

**FORM VALID FOR GEORGIA APARTMENT  
ASSOCIATION MEMBERS ONLY  
APPLICATION FOR OCCUPANCY**

**FOR MANAGEMENT USE ONLY:**

DATE FORM PRINTED \_\_\_\_\_

APARTMENT NO. \_\_\_\_\_

APPLICANT: \_\_\_\_\_

MOVE-IN DATE REQUESTED: \_\_\_\_\_

APPLICATION SUBMITTED ON: \_\_\_\_\_

Property Fax #: \_\_\_\_\_ Property Phone #: **(770) 693-1600**

**LEASING INFORMATION (TO BE COMPLETED BY MANAGEMENT)**

NAME OF APT. COMMUNITY **Castlebrook Apartments** APT. NO. or ADDRESS REQUESTED \_\_\_\_\_

COMMUNITY ADDRESS **860 Franklin Gateway SE, Marietta, GA 30067**

LEASE TERM DESIRED FROM \_\_\_\_\_ TO \_\_\_\_\_ DATE OF VISIT TO APTS. \_\_\_\_\_ MOVE-IN DATE REQUESTED \_\_\_\_\_

APT. TYPE DESIRED \_\_\_\_\_ BDRMS. \_\_\_\_\_ BATHS \_\_\_\_\_ FLOOR PLAN \_\_\_\_\_ RENTAL RATE \$ \_\_\_\_\_ /MO. CONSULTANT \_\_\_\_\_

HOW DID APPLICANT LEARN ABOUT US? \_\_\_\_\_ WHICH APT(S). DID APPLICANT VISIT? \_\_\_\_\_

\$ \_\_\_\_\_ APPLICATION FEE (for Credit Check) \$ \_\_\_\_\_ NON-REFUNDABLE FEE (Describe) \_\_\_\_\_

\$ \_\_\_\_\_ GOOD FAITH DEPOSIT (Applied to Security Deposit) \$ \_\_\_\_\_ OTHER SECURITY DEPOSIT (Describe) \_\_\_\_\_

\$ \_\_\_\_\_ PET SECURITY DEPOSIT \$ \_\_\_\_\_ OTHER NON-REFUNDABLE FEE (Describe) \_\_\_\_\_

Note: Each Person Who Is An Applicant, Guarantor or Co-Signor Must Fully Complete a SEPARATE Application and Meet ALL Rental Qualification Requirements for Employment (Or Source of Income for Paying Rent), Rental History, Credit, and Criminal Background. A Valid Government Issued Photo ID is Required with this Application and at the Time of Move-In. Submitting this application gives Management permission to check Applicant's credit, rental, employment, and criminal history. This form may be used for approving occupancy of any single family home, mobile home, or other living space, and the word "apartment" includes any kind of landlord and tenant or occupancy agreement.

**IN ORDER TO BE APPROVED FOR OCCUPANCY, ALL QUESTIONS MUST BE FULLY AND COMPLETELY ANSWERED.**

**1. PERSONAL INFORMATION**

Applicant's Name \_\_\_\_\_ Birthdate \_\_\_\_\_  
Last Name First Middle Jr/Sr/III Mo. Day Year

Social Security OR Individual Tax ID No. \_\_\_\_\_ Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

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

Name of Any Co-Applicant, Co-Signor, or Guarantor \_\_\_\_\_ What is the Legal Relationship to Co-Applicant, Co-Signor, or Guarantor to Applicant? ☐ Spouse ☐ Parent ☐ Roommate ☐ Employer ☐ Other (Describe): \_\_\_\_\_

Are You Currently in the U.S. Armed Forces or Reserves? ☐ Yes ☐ No If "Yes," State Your Rank, Service & Duty Station: \_\_\_\_\_

Have You Ever Gone By Any Other Name? ☐ Yes ☐ No If "Yes," What Names? : \_\_\_\_\_

City/State/Country in Which You Were Born \_\_\_\_\_

Father's Name/DOB: \_\_\_\_\_ Mother's Maiden Name/DOB: \_\_\_\_\_

What is the Reason for Moving from your current residence? \_\_\_\_\_

I learned of this community from \_\_\_\_\_

**2. OTHER OCCUPANTS AND PETS OR SERVICE ANIMALS IN HOUSEHOLD**

Persons and Pets who are not listed below are NOT authorized to live in the apartment. Unauthorized occupants and pets will be a lease violation.

