

Sunset Ridge Apartments
Rental Application | Approval Criteria
LBK Management Services, Inc.
Revised and Effective August 01, 2015

Welcome to our community, thank you for considering a LBK managed apartment community. Before you apply to rent an apartment, please take time to review our rental application and approval criteria. The following information is offered so that all applicants will have available to them a detailed statement of the rental qualifying policies.

We will not discriminate against any person in the rental of an apartment because of race, color, religion, national origin, sex, age, familial status, sexual orientation or mental or physical handicap.

The term "applicant(s)" under these criteria means the person(s) that will be signing the Lease as a "resident"; the term "occupant(s)" in these criteria means the person or persons that are authorized occupants under the lease. Please also note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by us that all residents and current occupants currently living here have met these requirements. There may be residents and occupants that have resided on the premises prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various credit reporting services used.

Confidentiality:

We maintain a strict policy of confidentiality and privacy for our applicants and residents. We do not discuss information on applications with anyone other than the applicant. In addition, we do not discuss individual credit reports with an applicant. If an applicant is rejected for poor credit history, upon request, the applicant will be given the name, address and telephone number of the credit reporting agency that provided the credit report. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency, correct any erroneous information that may be on the report, and resubmit an application to this community.

Application for Residency:

An Application for residency must be completed and maintained for each adult applicant. Each applicant must complete the rental application fully and accurately. Falsification of information will result in denial of residency.

Application Fee:

Each applicant must pay a non-refundable application fee. Because there are no exceptions, it is important that you review this information carefully before submitting an application, making certain that, to the best of your knowledge you meet the rental application approval criteria stated.

Occupants:

Occupancy will be limited to no more than two (2) persons per bedroom plus one (1) additional person, no more than two (2) persons in a studio apartment, three (3) persons in a one-bedroom apartment, five (5) persons in a two-bedroom apartment or seven (7) persons in a three-bedroom apartment. All adult occupants will be considered as responsible residents under the Lease Agreement and will be asked to sign the Lease as a resident.

Identification:

All visitors must present a valid driver's license or other photo identification in order to view the community. Other acceptable forms of identification are: Valid state issued ID card, valid Military ID card or a valid Passport. In addition, each applicant must provide one of the following forms of identification in order for the verification process to begin: United States government issued Social Security number, ITIN number, student visa, (I-20), current work visa, (I-94) or temporary resident alien card verifying approved entry by the United States government, (I-94W.)

Income/Employment:

Applicants must have a gross income source that can be verified and is at least three (3) times the monthly rent of the apartment being leased. For individuals qualifying for "Bond" units, applicants must have a verifiable gross income source of at least 2.5 times the monthly rent. Acceptable income verification required may include the applicant's last four paycheck stubs, an employment verification on company letterhead signed by a direct supervisor, payroll of human resources department representative. In the event of a job change, the previous employment will be verified and the applicant must provide a copy of an employment contract or written offer letter from the new employer.

Self-employed applicants will be required to provide either the previous year's tax return or bank statements for the last six (6) months. Proof of retirement benefits, disability income or full time student status is required.

For properties that participate in government sponsored programs, income qualifications for applicants will be based upon the portion of rent they will be paying.
Where applicable, applicant(s) must also qualify as defined by the current bond restrictions as set forth in the Regulatory Agreement.

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.

Residence History:

Up to 3 (three) years 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. For applicants who are homeowners, permission must be granted to verify payment history with the bank or lending institution.

Criminal History:

An applicant will be automatically denied in the event the applicant(s) has ever been convicted of a felony, or received adjudication for felony offense(s). The applicant agrees that the lease shall be terminated in the event the applicant, after moving onto the property commits an offense of such.

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.

Lease Guarantors and Co-signers:

Note that this company does not permit co-signers. A Lease Guarantor and/or Additional Security Deposit may be required upon evaluation of rental application(s). Lease guarantors may be accepted only for income qualification purposes, discharged Bankruptcy and/or Foreclosures in lieu of the additional deposit. Guarantor must reside in the USA and 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.

