

# FF PROPERTIES L.P. GENERAL RENTAL AND OCCUPANCY CRITERIA GUIDELINES

Rental applications must be processed simultaneously on all prospective residents 18 years of age and older. A non-refundable application fee must be paid for each applicant 18 years of age and older. All applications for residency will be evaluated using the following criteria:

## I. IDENTIFICATION

A valid government issued photo ID is required for all applicants.

## II. OCCUPANCY

- Maximum number of persons per apartment: 2 persons per bedroom plus 1. Example: 1 bedroom limit is 3 people, 2 bedroom limit is 5 people, 3 bedroom limit is 7 people. In the event of an adoption, birth, custody change, or other addition of a minor to the household occurs causing the occupants to exceed the maximum number permitted per bedroom, residents will have until the expiration of the lease term to transfer to the appropriate apartment to comply with occupancy limits.
- Student Housing – 1 person per bedroom.

## III. HOLDING DEPOSIT REQUIREMENTS

- A Holding Deposit of \$100.00 is required to be paid at the time the Offer to Rent is made.
- Should the household choose to cancel or withdraw the application, the Leasing Office must be notified within three days. After which time, the Holding Deposit of \$100.00 will not be refunded and the apartment may be offered to any interested party.
- The Holding Deposit will be refunded if the result of the application is "Pass with Conditions" or applicant cancels or withdraws within three days of notification of application results.
- Refunds shall be made in accordance with the requirements of the law.
- Upon execution of a lease, the Holding Deposit will be applied towards the applicant's security deposit or move in costs.

## IV. CONDITIONAL APPLICATIONS

- When a RealPage Inc. application recommendation is returned as "Pass with Conditions", the household will be required to pay an additional \$500 security deposit to the current standard deposit or provide a co-signer.
- Applicants with an outstanding NSF check will result in a "Pass with Conditions" and required to make all current and future payments by cashier's check or money order.

## V. DECLINED APPLICATIONS (If any of the following apply, the application will be declined);

- Unable to provide a valid government issued photo ID.
- Falsification of the Application.
- Anyone with an outstanding unpaid rental collection.
- If the bank returns the application fee or holding deposit check.
- Anyone having an eviction judgment will be declined.
- A Non-U.S. citizen who does not provide the required USCIS documents.
- Criminal Record – All Federal, Felony & Sex Offender Crimes will result in a declined application. Misdemeanors & Unclassified Crimes are reviewed (7) years back. Property Related, Violence Related, Fraud Related, Family Relations, Weapons Related, Organized Crime Related, Drug Related, Sex Related, and Crimes that are unable to Classify will result in a declined application.

## VI. CO-SIGNER

- Co-signer must show verification to substantiate income equal to or greater than three times the market rent.
- Co-signers must complete an application and be processed through RealPage Inc. as a co-signer.
- Co-signers must sign the Guarantor Agreement but will not be a leaseholder and will not have access to the apartment.
- Co-signers must sign the required paperwork in person using a valid government issued photo ID or furnish a notarized original prior to move-in.
- Co-signers will only be accepted for applicants with a recommendation of "Pass with Conditions."
- Co-signers may not be used in the event of a failed application based on a criminal search recommendation.
- Applications returned with a "Fail" will not be eligible to have a co-signer.

## VII. APPLICANTS WITHOUT A SOCIAL SECURITY NUMBER

- Must complete the Additional Supplemental Rental Application for Non-US Citizens.
- Required to submit USCIS documents as verification. Acceptable forms include I-1551, I-1688, I-1688A, I-766 and I-94. The document must be valid.
- If the I-94 is being submitted, a valid passport and visa must also be submitted.

## VIII. INSURANCE REQUIREMENTS

Renter's insurance is recommended at all communities with a minimum liability coverage of \$100,000 and  is  is not required as a condition of residency at this community. Personal property coverage is not required, but recommended.

## IX. INCOME

Applicants recommended, "Passed" by RealPage Inc. must provide the following income verification prior to move-in. Verification must substantiate income information provided on the application and must be equal to or greater than  2,  2½, or  3 times the market rent. Verifications may include, but not limited to the following:

- Two recent pay stubs from current employer
- Offer letters from employers with prior year W2 and most recent pay stub
- Two recent bank statements
- Pension fund payments/401k/investment fund accounts
- Court ordered alimony or child support payments
- Proof of government payments (e.g. welfare, disability, social security, etc.)
- Proof of retirement income
- Proof of self-employment income (e.g. prior year's tax return, financial statements, bank statements, etc.)
- Proof of student loan income

## X. Individuals applying for an apartment home with a property that has a specific Regulatory Agreement will be required to meet additional guidelines.

## XI. SCORING OF YOUR CONSUMER CREDIT REPORT.

This community uses an independent credit reporting agency, RealPage Inc. to obtain and evaluate your consumer credit report. Your consumer credit report contains information about you and your credit experiences, including but not limited to such items as your bill-payment history, the number and type of accounts that you have had late payments, collection actions, outstanding debt, and the age of your accounts. Medical, Student Loan Collections, and Foreclosures will be filtered out of the overall score. RealPage Inc. may also obtain, review and evaluate other relevant criteria about you or regarding your character, general reputation, personal characteristics, or mode of living, including but not limited to information regarding any unlawful detainer actions taken previously against you. Based on its evaluation of your consumer credit report and any other relevant criteria, RealPage Inc. sends a recommendation regarding your application. Based upon the RealPage Inc. recommendation, your application will either "pass"; "pass with conditions" that an additional security deposit be paid; or "fail." If your application fails or passes with conditions, you will be given the name, address and telephone number of the consumer reporting agencies that provided your consumer information to us, as well as other information required by law.