State All Other Occupants' Names	Ages	Relationship	Social Security or Individual Tax ID No.
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Do you have pets or service animals? ☐ Yes ☐ No [NOTE: No Deposit is required for Service Animals] Has Pet Ever Bitten or Attacked Anyone? ☐ Yes ☐ No

Weight Of Pet (Approx.) \_\_\_\_\_ Describe Breed, Age, Type & Size of All Pets or Service Animals \_\_\_\_\_

**3. RENTAL HISTORY**

1. **APPLICANT'S CURRENT RESIDENCE:** Name of Owner and/or Apartment Community: \_\_\_\_\_  
Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Monthly Rent Pmt. \$ \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Phone No. \_\_\_\_\_

2. **APPLICANT'S PREVIOUS RESIDENCE:** Name of Owner and/or Apartment Community: \_\_\_\_\_  
Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Monthly Rent Pmt. \$ \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Phone No. \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

**RENTAL HISTORY (CONTINUED)**

<b>3. APPLICANT'S PREVIOUS RESIDENCE:</b>	Name of Owner and/or Apartment Community: _____
Previous Address _____	City _____ State _____ Zip _____
Monthly Rent Pmt. \$ _____	From: _____ To: _____ Phone No. _____
Reason for Leaving: _____	
<b>4. APPLICANT'S PREVIOUS RESIDENCE:</b>	Name of Owner and/or Apartment Community: _____
Previous Address _____	City _____ State _____ Zip _____
Monthly Rent Pmt. \$ _____	From: _____ To: _____ Phone No. _____
Reason for Leaving: _____	

**4. EMPLOYMENT HISTORY**

<b>1. APPLICANT'S CURRENT EMPLOYER:</b>	Company Name: _____
Address: _____	City _____ State _____ Zip _____
Phone No. _____	Supervisor's Name _____ Monthly Income (Gross) \$ _____
Job Description _____	Employment Dates: From: _____ To: _____
*PROVIDE SOURCE OF INCOME TO PAY RENT IF YOU ARE NOT CURRENTLY EMPLOYED (SEE SECTION 9): _____	
<b>2. APPLICANT'S PREVIOUS EMPLOYER:</b>	Company Name: _____
Address: _____	City _____ State _____ Zip _____
Phone No. _____	Supervisor's Name _____ Monthly Income (Gross) \$ _____
Job Description _____	Employment Dates: From: _____ To: _____

**5. AUTOMOBILE**

Year _____	Make (Ford, etc) _____	Model (Taurus, etc) _____	Color _____	License Tag No. _____	State _____	County _____
Describe Any Other Vehicle, Boat, or Trailer You Are Requesting to Use or Store at the Apartment Community: _____						

**6. CONTACT PERSONS**

1. _____	_____	_____
Name of <b>Family Member</b> , Other Than Spouse	Phone	Relationship
Address _____	City _____	State _____ Zip _____
2. _____	_____	_____
Name of <b>Person Other Than Family Member</b>	Phone	Relationship
Address _____	City _____	State _____ Zip _____

**7. BANKING REFERENCE**

Checking Acct. (Bank Name) _____	Acct. No. _____
Savings Acct. (Bank Name) _____	Acct. No. _____
Address of Branch _____	Phone _____
Bank Loan _____	Monthly Payment \$ _____ Loan No. _____

