

QUALIFICATION STANDARDS

INCOME REQUIREMENTS :

EMPLOYMENT AND INCOME WILL BE VERIFIED ON EACH APPLICANT. MONTHLY INCOME MUST MEET THE MINIMUM REQUIREMENTS FOR THE COMMUNITY TO WHICH THE APPLICATION IS SUBMITTED.

RENTAL REFERENCE:

TWO YEARS OF RENTAL HISTORY WILL BE VERIFIED ON EACH APPLICANT. APPLICANT'S NAME MUST HAVE BEEN ON THE LEASE FOR THE REFERENCE TO BE VALID. REFERENCES SHOULD REFLECT THE APPLICANT'S ABILITY AND WILLINGNESS TO COMPLY WITH LEASE TERMS AND COMMUNITY POLICIES AND GUIDELINES.

CREDIT QUALIFICATIONS:

CREDIT INFORMATION ON EACH APPLICANT WILL BE OBTAINED THROUGH A NATIONAL CREDIT-REPORTING AGENCY. CREDIT HISTORY SHOULD POSITIVELY REFLECT THE APPLICANT'S ABILITY AND WILLINGNESS TO MAKE PAYMENTS AS REQUIRED BY THE LEASE.

SIGNATURE OF ALL ADULTS TO APPEAR ON LEASE

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INQUIRIES TO BE MADE TO VERIFY THE STATEMENTS ABOVE, INCLUDING CREDIT BUREAU REPORTS

(1) _____ (2) _____	CONTACT PHONE # (daytime) and E-MAIL ADDRESS _____ _____
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KEYS WILL BE RELEASED ON THE DATE OF MOVE-IN AFTER ALL ADULTS HAVE SIGNED THE LEASE.

SIGNATURE OF LEASING COUNSELOR: _____

(FOR OFFICE USE ONLY)

RESIDENT'S NAME _____	APT ADDRESS _____
APPLICATION FEE PAID \$ _____	DATE DEPOSITED _____ REPORT # _____
SECURITY DEPOSIT PAID \$ _____	DATE DEPOSITED _____ REPORT # _____
PET DEPOSIT PAID \$ _____	DATE DEPOSITED _____ REPORT # _____
LEASE TERM 12 MONTH _____	6 MONTH _____ OTHER _____
MONTHLY RENT \$ _____	MONTHLY PET FEE \$ _____ ONE-TIME PET FEE \$ _____
CONC _____	
ADDITIONAL ITEMS REQUESTED _____	FURNITURE _____ HOUSEWARES _____ WASHER/DRYER _____
	OTHER _____

APPLICATION VERIFICATION CHECKLIST (PLEASE INITIAL EACH WHEN COMPLETED)

_____	WRITTEN RENTAL/PET REFERENCE RECEIVED AND ATTACHED	
_____	WRITTEN EMPLOYMENT & INCOME VERIFICATION RECEIVED AND ATTACHED	
_____	WRITTEN CREDIT REPORT RECEIVED AND ATTACHED	
		_____ TOTAL POINTS EARNED

APPLICATION APPROVED APPLICATION APPROVED ONLY WITH _____

APPLICATION DECLINED DATE NOTIFIED _____ BY _____

IF THIS APPLICATION WAS DECLINED, WHAT WAS THE BASIS FOR REFUSAL? (MORE THAN ONE MAY BE CHECKED)

_____ UNFAVORABLE CREDIT REPORT	_____ UNFAVORABLE EMPLOYMENT REFERENCE
_____ UNFAVORABLE RENTAL REFERENCE	_____ NUMBER OR SIZE OF PETS
_____ EXCEEDS OCCUPANCY STANDARDS	_____ INSUFFICIENT INCOME
_____ INACCURATE INFORMATION SUBMITTED ON APPLICATION	
_____ OTHER (SPECIFY) _____	

REMARKS:

MANAGER'S SIGNATURE _____ DATE _____