Resident Signature/Date

Resident Signature/Date

Resident Signature/Date

Resident Signature/Date

Resident Signature/Date



# Rental Application for Residents and Occupants

Each co-applicant and each occupant 18 years old and over must submit a separate application. Spouses may submit a single application.



Date when filled out: \_\_\_\_\_

**ABOUT YOU** Full name (exactly as on driver's license or govt. ID card) \_\_\_\_\_

Your street address (as shown on your driver's license or government ID card): \_\_\_\_\_

Driver's license # and state: \_\_\_\_\_

OR govt. photo ID card #: \_\_\_\_\_

Former last names (maiden and married): \_\_\_\_\_

Your Social Security #: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Sex: \_\_\_\_\_ Eye color: \_\_\_\_\_ Hair color: \_\_\_\_\_

Marital Status:  single  married  divorced  widowed  separated

Are you a U.S. citizen?  Yes  No Do you or any occupant smoke?  yes  no

Will you or any occupant have an animal?  yes  no

Kind, weight, breed, age: \_\_\_\_\_

**YOUR RENTAL/CRIMINAL HISTORY** Check only if applicable. Have you, your spouse, or any occupant listed in this Application ever:  been evicted or asked to move out?  moved out of a dwelling before the end of the lease term without the owner's consent?  declared bankruptcy?  been sued for rent?  been sued for property damage?  been charged, detained, or arrested for a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime that was resolved by conviction, probation, deferred adjudication, court ordered community supervision, or pretrial diversion?  been charged, detained, or arrested for a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime that has not been resolved by any method? Please indicate below the year, location and type of each felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. You represent the answer is "no" to any item not checked above.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current home address (where you now live): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home/cell phone: (\_\_\_\_) \_\_\_\_\_ Current rent: \$ \_\_\_\_\_

Email address: \_\_\_\_\_

Name of apartment where you now live: \_\_\_\_\_

Current owner or manager's name: \_\_\_\_\_

Their phone: \_\_\_\_\_ Date moved in: \_\_\_\_\_

Why are you leaving your current residence? \_\_\_\_\_

\_\_\_\_\_

Your previous home address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Apartment name: \_\_\_\_\_

Name of above owner or manager: \_\_\_\_\_

Their phone: \_\_\_\_\_ Previous monthly rent: \$ \_\_\_\_\_

Date you moved in: \_\_\_\_\_ Date you moved out: \_\_\_\_\_

**YOUR SPOUSE** Full name: \_\_\_\_\_

Former last names (maiden and married): \_\_\_\_\_

Spouse's Social Security #: \_\_\_\_\_

Driver's license # and state: \_\_\_\_\_

OR govt. photo ID card #: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Sex: \_\_\_\_\_ Eye color: \_\_\_\_\_ Hair color: \_\_\_\_\_

Are you a U.S. citizen?  Yes  No

Present employer: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work phone: (\_\_\_\_) \_\_\_\_\_

Position: \_\_\_\_\_

Date began job: \_\_\_\_\_ Gross monthly income is over: \$ \_\_\_\_\_

Supervisor's name and phone: \_\_\_\_\_

**YOUR WORK** Present employer: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work phone: (\_\_\_\_) \_\_\_\_\_

Position: \_\_\_\_\_

Your gross monthly income is over: \$ \_\_\_\_\_

Date you began this job: \_\_\_\_\_

Supervisor's name and phone: \_\_\_\_\_

Previous employer: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work phone: (\_\_\_\_) \_\_\_\_\_

Position: \_\_\_\_\_

Gross monthly income was over: \$ \_\_\_\_\_

Dates you began and ended this job: \_\_\_\_\_

Previous supervisor's name and phone: \_\_\_\_\_

**OTHER OCCUPANTS** Names of all persons under 18 and other adults who will occupy the unit without signing the lease. Continue on separate page if more than three.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Sex: \_\_\_\_\_ DL or govt. ID card # and state: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Sex: \_\_\_\_\_ DL or govt. ID card # and state: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Sex: \_\_\_\_\_ DL or govt. ID card # and state: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Social Security #: \_\_\_\_\_

**YOUR CREDIT HISTORY** Your bank's name, city, state: \_\_\_\_\_

List major credit cards: \_\_\_\_\_

Other non-work income you want considered. Please explain: \_\_\_\_\_

\_\_\_\_\_

Past credit problems you want to explain. (Use separate page.) \_\_\_\_\_

**EMERGENCY** Emergency contact person over 18, who will not be living with you:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work phone: (\_\_\_\_) \_\_\_\_\_ Home phone: (\_\_\_\_) \_\_\_\_\_

Relationship: \_\_\_\_\_

**WHY YOU APPLIED HERE** Were you referred?  Yes  No.

If yes, by whom: \_\_\_\_\_

Name of locator or rental agency: \_\_\_\_\_

Name of individual locator or agent: \_\_\_\_\_

Name of friend or other person: \_\_\_\_\_

Did you find us on your own?  Yes  No If yes, fill in information below:

On the Internet  Stopped by  Newspaper (name): \_\_\_\_\_

Rental publication: \_\_\_\_\_

Other: \_\_\_\_\_

**AUTHORIZATION** I or we authorize (owner's name) \_\_\_\_\_

**Glen Park at West Campus**

to obtain reports from any consumer or criminal record 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 criminal background information, 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.

Applicant's signature \_\_\_\_\_

Spouse's signature \_\_\_\_\_

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