**8. CREDIT INFORMATION**

Credit Card Acct. No. _____	Balance \$ _____	Credit Card Acct. No. _____	Balance \$ _____
Other Monthly Debt _____	Balance \$ _____	Car Loan With. _____	Balance \$ _____

**9. OTHER INCOME OR SOURCE OF SUPPORT**

Alimony/Child Support \$ _____	Name and Address of Payor _____
Public Assistance \$ _____	Name of Assistance Program _____
Social Security \$ _____	Description of Benefits _____
Retirement \$ _____	Name or Source of Payment _____
Other \$ _____	Describe Other Sources _____

## 10. MANDATORY SCREENING QUESTIONS

**YOU MUST ANSWER EACH OF THESE QUESTIONS. IF YOU ANSWER "YES" TO QUESTIONS 1-7, YOU MUST PROVIDE ADDITIONAL DETAILS.**

1. Have You or Any Person Who Will Be Occupying the Apt. Ever Been Evicted or a Defendant in an Eviction Action? ☐ Yes ☐ No
2. Is Any Apt. Community or Previous Landlord Trying to Collect Money from You or Any Person Who Will Be Occupying the Apt.? ☐ Yes ☐ No
3. Have You or Any Person Who Will Be Occupying the Apt. Ever Filed, Been Discharged From, or Currently Under a Bankruptcy? ☐ Yes ☐ No
4. Have You or Any Person Who Will Be Occupying the Apt. Ever Been Convicted, Charged, Arrested, Indicted, Plead Guilty or No Contest, or Received Deferred Adjudication or Probation to **(A) Any Felony? Or (B) Any Misdemeanor Involving a Sexual Offense, Stalking, Illegal Use or Possession of Weapons, Assault, Battery, Theft, Fraud, Bad Checks, Criminal Damage to Property, Trespass, Vandalism, Illegal Possession or Sale of Drugs?** ☐ Yes ☐ No
5. Have You or Any Person Who Will Be Occupying the Apt. Ever Been Asked to Move Because of an alleged lease violation of any kind? ☐ Yes ☐ No
6. Have You Ever Lived in This Apartment Community Before? ☐ Yes ☐ No
7. Are You Unemployed? ☐ Yes ☐ No
8. Do you have a legal right to be in the United States? ☐ Yes because I am a U.S. citizen ☐ Yes because I have valid documentation from the U.S. Dept. of Citizenship and Immigration Services (USCIS); or ☐ No. If you answered "Yes" because you are a non-U.S. citizen with proper visa documentation, please provide: Reason you are in the U.S. \_\_\_\_\_ Visa Type: \_\_\_\_\_ Visa Expiration Date \_\_\_\_\_

I have fully and truthfully answered Questions 1-8 above. Applicant's Initials: \_\_\_\_\_

Provide Additional Information Here to Explain the Answers to Questions 1-8 above: \_\_\_\_\_

## 11. APPLICANT'S CONTRACT AND UNDERSTANDING REGARDING SUBMISSION OF THIS APPLICATION

**False or Misleading Information.** The failure to fill out all sections of this form may result in the denial of your application. Providing false or misleading information could result in denial of your rental application or termination of your rental contract. It is our policy to disapprove the application of any person who could represent a threat to the health, safety, and welfare of the other residents, occupants, visitors, and staff of the apartment community. Inappropriate or abusive conduct during the application process by the applicant or those desiring to rent an apartment will result in denial of the rental application.