Animal Acceptancy Policy:

Pets are allowed on the premises only after a pet lease has been signed and a pet fee paid with a maximum of two pets per apartment. A fee is required for each pet. Please use assigned areas designated as pet walk areas and dispose of pet waste properly. Pets must be kept on a leash at all times when not in the apartment. All pets allowed on property at any time must meet the Breed Restriction list. Pets suitable for apartment living are allowed on the premises only after a pet lease has been signed and a pet fee paid with a maximum of two pets per apartment. Animals must be approved by management and must comply with the requirements of residential policies. Per the residential lease agreement, residents are responsible for their pets and no pets of any kind shall be permitted on the premises without written consent of management. LBK Management Services, Inc. reserves the right to amend existing policies as deemed necessary by giving reasonable notice. Notwithstanding any other provision herein, disabled individuals are permitted to own and utilize service animals. Furthermore, nothing herein shall hinder full access to the apartments and the common areas by individuals with disabilities.

The following list of dog breeds and any mix of are commonly considered aggressive and will not be allowed on the premises:

Alaskan Malamute, American Bulldog, American Pit-bull, American White Shepard, Akita, Bandag, Argentine, Dogo, Belgian Groenendae, Belgian Laekenois, Belgian Malinois, Belgian Tervuern, Bull boxer, Belgian Shepard, Boerbel, Boxer, Catahoula, Cane Corso, Chow Chow, Dago Argentina, Dalmatian, Doberman Pinscher, Fila, Brasileiro, German Shepherd, Huskie, Japanese Josa, Mastiff, Neapolitan Mastiff, Pit Bull or Pitt Bull Terrier, Presa, Canarie, Rottweiler, Siberian Huskie, Staffordshire Terrier, Wolf Dog or Wolf Dog Hybrid.

- Resident must abide by rules and regulations set forth in the Animal Addendum
- We will accept cats, dogs, caged birds, and aquarium pets to include fish and turtles only. **No** snakes, alligators, wolves, or other wild, exotic, endangered or poisonous animals and reptiles will be allowed
- Fish tanks cannot exceed 40 gallons
- Pets shall not be kept, bred, or used for any commercial purpose. All animals should be spayed or neutered by six months of age unless the procedure is deemed medically unsafe by a veterinarian
- Pets must be confined to the pet owner's unit or acceptable designated areas and must not be allowed to roam free or be tethered. Pets must not be left unattended on patios or balconies. Pets in transit are to be carried, restrained by a leash, or placed in an animal carrier

- Persons who walk pets are responsible for immediately cleaning up after their animals and discarding securely bagged pet droppings. Cat litter may not be disposed of in toilets.
- Pet caregivers are responsible for any damage caused by their pets. Any damage caused by cleaning chemicals or other such materials used in an attempt to remedy said damage is also the full responsibility of the pet owner.
- No pet shall be allowed to become a nuisance or create any unreasonable disturbance.
- Feeding and caring for stray cat colonies is not acceptable. Stray or injured cats shall be trapped and care provided as necessary. Where no caretaker is available, stray or injured animals shall be reported to the local animal control authority for rescue.
- Pet owner and/or caregiver shall indemnify the property, management and ownership and hold harmless against loss or liability of any kind arising from their pet(s).

Renters Insurance Requirements:

To fulfill your lease obligation all new and renewing residents are **required** to provide evidence of liability or property damage insurance at a minimum limit of \$100,000. You may choose the insurance company and policy limits that are most appropriate for your situation, providing the minimum coverage level is satisfied. If you arrange your own policy simply provide proof of this coverage, with the name of the apartment community listed as an "additional interest" or "interested party". Please note that the community's insurance does not cover a resident's possessions if they are damaged or stolen. You are responsible for damage or loss of personal property from theft, liability, neglect, vandalism, fire, and water damage. Additionally, to obtain coverage for your possessions we strongly recommend you purchase a policy that includes "contents" insurance.

