



Community Name: Windover Woods Apt. Size: _____
 Leasing Contact: _____ Rent: _____
 Traffic Source: _____ Term _____
 _____ Date _____

Express Application

For Pre-Approval ONLY

1. Name: _____ Driver's License \ ID Number _____
 Email: _____ Phone: _____ Alt Phone: _____
 DOB: _____ SSN: _____ Address: _____
 City: _____ State: _____ Zip Code: _____
 Employer Name: _____ Monthly Income: \$ _____

2. Name: _____ Driver's License \ ID Number _____
 Email: _____ Phone: _____ Alt Phone: _____
 DOB: _____ SSN: _____ Address: _____
 City: _____ State: _____ Zip Code: _____
 Employer Name: _____ Monthly Income: \$ _____

3. Minor Name: _____ Driver's License \ ID Number _____
 Email: _____ Phone: _____ Alt Phone: _____
 DOB: _____ SSN: _____ Address: _____
 City: _____ State: _____ Zip Code: _____
 Employer Name: _____ Monthly Income: \$ _____

4. Minor Name: _____ Driver's License \ ID Number _____
 Email: _____ Phone: _____ Alt Phone: _____
 DOB: _____ SSN: _____ Address: _____
 City: _____ State: _____ Zip Code: _____
 Employer Name: _____ Monthly Income: \$ _____

APPLICANT REPRESENTS ALL OF THE ABOVE STATEMENTS ARE TRUE AND CORRECT. APPLICANT AUTHORIZES CONTINUING VERIFICATION OF THE ABOVE INFORMATION, REFERENCES, CRIMINAL HISTORY AND CREDIT RECORDS AT ANYTIME INCLUDING BEFORE, DURING AND AFTER THE EXPIRATION OF THE LEASE TERM AND RELEASES FROM LIABILITY ALL PERSONS AND ENTITIES REQUESTING OR SUPPLYING INFORMATION.

APPLICANT ACKNOWLEDGES THAT FALSE, INCOMPLETE OR MISLEADING INFORMATION CONSTITUTES GROUNDS FOR REJECTION OF THIS APPLICATION; DISCOVERY OF FALSE, INCOMPLETE OR MISLEADING INFORMATION THAT OCCURS AFTER OCCUPANCY WILL RESULT IN TERMINATION OF THE RIGHT OF OCCUPANCY OF ALL OCCUPANTS UNDER LEASE AND/OR FORFEITURE OF DEPOSITS AND FEES. SECTION 1001 OF TITLE 18 OF THE U.S. CODE MAKES IT A CRIMINAL OFFENSE TO WILLFULLY FALSIFY A MATERIAL FACT OR MAKE FALSE STATEMENT IN ANY MATTER WITHIN THE JURISDICTION OF A FEDERAL AGENCY.

APPLICANT UNDERSTANDS THAT THIS IS A PRELIMINARY APPLICATION ONLY TO DETERMINE CREDITWORTHINESS. IF APPLICANT IS APPLYING FOR AN APARTMENT HOME WITH SPECIAL FINANCING, APPLICANT MUST COMPLETE A DETAILED QUESTIONNAIRE REGARDING ALL INCOME AND ASSET SOURCES AND AMOUNTS, INFORMATION REGARDING HOUSEHOLD COMPOSITION AND STUDENT STATUS. FINAL APPROVAL OF THE APPLICATION WILL BE BASED ON THE TOTALITY OF THE APPLICATIONS SUBMITTED AND THE INFORMATION CONTAINED THEREIN. PRELIMINARY APPROVAL MAY BE REVOKED OR THE PRELIMINARY SECURITY DEPOSIT OFFERED ADJUSTED BASED ON ADDITIONAL INFORMATION DISCOVERED DURING THE APPLICATION PROCESS. ALL SEARCHES WILL BE CONDUCTED IN CONFORMANCE WITH THE FAIR CREDIT REPORTING ACT.