**Equal Housing Opportunity Policy.** The apartment owner and Management provide equal housing opportunity for qualified applicants and do not discriminate on the basis of race, color, religion, sex, national origin, familial status, disability, or any other legally recognized status in the State of Georgia. It is the owner's and Management's policy to provide reasonable accommodations in the apartment community's operational policies and procedures and to permit the Resident to make reasonable modifications that are necessary for the Resident and related to the disability for persons with a demonstrated disability. The Resident must request and obtain permission from the owner or Management for any accommodation or modification prior to implementing the same. In general, the cost or expense of physical modifications to the apartment or apartment community is the responsibility of the Resident, unless the applicable law requires the owner or Management to absorb or be responsible for the cost of such modifications. A Resident or occupant with a demonstrated disability is allowed to have an assistance animal to assist with the person's disability. A disabled Resident or occupant is allowed to have an assistance animal which has not been trained as a service animal unless the animal has a history of dangerous, vicious, or unsafe behavior. If the nature of the disability is not obvious or apparent or the manner in which the animal will provide assistance is not clear, Management has the right to request additional information regarding how the animal will assist with the resident's disability. The Resident does not have an absolute right to the specific accommodation or modification requested, and Management has the right to offer an substitute or alternate accommodation or modification with conditions that will provide adequate assurance for the safety, health, and well being of other Residents, occupants, social guests, invitees, and Management employees. No Additional Rent, Non-refundable Fee, or Animal Security Deposit is required from Residents or occupants who are disabled and have an approved service or assistance animal; however, the Resident is responsible for any and all damages and cleaning fees exceeding normal wear and tear caused by such animal.

**Good Faith Deposit.** Applicant understands and agrees that the Good Faith Deposit and other Deposits or Non-Refundable fees paid will be returned if applicant is not accepted as a resident. Applicant will have \_\_\_\_\_ hours after submitting this application to withdraw the application and receive a full refund of the Good Faith Deposit. The notice of withdrawal must be in writing. **The application fees, however, are non-refundable.** If Applicant does not withdraw the application within the time specified above and Applicant is approved for occupancy, the Applicant agrees to sign a rental contract and take possession of an apartment. **If the Applicant does not withdraw the application by written notice within the time specified above and is approved for occupancy but fails or refuses to sign a rental contract and take possession of the apartment on or before the anticipated move-in date (above), the Good Faith Deposit and other deposits or non-refundable fees shall be retained by Management as liquidated damages. If the number of hours to withdraw the application is not specified above, Applicant will only have 24 hours to withdraw the application and receive a refund of the good faith deposit and other deposits and non-refundable fees.** Applicant acknowledges that the Good Faith Deposit is not a security deposit; however, upon signing a rental contract, the Good Faith Deposit will be applied toward any Security Deposit or Non-Refundable Fees specified in the Rental Contract. In the event Applicant defaults under the terms of this Application, Applicant acknowledges that Management shall keep the Good Faith Deposit and other deposits and non-refundable fees as liquidated damages which are compensation for holding the apartment off the market. Applicant agrees that the amount of lost rent in holding the apartment off the market is unknown and that this provision is intended as a good faith estimate of Management's damages in the event of Applicant's default. The Good Faith Deposit does not constitute a security deposit.

**Rental Qualification Criteria.** Applicant understands and agrees that the rental application will be reviewed using business judgment, decisional criteria, a point scoring system, or a combination of those systems. In order to qualify for housing, the applicant must have good rental, credit, and criminal background histories. Applicant must demonstrate the financial ability to afford the apartment under Management's rental qualification criteria. A co-signor or guarantor is not a substitute for unacceptable rental, credit, or criminal background histories. Poor rental history because of disapproval of co-signor's, roommate's, or guarantor's application or because of a prior history of late payments, lease violations, failure to give proper notice, or damages exceeding normal wear and tear may result in denial of the applicant's rental application. However, the lack of a rental history may not necessarily result in a denial of the application. While co-applicants (either as spouses or roommates), co-signor's, and guarantors may be allowed in order to meet the rental qualifications, each of those persons must meet the rental qualification criteria applicable to his or her particular rental application circumstances. Applicant must demonstrate a certain earning level or source of income, savings or assets sufficient to insure the ability of the applicant to pay the monthly rent and living expenses, taking into account any revolving, recurring, or monthly debt from credit cards and loans. Self employed applicants may need to provide income tax returns and other business financial records (such as income and expense statements, asset statements, and personal net worth statements). Self employed persons and corporate renters may be required to pay an additional application fee to obtain Dunn and Bradstreet credit reports on themselves or their companies and submit income tax returns. Unemployed or retired applicants may need to provide additional financial documentation of ability to pay rent.

