



## OFFICE USE ONLY

Desired Apt: \_\_\_\_\_ Move In Date: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Special: \_\_\_\_\_

Pet Fees: \_\_\_\_\_

Lease Terms: \_\_\_\_\_ Agent Initials: \_\_\_\_\_

**Rental Application****APPLICANT** ☐ **GUARANTOR** ☐

Legal First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_

**List all other Occupants residing in the apartment:**

NAME	RELATIONSHIP	SOCIAL SECURITY #	BIRTHDATE

**RESIDENTIAL HISTORY** - If you have not been at your current address for 6 months, please provide your previous address in the space below

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Landlord Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Current Rent Paid: \_\_\_\_\_ Move In: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Landlord Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Previous Rent Paid: \_\_\_\_\_ Move In: \_\_\_\_\_ Move Out: \_\_\_\_\_

**EMPLOYMENT HISTORY** - If you have not been at your current employer for 6 months, please provide your previous employment in the space below

Present Employer: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_ Salary: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Salary: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

**VEHICLE INFORMATION**

Applicant: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Plate: \_\_\_\_\_

Applicant: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Plate: \_\_\_\_\_

**PET INFORMATION**

Pets: \_\_\_\_\_ YES \_\_\_\_\_ NO How Many: \_\_\_\_\_ Type: \_\_\_\_\_

**OTHER INFORMATION**

How did you hear about The Addison?: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_

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

Do you presently have renters insurance? Yes ☐ No ☐Have you and/or any occupants ever been evicted or asked to move? Yes ☐ No ☐Do you and/or any occupants use illegal drugs? Yes ☐ No ☐Have you or a member of your family been convicted of a crime or are currently engaged in any criminal activity? Yes ☐ No ☐

If you answered yes, please explain: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### STATEMENT OF RENTAL POLICY

Thank you for choosing our community, we require that each Applicant and adult occupant meet certain rental criteria. Before you fill out our Rental Application, we suggest that you determine whether you meet our requirements. Please note that the term "Applicant" provided below applies to all Residents to be identified on the Lease Contract and the person or persons to be responsible for paying the rent. Please note that these represent our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by Owner prior to these requirements going into effect. Our liability to verify whether these requirements have been met is limited to the information we receive from the various credit reporting services used.

**All applicants must have a Social Security Number and will be approved on the following basis:**

1. All applicant(s) must be a minimum of eighteen (18) years of age or older. All occupants of the household eighteen (18) years of age or older must be listed as a lease holder. All applicant(s) must be able to provide a copy of their Social Security card.
2. Occupancy Guidelines: One Bedroom – 2 occupants, Two Bedroom – 4 occupants,
3. A **Non-refundable** application fee of **\$50.00 per person, adults age 18 and older** is required, and a separate \$250.00 holding deposit (**check or money order made payable to The Addison and holding deposit is only refundable if the application is denied**) which will be applied towards the amenity fee. **\*\*If the application is approved, a deposit of \$500 security deposit is due upon signing Lease Contract within seven (7) days after approval.\*\*** - **Payable in a certified check or money order only.** Additionally, this deposit is non-refundable if applicant (s) does not take the apartment.
4. **Employment Requirement:** Employment will be verified. Verifiable income shall include income as confirmed by employer, two (2) recent computerized pay stubs, or current year's tax returns, if self-employed.
5. **Income Requirements:** If Applicants do not meet standard guideline, Owner may look at other compensating factors (I.I Credit History, Length of Employment, or Rental History) in the approval process.
6. **Credit History:** Credit history will be utilized to determine application approval. Negative credit history can affect the approval process of your rental application. In addition, any non-current accounts must have explanation clearing account. In addition, all outstanding public records or judgments must be cleared. Credit must not reflect any bankruptcies in the past two years. The Landlord reserves the right to deny your application if the above criteria is not met
7. **Verifiable Rental History:** It is your responsibility to provide necessary information that allows us to contact your past Landlords. You must have a history of paying your rent on time, no prior convictions, no history of default in lease obligations, and have given proper notice and must not owe any money to your Landlord. If we are unable to verify your previous Landlords and/or references, we reserve the right to deny your application.
8. **Pets:** Pets are allowed with restrictions. Dogs may not be on our dangerous breed list. Please ask for further details.
9. **Criminal Convictions:** The Solomon Organization is an avid supporter of Crime Free/Drug Free in Multi-housing. Applicant(s) with criminal convictions will be denied.
10. **Conditional approval:** The above items will be utilized to determine approval of your rental application. The scoring system utilized by The Addison at English Village allows for a conditional approval which may require a higher security deposit and/or co-signer for the rental lease agreement.

### **YOU WILL BE DENIED IF:**

You misrepresent any information on the application. **In general, if misrepresentations are found after the rental agreement is signed, your rental agreement will be terminated.**

### **RENTAL AGREEMENT:**

If you are accepted, you will be required to sign a Lease Contract in which you will agree to abide by the policies of this rental property. A copy of this contract is available for your review. Please read the Lease Contract carefully, as we take each and every part seriously. It has been written to protect the rights of both our Residents and the Owners of the community.

### **RESIDENT CLUB CARD:**

As part of the lease, The Addison at English Village provides a discounted club card for its residents. This card provides discounts or free items at many participating businesses in the area.

### **REQUIREMENT OF RENTERS INSURANCE:**

The Solomon Organization is requiring all residents upon moving in to The Addison to provide a copy of their renter's insurance policy declaration page. Resident's must be insured with at least \$10,000 in personal property coverage and \$100,000 in personal liability coverage. In addition, The Addison at English Village must be listed as an *additional insured or interested party* on the policy. The renter's insurance policy must remain active throughout the term of the lease agreement. The Addison at English Village is unable to hand out keys to your new apartment home should there be a failure to provide proof of an active renter's insurance policy.

### **FAIR HOUSING STATEMENT:**

It is the policy of the Solomon Organization and this rental community to treat all Current and Prospective residents in a fair, professional manner, without regard to race, color, religion, sex, familial status, handicap or national origin.

"THIS IS AN EQUAL HOUSING OPPORTUNITY COMMUNITY"

### **HOLD DEPOSIT:**

I hereby agree to pay a reservation fee of **\$250.00** for The Addison to remove apartment # \_\_\_\_\_ from the apartment availability list.

I understand that the above will be converted to the Amenity Fee upon my/our move to the above apartment. I understand that this reservation fee can only be refunded if I am declined. The reservation fee will be non-refundable upon withdrawal of application for any reason after 48 hours from this date \_\_\_\_/\_\_\_\_/\_\_\_\_.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

I \_\_\_\_\_ hereby authorize Solomon Organization to obtain a consumer report of my credit /background check for application purposes, and any other information it deems necessary, for the purpose of evaluating my application for approval. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I hereby expressly release Solomon Organization, and any procurer or furnisher of information, from any liability what-so-ever in the use, procurement or furnishing of such information, and understand that my application information may be provided to various local, state, and/or federal government agencies, including without limitation, various law enforcement agencies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_