

APPLICATION FOR OCCUPANCY



Each person who is an APPLICANT, GUARANTOR, OR CO-SIGNER 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. A copy of your photo ID will be retained in your resident file.

(Please print and fill all blanks completely)

To be completed by management

APT NO _____ APT TYPE _____ DATE _____
 MO RENT \$ _____ MOVE-IN DATE _____ TIME _____
 SPECIAL _____ LEASING CONSULTANT _____ LEASE TERM _____

APPLICANT'S NAME _____
 First Middle Last

DATE OF BIRTH _____ SOCIAL SECURITY # _____

DRIVER'S LICENSE NO _____ STATE _____

ARE YOU A UNITED STATES CITIZEN? YES _____ NO _____ (IF NO, A SUPPLEMENTAL RENTAL APPLICATION FOR NON-U.S. CITIZENS MAY BE REQUIRED)

CELL PHONE # _____ WORK PHONE # _____ OTHER PHONE # _____ E MAIL: _____

OCCUPANTS (must be under 18 years of age):

Name _____ DOB _____ Name _____ DOB _____

Name _____ DOB _____ Name _____ DOB _____

EMERGENCY CONTACT:

EMERGENCY CONTACT NAME _____ RELATIONSHIP _____

ADDRESS _____

CELL PHONE # _____ WORK PHONE # _____ OTHER PHONE # _____ E MAIL: _____

A two (2) year residence history is required.

PRESENT ADDRESS _____
 Street Apt. # City State ZIP

DATES FROM / TO _____ LANDLORD/MORTGAGE CO: _____

LANDLORD/MORTGAGE CO PHONE# _____ MONTHLY PAYMENT \$ _____ RENT/OWN/OTHER: _____

PREVIOUS ADDRESS _____
 Street Apt. # City State ZIP

DATES FROM / TO _____ LANDLORD/MORTGAGE CO: _____

LANDLORD/MORTGAGE CO PHONE# _____ MONTHLY PAYMENT \$ _____ RENT/OWN/OTHER: _____

A two (2) year employment history is required.

PRESENT EMPLOYER _____ BUSINESS PHONE # _____ POSITION _____

BUSINESS ADDRESS _____
 Street Suite # City State ZIP

DATES OF EMPLOYMENT _____ GROSS MONTHLY INCOME \$ _____

PRESENT EMPLOYER _____ BUSINESS PHONE # _____ POSITION _____

BUSINESS ADDRESS _____
 Street Suite # City State ZIP

DATES OF EMPLOYMENT _____ GROSS MONTHLY INCOME \$ _____

ADDITIONAL MONTHLY INCOME (IF ANY) \$ _____ SOURCE _____

WE DO NOT DISCRIMINATE AGAINST ANY PERSON BASED UPON RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS, OR NATIONAL ORIGIN.

APPLICATION FOR OCCUPANCY



VEHICLES:

YEAR / MAKE / MODEL _____ COLOR _____ TAG NO. & STATE _____ NAME REGISTERED IN _____

YEAR / MAKE / MODEL _____ COLOR _____ TAG NO. & STATE _____ NAME REGISTERED IN _____

PETS:

DO YOU OWN ANY PETS? _____ YES _____ NO IF YES, HOW MANY? _____

BREED / TYPE _____ WEIGHT _____ AGE _____

SCREENING QUESTIONS:

You must answer each of these questions. If you answer "Yes" to any of them, you must provide additional details.

- 1. Have you or anyone who will be living in the apartment ever been evicted or a defendant in an eviction action? _____ Yes _____ No
- 2. Have you or anyone who will be living in the apartment ever been asked to move out prior to the lease expiration or moved from a dwelling before the lease expiration without the owner's prior consent or knowledge? _____ Yes _____ No
- 3. Is any apartment community or previous landlord attempting to collect money from you or anyone who will be living in the apartment? _____ Yes _____ No
- 4. Has a Bankruptcy ever been filed or discharged by you or anyone who will be living in the apartment? _____ Yes _____ No
- 5. Have you or anyone who will be living in the apartment ever been convicted, charged, arrested, indicted, plead guilty or no contest or received deferred adjudication or probation to felonies or misdemeanors related to Crimes against a Person, Drug offenses, Theft by Check, Worthless Check, Sexual offenses, Terroristic offenses, Prostitution offenses, Weapons offenses or Cruelty to Animals? _____ Yes _____ No

Please provide additional details explaining any questions to which you answered "Yes": _____