**Availability of Apartment Desired or Requested.** At the time of this Application, applicant has expressed interest in a particular floor plan or type of apartment and may have requested occupancy of a specific apartment which was shown and listed as the desired unit and occupancy date above. Management cannot guarantee that the particular unit desired will be available on the date requested by the applicant as there are many variables which could result in delay or unavailability of the apartment unit. Applicant agrees to take occupancy of a comparable apartment offered by Management that reasonably matches the applicant's desired floor plan and move-in date. Applicant understands that Management may not be able to provide the desired apartment, floor plan, or move-in date if applicant changes his or her planned or expected move-in date. Unavailability of the desired apartment on the desired date does not relieve applicant from his or her contractual obligations under this contract.

**Applicant's Rental Decision.** Applicant has either asked about or review the Apartment Rental Contract and Addenda he or she is expected to sign upon approval of this application. Applicant agrees that he or she has fully questioned Management regarding any important information about rental of an apartment at this community. Applicant is satisfied with the responses to his or her questions and is fully informed as to all information needed to make his or her decision to apply for an apartment. Applicant understands that not all apartments in the community have line of sight to receive satellite communications and that Management cannot guarantee high speed internet access. Applicant understands that there are limitations on the number of persons who may occupy an apartment unit, usually expressed as the HUD approved standard which allows Management to limit occupancy to no more than two persons per bedroom or sleeping space. Applicant understands and agrees that he or she must pay for all utilities and services supplied to the apartment, including, but not limited to, water and waste water; sanitation; pest control; electricity; natural gas; cable; phone and other telecommunication services. Applicant is aware that any rental concessions offered may be available only for limited times and that Applicant must comply with all conditions required to receive the concession without having to be responsible for reimbursing Management for the rental value of the concession. Such conditions include fully completing the expected term of the contract without defaulting under the lease and without using any early termination provision. Applicant has had the opportunity to ask questions about the existence of crime in the apartment community and fully understands that Management and the Owner of the apartment community do not provide security or security devices which are intended to detect, deter, or report crimes committed. Applicant understands and agrees that there are limitations on the size, number, and type of motor vehicles or other transportation, boats, trailers, and equipment which may be used or stored on the apartment property. Only authorized motor vehicles may be used or parked on the property. In general no apartment may have more than two automobiles per apartment unit; however, applicant has specifically inquired about and understands the content of parking rules and regulations he or she will be expected to sign if approved for occupancy. Applicant fully understands that any false or misleading information provided to Management during the rental application process could lead to termination or eviction from the apartment community at a later date after taking occupancy once Management learns that the information provided was false, misleading, or inaccurate. The specification of a particular apartment as the one desired by applicant does not constitute a representation or promise by Management that the apartment specified will in fact be available on the desired date. Management may notify applicant either verbally or in writing once the application has been approved. After applicant has been approved or after Management has notified applicant that an apartment is ready for occupancy, applicant must promptly sign a lease and take occupancy of the apartment in order to avoid losing the good faith deposit and non-refundable fees.

**WARNING: YOU ONLY HAVE A LIMITED TIME TO CHANGE YOUR MIND IN WRITING ABOUT APPLYING FOR AN APARTMENT. YOU CAN LOSE YOUR GOOD FAITH DEPOSIT AND OTHER NON-REFUNDABLE FEES IF YOUR APPLICATION IS APPROVED AND YOU FAIL TO SIGN A LEASE OR TAKE OCCUPANCY OF THE APARTMENT.**

**APPLICANT CERTIFIES THAT HE OR SHE HAS FULLY AND TRUTHFULLY ANSWERED ALL QUESTIONS ASKED AND VERIFIED THE ACCURACY OF ALL INFORMATION PRESENTED AND AUTHORIZES VERIFICATION OF ALL INFORMATION PROVIDED.**