THIS APPLICATION IS FOR INFORMATIONAL PURPOSES ONLY AND DOES NOT OBLIGATE LANDLORD TO EXECUTE A LEASE OR DELIVER POSSESSION TO THE PROSPECTIVE RESIDENT. APPLICANT HAS PAID AT THE TIME OF APPLICATION AS A NON REFUNDABLE APPLICATION FEE \$ _____. UPON APPROVAL OF THIS PRELIMINARY APPLICATION, APPLICANT SHALL COMPLETE A DETAILED QUESTIONNAIRE AND PAY A HOLDING FEE OF \$ 100.00 TO RESERVE APARTMENT _____. I, THE UNDERSIGNED APPLICANT(S), HAVE READ AND AGREE TO ALL OF THE PROVISIONS OF THIS APPLICATION AND REPRESENT AND PROMISE THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

Applicant: _____ Date: _____

Applicant: _____ Date: _____

Applicant: _____ Date: _____

Applicant: _____ Date: _____



APPLICATION FOR RENTAL



Tell Us About Yourself (use additional sheets if necessary)

PLEASE LIST YOUR FULL NAME AS IT APPEARS ON YOUR PHOTO ID - Your photo ID must be presented at time of application and again at move-in.

FIRST NAME		MIDDLE NAME		LAST NAME	
SOCIAL SECURITY # OR INDIVIDUAL TAXPAYER ID #		DRIVERS LICENSE OR OTHER GOVERNMENT ISSUED PHOTO ID #		TYPE OF ID	STATE OR GOVERNMENT THAT ISSUED THE ID
DATE OF BIRTH		OTHER NAMES USED IN LAST 10 YEARS		EMAIL ADDRESS (Required)*	
PRESENT ADDRESS			COUNTY	WORK TELEPHONE #	
CITY	STATE	ZIP	HOME TELEPHONE #	MOBILE TELEPHONE #	

LIST ALL OTHER PERSONS, INCLUDING SPOUSES, TO OCCUPY THE PREMISES, INCLUDING DATE OF BIRTH (if 18 years or older, must fill out application as an applicant)

NAME	DATE OF BIRTH	NAME	DATE OF BIRTH	NAME	DATE OF BIRTH	NAME	DATE OF BIRTH
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PRESENT ADDRESS IS (Check one): OWNED HOME RENTED HOME RENTED APARTMENT PARENTS' HOME STUDENT HOUSING OTHER:
 IF RENTING or OWNED: PRESENT LANDLORD / APARTMENT COMMUNITY / MORTGAGE COMPANY

ADDRESS OF PRESENT LANDLORD / APARTMENT COMMUNITY / MORTGAGE COMPANY

CITY	STATE	ZIP	TELEPHONE #
HOW LONG?	MONTHLY PAYMENT	ANTICIPATED MOVE-OUT DATE:	REASON FOR LEAVING:

PREVIOUS ADDRESS (IF LESS THAN THREE YEARS AT PRESENT ADDRESS)

CITY	STATE	ZIP	TELEPHONE #
HOW LONG?	MONTHLY PAYMENT	MOVE-OUT DATE:	REASON FOR LEAVING:

PREVIOUS ADDRESS IS (Check one): OWNED HOME RENTED HOME RENTED APARTMENT PARENTS' HOME STUDENT HOUSING OTHER:
 IF RENTING or OWNED: PREVIOUS LANDLORD / APARTMENT COMMUNITY / MORTGAGE COMPANY

ADDRESS OF PREVIOUS LANDLORD / APARTMENT COMMUNITY / MORTGAGE COMPANY

CITY	STATE	ZIP	TELEPHONE #
HOW LONG?	MONTHLY PAYMENT	MOVE-OUT DATE:	REASON FOR LEAVING:

Employment

EMPLOYER (COMPANY NAME) _____ HOW LONG? _____ MONTHLY GROSS INCOME _____

ADDRESS	CITY	STATE	ZIP
JOB TITLE	SUPERVISOR'S NAME		SUPERVISOR'S TELEPHONE #
OTHER SOURCE(S) OF VERIFIABLE INCOME	WHEN RECEIVED	AMOUNT	MONTHLY INCOME FROM OTHER SOURCES

FORMER EMPLOYER (IF LESS THAN THREE YEARS AT CURRENT JOB) _____ HOW LONG? _____

ADDRESS	CITY	STATE	ZIP
JOB TITLE	SUPERVISOR'S NAME		SUPERVISOR'S TELEPHONE #

Assets (including checking/savings accounts, investment, retirement and pension funds and whole life insurance policies):

ASSET TYPE	FINANCIAL INSTITUTION	ACCT NUMBER	BALANCE	INTEREST
1.				
2.				
3.				

Motor Vehicles (including cars, trucks, boats, motorcycles - if permitted at property):

MAKE/MODEL	YEAR	COLOR	LICENSE PLATE #	STATE
1.				
2.				
3.				

Animals (animals require our consent)

TYPE	BREED	WEIGHT	NAME	LICENSE/TAG#
1.				
2.				

