may be given the option to pay an additional security deposit or bring in a qualified cosigner.
- **Denied all scores under 5.0.** The application will not be accepted.

**We accept Comprehensive Reusable Tenant Screening Reports.**

## GUARANTORS/CO-SIGNERS

If 3rd-Party screening company recommends "Accepted with Conditions" or "Denial," a guarantor or cosigner may be considered. In this instance, the original applicant's application will be re-submitted along with the guarantor or cosigner's application. Applications for guarantors and co-signers processed through a 3rd-Party screening company are also scored, but are typically held to a more stringent, pre-established screening standard because guarantors and co-signers are technically responsible for the payments for this residence, as well as their own place of residence.

Applications must be complete.

Cosigners/Guarantors will be required to make 4 times the monthly rent individually.

## ASSISTED LIVING CRITERIA:

Applicants/Residents requiring the assistance of a permanent or temporary live-in caregiver:

1. Will be required to submit the request in writing and to document the need for a live-in caregiver that is essential to accommodate the applicant's/resident's disability and to assist with the tenancy to include.
  - the existence of the disability if it is not readily apparent,
  - the need for the accommodation if it is not readily apparent, and



- that the caregiver is qualified to provide the supportive services that are needed because of the disability.
- 2. Caregiver must provide verifiable proof of identity as indicated here-in.
- 3. The caregiver must fill out an application and pay a screening fee. A limited screening involving a criminal background check, past landlord reference and record of eviction will be performed. Caregiver must meet normal screening requirements or the application will be denied.
- 4. Caregiver will be counted for total occupancy and utility charges.
- 5. Caregivers do not have nor will create any right of possession of the unit.
- 6. Resident shall remain completely liable for all actions of the caregiver.
- 7. Caregivers may not use the common facilities of the community unless accompanied by Resident.

#### **INCOME VERIFICATION**

Written verification of income in an amount equal to 2.5 times the monthly rent per household will be required, along with any necessary supporting documents to include:

- Letter from Employer on letterhead indicating income and expected length of employment or 2 most recent check stubs.
- A signed offer letter on business letter head, with hire date, position, start date and salary.
- Tips and Commission wages will be considered with a tax return, W-2, or letter on business letter head from employer.
- If self employed, most recent signed tax return.
- Bank statements showing an available balance equal to the required monthly income requirements over 6-months. Cash deposits not accepted.
- Government issued proof of income for Military such as an LES.
- Social Security Verification.
- Retirement pension account.
- Disability from a government issued agency.
- VA Benefits from a government issued agency.
- Proof of financial education assistance.
- Court ordered child support allocation.
- Court ordered alimony or palimony allocation.
- Voucher.

#### **CREDIT REQUIREMENTS**

Favorable credit is required

Medical collections are excluded

Bankruptcies must be closed and discharged.

#### **RENTAL REFERENCE / RESIDENCE VERIFICATION**

Management reserves the right to verify the applicant's residence history covering the preceding 12-month period. Negative references are denied. If after 72-hours the landlord fails to provide requested verification data, the application may be denied and we may move on to the next application in line.

#### **CRIMINAL CONVICTIONS**

- Applicants convicted for certain felony and misdemeanor offenses may not be approved for residency.
- Failure to disclose or falsification on application will result in denial.
- The fact of a conviction will not alone be grounds for denial.
- Criminal History will be evaluated as to length of time since conviction and last contact with the system; age at time of conviction; history since last contact with system.
- As part of the Application please provide information about any conviction including the nature, severity and length of time since each incident of criminal activity.

#### **EVICCTIONS**

Applicants who have been a party to an eviction proceeding may not be approved for residency, Applicants owing monies to a past landlord or collection company due to debt to a past landlord will be denied.

All records of evictions within the past 2-years will be denied.

#### **DENIAL POLICY**

If your application is denied due to unfavorable information received on your screening report you may:

- Contact On-Site to discuss your application and identify any unfavorable information.
- Supply On-Site with proof of any incorrect or incomplete information.
- Request that On-Site re-evaluate and re-report your screening information and rental score to Management.

#### **HOW YOU CAN REMOVE INCORRECT INFORMATION**

On-Site is committed to accuracy and will investigate any information you dispute. Contact our Renter Relations team at (877) 222-0384 or [www.renterrelations.com](http://www.renterrelations.com). If you provide proof of your claim, we will promptly make appropriate adjustments. Download the form on our site for details.

#### **COMMUNITIES INSIDE THE SEATTLE CITY LIMITS ONLY:**

Per SMC 14.08 the following provisions apply.

- Completed applications will be required as indicated herein.
- Should the screening company require additional information and/or documentation, Applicant will have up to 72 hours to provide it. If they do not hear from you in that time period, the application may be rejected.
- Once approved and offered the apartment, Applicant has 48 hours to accept the offer. If management does not hear from you in that time period, the unit can be offered to the next Applicant in line.



**College Pointe Apartments**

- Should the Applicant require additional time to complete an application due to a need for language translation services or disability and still maintain their place in line, we allow a 24-hour hold on a unit to allow time for the Applicant to receive the services and issue the completed application.
- Landlord requires Applicant to provide written, reasonable documentation of the need for additional time to be turned in with the completed application.
- Landlord does not provide interpretation or language translation services.

\_\_\_\_\_ units have been set aside for Low Income Housing Tax Credits. All other units at this community are Market Rate.



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# RELEASE OF INFORMATION

I, \_\_\_\_\_, represent that I am applying to rent a residential premises from College Pointe Apartments .

It is important that my prospective landlord or property manager be provided with information regarding my tenancy with current or former landlord or property managers, credit history, employment history, and any criminal records. On-Site Manager, Inc. will be providing said information.

I, the above named, give On-Site Manager, Inc. and College Pointe Apartments permission to communicate with my current and former landlord or property manager for the purpose of discussing any and all of the facts and circumstances of my current or former tenancy, as well as the other information listed on my application. There are no limitations or restrictions regarding what may be discussed or revealed to College Pointe Apartments and On-Site Manager, Inc. I also give my permission to communicate with my current employer(s) and/or supervisor(s) for the purpose of verifying the employment information listed on my application. I am aware that a credit history, eviction search and/or criminal background check will be done in conjunction with my application.

I hereby hold College Pointe Apartments and On-Site Manager, Inc. free and harmless of any liability for providing written or verbal information and/or discussing the quality of my tenancy with current and former landlords property managers, supervisors, or employers.

I understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

\_\_\_\_\_  
(Signed/Applicant)

\_\_\_\_\_  
Date