**Authorization for Management to Verify Rental Application and Obtain Credit Report.** The above information is complete and correct. I understand that Management will rely on the information provided in making a decision to accept, conditionally accept, or deny my rental application. Applicant authorizes Management and its agents to verify the information provided by obtaining my credit file, rental history, employment information, and criminal records and contacting my current and former employers and landlords. Applicant releases Management and any third parties who provide information to verify this application from all liability, claims, and lawsuits with regard to the information obtained, regardless of the source. Applicant agrees to indemnify and hold harmless Management, its agents, current or prior landlord, current or prior employer, and all other persons whomsoever who provide information, regardless of whether the information provided is negative.

**Authorization to Obtain Credit Report and Other Information in Connection with Collection of a Debt.** Applicant agrees that management or any collector retained by management is expressly authorized at any time to obtain a consumer report (credit report) on applicant and to obtain information on applicant's location and employment in connection with the collection of any amounts or damages claimed due from applicant as a resident under any rental contract with management. Any employers, banks, landlords, businesses, consumer reporting agencies, or other third parties are entitled to rely on the undersigned's authorization and cooperate in providing the requested information to assist in collection of any debt owed by applicant as a resident under any rental contract. Applicant authorizes any notices or demands for payment to be mailed to applicant in care of contact persons named in Section 6 above.

**Know Your Neighbors:** Certain individuals convicted of certain sex-related crimes are required to register their name and current address on an index maintained by the state or county in which they reside. You may access that index in order to determine whether any such individuals live in proximity to a certain location. The public may access the Internet to view all sex offenders registered in Georgia. The Statewide Sex Offender Registry can be obtained through the Internet at <http://gbi.georgia.gov/georgia-sex-offender-registry>. The public may also contact the local Sheriff to view a list of the sex offenders listed in their county.

Application Completed by Applicant on: **Applicant's Signature:** \_\_\_\_\_

Date: \_\_\_\_\_ Print Applicant's Full Name: \_\_\_\_\_

Date and Time Application Received by Management: \_\_\_\_\_

**FOR MANAGEMENT USE ONLY**

EMPLOYMENT VERIFICATION - Date Checked:							
EMPLOYER'S NAME	STARTING & ENDING DATES	SALARY	APPLICANT'S JOB TITLE	NO. OF HOURS PER WEEK		NAME, PHONE & TITLE OF PERSON PROVIDING INFORMATION	BY
1. CURRENT:							
2. PREVIOUS							

RESIDENTIAL HISTORY VERIFICATION - Date Checked:							
RESIDENCE ADDRESS	RENT AMOUNT	START & END OF LEASE	LEASE VIOLATIONS	WAS NOTICE GIVEN?	NO. OF TIMES LATE OR WARRANTS	NAME, PHONE & TITLE OF PERSON PROVIDING INFORMATION	BY
1. CURRENT:							
2. PREVIOUS							

ADDITIONAL SOURCES OF INCOME OR MONEY - DATE CHECKED:					
TYPE	SOURCE	AMOUNT	IS IT CONSISTENT?	NAME, PHONE & TITLE OF PERSON PROVIDING INFORMATION	BY

CREDIT VERIFICATION - DATE CHECKED:	
HOW WAS APPLICANT'S CREDIT CHECKED? <input type="checkbox"/> BY APT. STAFF <input type="checkbox"/> BY OUTSIDE SCREENING AGENCY	
NAME OF SCREENING AGENCY: _____ DATE OF CREDIT CHECK OR SCREENING: _____	
WAS POINT SCORING SYSTEM USED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES," WHAT WAS THE SCORE? _____	
WHAT RECOMMENDATION WAS MADE BY SCREENING AGENCY? <input type="checkbox"/> ACCEPT <input type="checkbox"/> ACCEPT WITH ADDITIONAL SECURITY <input type="checkbox"/> DECLINE	
IF ONLY CREDIT REPORT WAS USED, WAS CREDIT SATISFACTORY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "NO," EXPLAIN WHY: _____	
ARE THERE ANY DISCREPANCIES IN THE INFORMATION PROVIDED BY APPLICANT AND THE CREDIT REPORT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES," WHAT WERE THEY? _____	
[SOCIAL SECURITY NO. DID NOT MATCH, PREVIOUS ADDRESSES DIFFERED, ETC.] DESCRIBE DISCREPANCIES: _____	