Person to Notify in Case of Emergency, Death or Incapacity* (cannot be someone who intends to reside in the premises)

NAME	RELATIONSHIP	PRIMARY TELEPHONE #	ALTERNATE TELEPHONE #
ADDRESS	CITY	STATE	ZIP

Will you or any of your occupants require special assistance in case of an emergency, including evacuation of the building or community? Yes No
 If so, identify the person and the type of special assistance required:

APPLICATION FOR RENTAL



Criminal Background Information

Do you (or any of the potential occupants in the apartment) have charges pending against you (or them) for any criminal offense?	Applicant <input type="checkbox"/> Yes <input type="checkbox"/> No	Occupants <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you (or any of the potential occupants in the apartment) been convicted of any criminal offense; or entered a plea of "guilty" or "no contest" to any criminal offense; or had any criminal matter disposed of in a manner other than by acquittal or a finding of "not guilty"?	Applicant <input type="checkbox"/> Yes <input type="checkbox"/> No	Occupants <input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes" to any of the above questions, give details and dates, including the county and state in which the incident occurred:		

How did you hear about our community?

<input type="checkbox"/> Internet (specify) _____	<input type="checkbox"/> Billboard
<input type="checkbox"/> Rental Publication (specify) _____	<input type="checkbox"/> Flyer / Directmail
<input type="checkbox"/> Resident Referral (name) _____	<input type="checkbox"/> Drive-by
<input type="checkbox"/> Other (specify) _____	

PLEASE READ CAREFULLY AND SIGN BELOW

By signing below Applicant authorizes the Owner/Manager to verify applicant's and all other household members' criminal background, contact current and/or previous landlords, obtain credit, eviction court record and sex offender registration information to verify any or all information provided on this application. Applicant understands that eligibility for housing will be based on applicable income requirements and by Management's selection criteria.

Under penalty of perjury, the applicant represents that all of the above statements are true and complete to the best of their knowledge, and hereby authorizes verification of the above information. In addition to the foregoing, applicant has paid a non-refundable fee for costs and expenses in checking applicant's credit and criminal background. Applicant acknowledges that false, misleading or incomplete information herein may constitute grounds for rejection of this application, termination of right of occupancy and/or forfeiture of deposits and may constitute an act of fraud under laws of this state.

APPLICATION PROCESSING CHARGE

Applicant has submitted the sum of \$ _____ which is a non-refundable fee for processing of the above application. Such sum is not a rental payment or security deposit. It is understood and agreed to between parties that in the event this application for said apartment is accepted or rejected by Management, that the said sum will be retained by Management to cover the costs of application processing as furnished by applicant.

APARTMENT DEPOSIT/HOLDING FEE

In consideration of owners taking a dwelling unit off the market, applicant will be asked to pay an "Apartment Deposit". Once a rental application is approved, either a signed lease with Security Deposit payment or a Deposit Holding Fee of \$100 will be required within 24 hours to reserve a unit. The Holding Fee will guarantee we will reserve the unit for a period of 3 days. If a Holding Fee was collected, once the lease is entered into, the Holding Fee shall be credited to the required Security Deposit. If applicant fails to sign the lease within 3 days of paying the Holding Fee or refuses to enter into a lease on the agreed upon date for a stated apartment, the "Deposit Holding Fee" shall be forfeited to the Owner to serve as liquidated damages if applicant will suffer by reason of failure to enter into residency.

Keys will be furnished only after lease and other rental documents have been properly executed by all parties, and only after applicable rent and security deposit have been paid. This application is preliminary only and does not obligate owner or owner's agent to execute a lease or deliver possession of the proposed premises.

I have read and agree to the provisions as stated.

Applicant Signature _____

Date _____

Non-Refundable Application Processing Fee
Required with each Application: \$ _____

Total Holding Deposit (Per Apartment, if any): \$ _____

Holding Deposit amount paid by this applicant: \$ _____

Address of Apartment/Premises being held: _____

OFFICE USE ONLY

Apartment Number _____

Apartment Size/Description _____

Anticipated Move-in Date _____

Lease Start Date _____

Lease End Date _____

Quoted Monthly Apartment Rent _____

Property Staff Initials _____

***Authorization for Providing Access in the Event of Emergency, Death or Incapacity.** If your application is approved and you take possession of the apartment/premises, you authorize us, in the event of your death or incapacity, to grant access to the premises and the contents therein to the individual you named above. Once we grant access to such person, he/she may remove all personal property from the premises and dispose of it in accordance with applicable law. You hereby release and discharge us from any liabilities, claims or damages arising out of or in connection with our granting such access to the person you named.