Overview:

As you make your renter's insurance decision, please keep in mind the following:

- Proof of a \$100,000 minimum liability or property damage insurance policy is required for the term of your lease. This important renter's insurance coverage typically costs well under a dollar per day. This policy must provide coverage for damage or loss of personal property from theft, liability, neglect, vandalism, fire, and water damage.
- Our Apartment Community requests to be named as "Interested Party" or "Additional Interest" on your policy.
- You are free to select any insurance provider as long as the minimum liability coverage requirements are met.

Please note that LBK Management Services, Inc. and our associates are not licensed to answer insurance questions or advise on insurance matters, but can help you through this process.

Evaluation:

Company evaluates the above information with a scoring method that weighs the indicators of future rent payment performance. For further explanation of this type of method, please refer to "Credit Scoring and your Application to Rent an Apartment".

Validity Period:

Approved applications remain in good standing for a period of ninety (90) days from the approval date. If the lease is not signed and/or the applicant fails to occupy an apartment within the viable time period, the application must be re-submitted for verification and approval AND a new application fee must be paid.

Acknowledgement:

Signing this acknowledgement indicates that you have had the opportunity to review the landlord's tenant selection criteria. The tenant selection criteria may include factors such as criminal history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.

Signature of Applicant Date

Signature of Applicant Date



Rental Application for Residents and Occupants
 Each co-applicant and each occupant 18 years old or over must submit
 a separate application.