BANK ACCOUNT VERIFICATION - DATE CHECKED:				
TYPE OF ACCOUNT:	ACCOUNT NO.	AVERAGE BALANCE IN ACCOUNT	NAME, PHONE & TITLE OF PERSON PROVIDING INFORMATION	BY

SUMMARY AND MANAGER'S DECISION	
APPLICANT'S INCOME _____	APARTMENT RENT AT TIME OF MOVE-IN \$ _____
OTHER VERIFIED INCOME _____	Does Applicant Meet Qualifying Standards? <input type="checkbox"/> YES <input type="checkbox"/> YES, WITH CONDITION <input type="checkbox"/> NO
TOTAL VERIFIED INCOME _____	APPLICATION: <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED WITH CONDITIONS <input type="checkbox"/> DISAPPROVED
COMMENTS: _____	
BY: _____ COMMUNITY MANAGER'S SIGNATURE _____ DATE OF MANAGER'S SIGNATURE _____	

CHECKLIST	
1. Government Issued Photo Identification of Applicant. Verified by: _____ on Date: _____ Type of ID Presented: _____	
2. Citizenship or Visa Identification to Determine Applicant's Eligibility to Live in the U.S. [OPTIONAL] Verified by: _____ on Date: _____ Type of ID Presented: _____ Expiration Date: _____ If Applicant is in the U.S. based on a Visa issued by the USCIS, Place of Entry Into U.S. _____ Visa Purpose and Type: _____ Name, Address and Phone of Persons, Universities, or Businesses Contacted to Verify Visa Information: _____	
3. Names of Leasing Consultant or Others Who Assisted Applicant: _____	
4. Date on Which Apartment Community Was Seen or Visited by Applicant: Date: _____	
5. Date and Time on Which Applicant Submitted a Signed and Completed Application: Date: _____ Time: _____	
6. Date on Which Credit Report Was Pulled or Credit Was Checked by Outside Screening Agency: Date: _____	
7. Name of Resident Screening Agency: _____	
8. How and When Was Applicant Notified of Result of Application Processing? Date: _____ Method of Notification: _____	
9. Who Notified Applicant of Results? _____	
10. Steps in Application Verification Process:	
<ul style="list-style-type: none"> <li>• Employment or Other Sources of Income</li> <li>• Rental or Home Owner History</li> <li>• Credit History</li> <li>• Driver's License or Government Photo ID</li> </ul>	<ul style="list-style-type: none"> <li>• Valid Government ID demonstrating Eligibility to Live in U.S.</li> <li>• Checking and Savings Account Information from Bank</li> <li>• Criminal Background Check</li> <li>• Prior Evictions</li> </ul>
11. Does Applicant Meet "Standard" Earnings Rental Qualification Criteria?	
Monthly Rental Rate	\$ _____
Multiply Rent Times 3	x _____ 3
Amount of Gross Earnings Required Without Considering Monthly Debt	\$ _____
If Applicable, Add Any Recurring Monthly Debt* [SEE NOTE]	\$ _____
Amount of Gross Earnings Required Taking into Account Monthly Debt	\$ _____
If Applicant was declined or required to pay a higher security deposit, was an adverse decision letter sent? Date sent: _____ By: _____	
*[Note: If applicable, Monthly Debt includes car loans, bank loans, and minimum credit card payments.]	