Community: _____ Date: _____

Length of Lease: _____ Monthly Rental Amount: _____ Total Number of People: _____

Applications

- All persons interested in an apartment must complete and submit an application for tenancy.
- All applications are numbered and logged according to date and time application is received.
- An application must be “complete” in order to begin the application process. For an application to be considered “Complete” it must include the following: 1) A separate application for person over the age of 18 years old fully filled out and signed. 2) All required application fees and holding fees must be paid to the community.

Selection Criteria

Identity and Age Verification

- Government issued photo identification will need to be presented by all applicants.
- All applicants must be at least 18 years of age.
- Verification of citizenship or immigration status may be requested.

Income Verification

- Persons whose gross individual and/or gross household income may not exceed the maximum household income limits as they are published by the state housing agency. (See Specific Community Income Guidelines)
- Individual and/or household gross income meets the minimum household income limit as described by the community. (See Specific Community Income Guidelines)
- Verifiable income for a period of 1-2 years depending on lengths of time at current place of employment.

Credit Screening

- Applicants must have maintained a satisfactory credit history demonstrating the ability to repay debts on time. Credit report or a public records search that indicate prior evictions may result in application denial. Applicants that have an open bankruptcy will not be approved.

Residential History

- A minimum of 2 years positive residential history is preferred.

Criminal Background Investigation

- Criminal background investigations will be conducted on all applicants.
- A criminal history, history of drug use or dealing, sexual offenses, physical violence to any person (adult or child) or property, or other conduct which would adversely affect the health, safety or welfare of residents of the community or of management employees and the operations of the property will result in the denial of the application.

Occupancy Guidelines

<u>Apartment Size</u>	<u>Maximum Occupants</u>
One Bedroom	Two People
Two Bedroom	Four People
Three Bedroom	Six People
Four Bedroom	Eight People

Student Status

- This rental community has received funding from a program which does not generally allow occupancy by households comprised entirely of full-time students. The information on the student status form as well as on the verification of student status form is requested as part of the household qualification process.

Application Decision

If An Application is Declined: Applicants will be notified in writing of any application denial and given fourteen (14) days to respond in writing to request a meeting to discuss the rejection. All application fees are non-refundable. If your application is declined, included in the written notification you will be given the information to obtain a copy of the consumer report that we used in determining our decision.

If An Application is Cancelled: All application fees are non-refundable. If for any reason you withdraw your application or notify us that you have changed your mind about renting an apartment after 48-hours, the holding fee will be non-refundable.

Failure to Execute the Lease: In the event that you fail to sign the Lease Agreement after application approval, all said fees and deposits are non-refundable.

Applicant Re-Apply Policy: In the event that your application is declined, a minimum waiting period of 90-days must pass before a new application may be submitted. A new application fee and all other fees and/or deposits will need to be paid at the time of new application.

Equal Housing Opportunity

Richman Property Services, Inc. (Owner / Manager of this property) and all its associates support the principle of equal housing opportunities and adhere to the Fair Housing Laws. The company does not discriminate in the daily management of the communities, leasing of apartment homes or in any business practices related to its services, on the basis of race, color, religion, national origin, sex, familial status, handicap or any other factor under protection by federal, state or local laws.

All applicants must agree to the following by signing this Applicant Selection Criteria Form.

_____ (Initials) I agree to respond to a request for verification of information or to provide additional information or documentation necessary to complete the approval process, within the time specified by my community representative. I understand that if I do not respond within the time specified, my application may be canceled and I will no longer have an apartment on hold.

_____ (Initials) I affirm that this information and the information I have provided on my application paperwork is accurate to the best of my ability. I understand that falsification of information on the application and/or during application interview will result in immediate application denial.

I hereby affirm that I have read and understand a copy of the Applicant Selection Criteria Form. I understand the application screening process in which this Richman Property Services, Inc. community will proceed to obtain and verify my credit information, criminal background history and other information that I have provided for the purpose of determining whether or not I meet the criteria in order to rent an apartment.

Applicant Signature

Print Name

Applicant Signature

Print Name

Applicant Signature

Print Name

Applicant Signature

Print Name

Date

Management Signature

FORM LSG 001
Rev 4
Effective Date: 01/16/2009
Revision Date: 01/15/2011