Date when filled out: _____

<p>ABOUT YOU</p> <p>Full name (exactly as on driver's license or govt. ID card): _____</p> <p>Your street address as shown on your driver's license or govt. ID card: _____</p> <p>Driver's license # and state: _____ OR govt. photo ID card #: _____</p> <p>List any previous names or aliases you have used within the last _____ years. _____</p> <p>Your Social Security #: _____ Birthdate: _____</p> <hr/> <p>Your current home address (where you now live): _____</p> <p>City/State/Zip: _____</p> <p>Phone: (____) _____ Current monthly rent: \$ _____</p> <p>Name of dwelling where you now live: _____ Current owner or manager's name: _____ Their phone: _____ Date moved in: _____ Why are you leaving your current residence? _____</p> <hr/> <p>Your previous home address: _____</p> <p>City/State/Zip: _____</p> <p>Dwelling name: _____</p> <p>Name of above owner or manager: _____ Their phone: _____ Previous monthly rent: \$ _____ Date you moved in: _____ Date you moved out: _____</p> <p>YOUR FINANCIAL INFORMATION</p> <p>IF EMPLOYED</p> <p>Present employer: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Work phone: (____) _____</p> <p>Position: _____</p> <p>Your gross annual income is over: \$ _____</p> <p>Date you began this job: _____</p> <p>Supervisor's name and phone: _____</p> <hr/> <p>OTHER FINANCIAL RESOURCES/INCOME</p> <p>List any other income from self-employment, retirement, investments, social security, savings, welfares, alimony, child support or any other potential financial information you want considered: _____</p> <hr/> <p>Previous employer: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Work phone: (____) _____</p> <p>Position: _____</p> <p>Gross annual income was over: \$ _____</p> <p>Dates you began and ended this job: _____</p> <p>Previous supervisor's name and phone: _____</p> <p>YOUR CREDIT HISTORY</p> <p>Your bank's name, city, state: _____</p> <p>List major credit cards: _____</p> <p>Have you ever owned a home? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Past credit problems you want to explain. (Use separate page.) _____</p>	<p>YOUR RENTAL/CRIMINAL HISTORY</p> <p>You represent the answer is "no" to any item that is not checked. Have you or any occupant listed in this Application ever: <input type="checkbox"/> been evicted or asked to move out? <input type="checkbox"/> broken a rental agreement? <input type="checkbox"/> declared bankruptcy? <input type="checkbox"/> been sued for rent? <input type="checkbox"/> been sued for property damage? <input type="checkbox"/> been convicted of a felony? Please indicate the year, location and type of each felony of which you were convicted. We may need to discuss more facts before making a decision.</p> <p>_____</p> <p>_____</p> <hr/> <p>OTHER OCCUPANTS Names of all persons who will occupy the unit without signing the lease. Continue on separate page if more than three.</p> <p>Name: _____ DL or govt. ID card #: _____ Birthdate: _____ Social Security #: _____</p> <p>Name: _____ DL or govt. ID card #: _____ Birthdate: _____ Social Security #: _____</p> <p>Name: _____ DL or govt. ID card #: _____ Birthdate: _____ Social Security #: _____</p> <hr/> <p>YOUR VEHICLES List all vehicles to be parked by you or any occupants (including cars, trucks, motorcycles, trailers, etc.). Continue on separate page if more than two.</p> <p>Make and color of vehicle: _____ Year: _____ License #: _____ State: _____</p> <p>Make and color of vehicle: _____ Year: _____ License #: _____ State: _____</p> <hr/> <p>OTHER INFORMATION</p> <p>Will you or any occupant have an animal? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Kind, weight, breed, age: _____</p> <p>Do you or does any occupant smoke? <input type="checkbox"/> yes <input type="checkbox"/> no How were you referred? <input type="checkbox"/> Internet <input type="checkbox"/> Stopped by <input type="checkbox"/> Rental publication: _____ <input type="checkbox"/> Name of rental agency or locator service: _____ Agent's name: _____ <input type="checkbox"/> Friend (name): _____ <input type="checkbox"/> Newspaper (name): _____ <input type="checkbox"/> Other: _____</p> <hr/> <p>EMERGENCY Emergency contact person over 18, who will not be living with you.</p> <p>Name: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Work phone: (____) _____</p> <p>Home phone: (____) _____</p> <p>Relationship: _____</p> <p>If you die or are seriously ill, missing, or in a jail or penitentiary according to an affidavit of, [check one or more]: <input type="checkbox"/> the above person, <input type="checkbox"/> your spouse, or <input type="checkbox"/> your parent or child, we may allow such person(s) to enter your dwelling to remove all contents, as well as your property in the mailbox, storerooms, and common areas. If no box is checked, any of the above are authorized at our option. If you are seriously ill or injured, you authorize us to send for an ambulance at your expense. We're not legally obligated to do so.</p> <hr/> <p>AUTHORIZATION I or we authorize (name of owner or complex) _____ Provident Affordable Housing Resources, Inc.</p> <p>to obtain reports from consumer reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.</p> <p>Applicant's signature _____</p> <p>You must also sign the Application Agreement on the next page of this Application.</p>
---	---

Applicant must also sign on the next page of this Application.

Contemplated Lease Contract Information

To be filled in only if the Lease Contract is not signed by resident(s) at time of application for rental.

The National Apartment Association Lease Contract to be used must be the latest version published by the association unless an earlier version is initiated by resident(s) and attached to this Application. The blanks in the Lease Contract will contain the following information:

- Names of all residents who will sign Lease Contract _____
- Name of Owner/Lessor **Provident Affordable Housing Resources, Inc.**
- Property name and type of dwelling (bedrooms and baths) **Sunset Ridge Apartments**
- Complete street address **43436 16th St. West**
City/State/Zip **Lancaster, CA 93534**
- Names of all other occupants not signing Lease Contract (persons under age 18, relatives, friends, etc.) _____
- Total number of residents and occupants _____
- Beginning date and ending date of Lease Contract _____
- Total security deposit \$ _____ ; Animal deposit \$ _____
- Other fees \$ _____
- Total monthly rent for dwelling unit \$ _____
- Rent to be paid at (check one) on-site manager's office or at _____
- Prorated rent for: first month or second month \$ _____

