



TARRAGON MANAGEMENT, INC.

APPLICATION FOR APARTMENT HOME RENTAL

NOTE: This ENTIRE application must be completed or it may not be considered for acceptance. Please read and sign the Qualification Guidelines prior to completing application. All applicants over 18 years of age must submit separate applications.

Apartment: _____ Desired Move-in Date: Earliest Date: _____ Latest Date: _____

Rental Rate: \$ _____ Lease Term: _____ Special Provisions: _____

Last Name: _____ First Name: _____ MI: _____ Sr./Jr.: _____

Social Security: _____ - _____ - _____ Date of Birth: ____/____/____ Driver License Number: _____ State: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Best time & preferred phone to contact you: _____ Do you have any pets? (Circle) yes or no

How did you learn about our community? _____ Breed: _____

Weight: _____

OCCUPANTS: Total No. of Occupants: _____

Name: _____ Relationship: _____ Sex: _____ Date of Birth: ____/____/____ SSN: _____

Name: _____ Relationship: _____ Sex: _____ Date of Birth: ____/____/____ SSN: _____

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Name: _____ Relationship: _____ Sex: _____ Date of Birth: ____/____/____ SSN: _____

Name: _____ Relationship: _____ Sex: _____ Date of Birth: ____/____/____ SSN: _____

HOUSING INFORMATION:

Present Address: _____ City: _____ State: _____ Zip: _____

How long have you lived there?: _____ Rent: \$ _____ Landlord (Co. or person): _____

Landlord's Phone: _____ Landlord's Fax: _____

Reason for moving?: _____

Previous Address: _____ City: _____ State: _____ Zip: _____

How long have you lived there?: _____ Rent: \$ _____ Landlord (Co. or person): _____

Landlord's Phone: _____ Landlord's Fax: _____

Reason for moving?: _____

EMPLOYMENT INFORMATION:

Present Employer: _____ Address: _____

City: _____ State: _____ Zip: _____

How Long?: _____ Position: _____ Supervisor: _____ Supervisor's Phone: _____

Human Resource Phone: _____ Salary: \$ _____ per _____

Previous Employer: _____ Address: _____

City: _____ State: _____ Zip: _____

How Long?: _____ Position: _____ Supervisor: _____ Supervisor's Phone: _____

Human Resource Phone: _____ Salary: \$ _____ per _____

VEHICLE INFORMATION:

VEHICLE(S)/RECREATIONAL #1 (Make, Model, Color, Year): _____

License Plate #1: _____ State: _____

VEHICLE(S)/RECREATIONAL #1 (Make, Model, Color, Year): _____

License Plate #2: _____ State: _____

EMERGENCY CONTACT INFORMATION:

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Home Phone: _____ Relationship: _____

Have you, your spouse, or any occupant listed in this application ever been evicted, filed bankruptcy, been arrested for a felony or sex related crime?

Please date and list each: _____

I understand that this application for an apartment is subject to acceptance or denial. I hereby state that the information set forth above is true and complete and authorize verification of the information and references given including the investigation of a professional credit check, arrest/convictions record and background check for all applicants. Should any statement made above be a misrepresentation or untrue, the application will be immediately declined and the application fee will be retained as compensation to the agent for holding the apartment off the market.

It is understood the partial security deposit received in the amount of \$_____, will be returned if applicant is not accepted as a resident. If accepted and the resident does not move in on the starting date given, the amount received is hereby acknowledged as liquidated damages for non-performance and will be forfeited by the resident as compensation for holding the apartment off the market. I understand I may cancel this application by written notice within 72 hours and receive a full refund of security deposit. **If I cancel after 72 hours, I understand I forfeit the security deposit.**

I have submitted the sum of \$_____, which is a **non-refundable application fee** for a credit check and other processing costs of this application. This sum is not a rental payment or security deposit and will be retained by TMI to cover the costs of processing the application whether my application is accepted or not.

I have submitted the sum of \$_____, which is a **non-refundable administration fee**, but not the application fee. If I cancel after 72 hours, or fail to enter into a rental agreement, I understand that all fees will be forfeited. I understand I will be charged rent from the agreed upon move-in date.

I hereby consent to allow Tarragon Management, through its designated agent and its employees, to obtain and verify my credit information for the purpose of determining whether or not to lease an apartment to me. I understand that should I lease an apartment, Tarragon Management and its agent shall have the continuing right to review my credit information, rental application, payment history and occupancy history for account review purposes and for improving application review methods.

APPLICANT SIGNATURE: _____ **Date:** _____

LEASING SPECIALIST: _____ **Date:** _____

FOR OFFICE USE ONLY

Apartment # _____ Unit Type: _____ Applicant Last Name: _____

Person Accepting Application: _____

Person Processing Application: _____

Date the applicant(s) was notified by phone, letter, or in person of acceptance or non-acceptance: _____

Name of applicant who was notified: _____

Name of owner's representative who notified applicant above: _____

Tarragon Management, Inc. Qualification Guidelines

Welcome to Nutmeg Woods Apartment Homes. Tarragon Management, Inc. is pledged to the letter and the spirit of the U.S. Policy for the achievement of Equal Housing Opportunity throughout the nation. It is the policy of Tarragon Management to adhere to the Fair Housing Act, which prohibits discriminatory housing practices, based on race, color, religion, sex, handicap, familial status, or national origin.

Please note these are the current rental criteria and nothing in these requirements shall constitute a guarantee or representation by our community that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that have resided here prior to these requirements going into effect; additionally, our ability to verify whether these requirements are met is limited to the information we receive from various resident reporting services.

Rental Criteria:

- A rental application must be completed for each individual age eighteen (18) or over, including guarantors if required. A fee of \$ 50.00 per application will be due prior to processing any application.
- Applicant(s) gross monthly income must be verifiable and meet or exceed 2.5 times the monthly rent. In the case of roommates each roommate's gross monthly income must be verifiable and meet or exceed 2.0 times the monthly rent, OR a guarantor/co-signer must be included in the application.
- Applicants must have verifiable employment and/or income history. Self-employed persons must provide a copy of the prior year's tax return. Unemployed applicants must provide documentation regarding sources of income, e.g. – social security, pension, savings, interest, or provide a guarantor/co-signer that meets the guarantor/co-signers qualifying standards below. Copies of all documentation will be retained in the lease file.
- Applicants must have a verifiable rental/mortgage history. Applicants with negative resident history-outstanding debt to an apartment community/landlord or eviction from apartment community/landlord – will be denied. Guarantors/co-signers cannot be a substitute for this requirement.
- Applicants must have a favorable credit history. Favorable credit history is no credit or more positive credit than negative. All outstanding obligations will be considered. Any applicant with an unfavorable credit history will be denied, or must provide a guarantor/co-signer that meets the guarantor/co-signers qualifying standards below.
- Guarantors/co-signers must meet all of the above qualifications and must have at least six (6) times the monthly rent of the apartment being applied for. The guarantor must physically sign the lease either in the office or in front of a notary.
- Any applicants who have been determined to have criminal conviction or current indictment for possession, sale, manufacture or distribution of controlled substances, prostitution, theft, burglary, felony, fraud, or for any crimes involving firearms or crimes against persons or property will be denied residency and occupancy. Guarantors/co-signers cannot be a substitute for this requirement.

Management reserves the right to add or delete any or all of the above guidelines and qualifications.

I have read and understand the Guidelines and Qualifications for Nutmeg Woods Apartments.

Prospective Resident (s)

Date

Prospective Resident (s)

Date