- Monthly rental due date 1st ;
- Late charges due if rent is not paid on or before the 3rd ;
- Late charge \$ _____ ;
- Returned Check Charge: \$25.00;
- Additional Returned Check Charge: \$35.00;
- (Check one): furnished or unfurnished;
- Utilities paid by owner (check all that apply): electricity, gas, water, wastewater, trash, cable TV, master TV antenna;
- You are (check one): required to purchase personal liability insurance or not required to purchase personal liability insurance;
- Agreed reletting charge \$ _____ ;
- Your move-out notice will terminate Lease Contract on (check one):
 last day of month, or exact day designated in move-out notice;
- Special provisions regarding parking, storage, etc. (see attached page if necessary): _____

Application Agreement

1. **Lease Contract Information.** The Lease Contract contemplated by the parties is attached or, if no Lease Contract is attached, the Lease Contract will be the current Lease Contract noted above. Special information and conditions must be explicitly noted on an attached Lease Contract or in the Contemplated Lease Contract Information above.
2. **Application Fee (nonrefundable).** You have delivered to our representative an application fee in the amount indicated below, and this payment partially defrays the cost of administrative paperwork. It's nonrefundable.
3. **Application Deposit (may or may not be refundable).** In addition to any application fee, you have delivered to our representative an application deposit in the amount indicated below. 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 paragraph 10 if you are not approved; OR all or a portion of it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraph 6 or 7. The amount of the application deposit is \$ 100.00.
4. **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.
5. **Approval When Lease Contract Isn't 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.
6. **If You Fail to Sign Lease Contract After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. You will be obligated to pay to us a charge of 1/30th of the monthly rental value of the premises from the time the unit was withheld from the market if you fail to sign the Lease Contract after its approval. You agree that it would be impracticable or extremely difficult to fix the actual damage to us and that the charge is a reasonable estimate of the actual damages that the parties reasonable believe would occur as a result of late payment. We will keep this amount from the application deposit to satisfy this amount.
7. **If You Withdraw Before Approval.** You and any co-applicant may not withdraw your application or the application deposit. If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all or a portion of the application deposits as liquidated damages, and the parties will then have no further obligation to each other.
8. **Completed Application.** An Application will not be considered "completed" and will not be processed 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.
9. **Non-approval.** We will notify you whether you've been approved within 10 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 10 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. The 10-day time period may be changed only by separate written agreement.
10. **Refund after Non-approval.** If you or any co-applicant is disapproved or deemed disapproved under paragraph 9, we'll refund all application deposits within 30 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
11. **Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 6, 9, or 10 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next day.
12. **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.
13. **Keys or Access Devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents referred to in the Lease Contract; and (2) all applicable rents and security deposits have been paid in full.
14. **Receipt of Nonrefundable Application Fee.** The total amount of payment used by us to screen your credit card history and other background information is \$ 35.00. This amount is itemized as follows:

1. Cost of credit report, eviction search, and/or other screening reports	\$ <u>12.24</u>
2. Cost to process information (including staff time/labor)	\$ <u>22.76</u>
3. Total fee charged (not to exceed \$45.16, which may be adjusted annually in accordance with the CPI as of January 1, 1998)	\$ <u>35.00</u>
15. **Signature.** Our representative's signature is consent only to this 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 the first page of this Application are true and complete. You authorize us to verify same through any means. If you fail to answer any question or give false information, we may reject the application, retain all application fees and all or a portion of the application deposit as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. 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 or your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

If you're seriously ill or injured, what doctor may we notify? (We're not responsible for providing medical information to or calling doctors or emergency personnel.)

Doctor's name: _____ Doctor's phone: (_____) _____

Important medical information about you in an emergency: _____

Applicant's Signature: _____ Date: _____

Signature of Owner's Representative: _____ Date: _____

FOR OFFICE USE ONLY

1. Name or address of dwelling (street, city): _____ Unit # or type: _____
2. Person accepting application: _____ Phone: (_____) _____
3. Person processing application: _____ Phone: (_____) _____
4. Date that applicant or co-applicant was notified by telephone, letter, or in person of acceptance or nonacceptance: _____ (Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)
5. Name of person(s) who were notified (at least one applicant must be notified if multiple applicants): _____
6. Name of owner's representative who notified above person(s): _____