MANAGEMENT RESERVES THE RIGHT TO ACCEPT / REJECT THIS APPLICATION BASED ON THE NATURE OF THE CRIME

CONSENT TO CREDIT AND CRIMINAL BACKGROUND CHECKS

I hereby make application for occupancy of the described apartment unit on the terms specified. The deposit money accompanying this application is to be returned or processed for refund immediately if application is not approved or if said application is withdrawn within three (3) days of the above date. After said 3-day period this deposit is non-refundable. Any non-refundable fees (such as application fees and administrative fees) are immediately non-refundable once they are paid. If this application is approved, I agree to enter into a Residential Lease Agreement for the apartment unit, terms and rental as outlined herewith. If I refuse to enter into a Residential Lease Agreement when offered by the Management the deposit made herewith shall be retained by the Management as liquidated damages. At the time the Residential Lease Agreement is executed, the Good Faith Deposit made herewith will be applied to and become a part of the Security Deposit in accordance with the terms specified therein. The balance of any Security Deposit, Miscellaneous Fees, and the first month's rent will become due at that time.

Management uses an empirically derived, statistically sound, credit scoring system to evaluate your consumer credit report. Credit scoring is based on real data and statistics, so it treats all applicants objectively. Your consumer credit report contains information about your bill-payment history, the number and type of accounts that you have late payments, collection actions, outstanding debt, and the age of your accounts. Using a statistical program, we compare this information to the credit performance of other applicants with similar profiles which allows us to predict how likely it is that you will pay your rent in a timely manner and fulfill your other lease obligations.

Based upon your credit score, your application will be accepted, rejected or accepted on the condition that an additional security deposit is paid. **Final approval is contingent upon our review of the Provence Real Estate application, proof of monthly income, and other supporting documents.** If we are unable to verify your income, or your income is contrary to your income stated on your application, our acceptance of your application will be withdrawn. If your application is rejected or is accepted with conditions, you will be given the name, address, and telephone number of the consumer reporting agencies that provided your consumer information to us. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of their credit report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration.

I hereby consent to allow Provence Real Estate, LLC through its designated agent and its employees, to obtain and verify my credit information; conduct a landlord-tenant court records search; conduct a multi-state sex offender registry search, and to obtain and verify my criminal background history, for the purpose of determining whether or not to lease to me an apartment. I understand that should I lease an apartment, Provence Real Estate, LLC and its agent shall have a continuing right to review my criminal background history, credit information, rental application, payment history and occupancy history for account review purposes and for improving application methods. If you take occupancy and your account becomes delinquent, your information may be shared with a collection agency and / or credit bureau.

I affirm the above information to be true and correct. All persons and / or firms named above may freely give any requested information concerning me, and I hereby waive all right of action for any consequence resulting from such information.

Name (Print) _____ Signature _____ Date _____



STATEMENT OF RENTAL POLICY

EQUAL HOUSING OPPORTUNITY: Provence Real Estate, LLC is an equal housing opportunity provider. This community does not discriminate on the basis of race, color, sex, national origin, religion, disability, or familial status. Provence Real Estate, LLC fully supports and complies with the Federal Fair Housing Act and all local and state laws regarding fair housing.

Our company seeks to lease our apartment homes at the most competitive rates obtainable in each community's housing market. This is done by comparative pricing, negotiated rents, and pricing incentives to obtain the highest rental income possible for the owners of our properties. There may be price differences as to the effective rental rates obtained by our residents depending on the leasing or marketing program then in effect and the time and date on which they visited the community or applied for residency.

APPLICANTS AND OCCUPANTS: An applicant must be 18 years of age or older to qualify as a Resident. All individuals 18 years of age or older must complete an application and be listed as a "Resident" on the lease agreement. All individuals 17 years of age or younger must be listed on the application and lease agreement as an "Occupant".

IDENTIFICATION: Valid government issued photo identification is required for all applicants. Non-U.S. citizens are required to submit INS documents for verification. Acceptable forms include:

- Form I-551 Permanent Resident Card
- Form I-688 Temporary Resident Card
- Form I-688A Employment Authorization Card
- Or any INS replacement of these three (It is also required that INS Form I-94 Arrival/Departure record be accompanied by a passport and visa from the applicant's home country)

CREDIT REPORT: Each applicant's credit report will be requested and processed. This community uses a statistical credit scoring model to evaluate your consumer credit report. Credit scoring is based on real data and statistics, so it treats all applicants objectively. Your consumer credit report contains information about you and your credit experiences, such as your bill-payment history, the number and type of accounts that you have, late payments, collection actions, outstanding debt, rental history, and the age of your accounts. Based upon your credit score, your application will be accepted, rejected, or accepted on the condition that an additional security deposit be paid. If your application is rejected or is accepted with conditions, you will be given the name, address and telephone number of the consumer reporting agencies, which provided your consumer information. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration.

RENTAL HISTORY: Unresolved debts to a current or previous landlord will result in an automatic decline, unless a community has a Rental Collections Addendum to the Statement of Rental Policy.

INCOME VERIFICATION: If your application is accepted or accepted with conditions you must provide the following income verification prior to move-in. Verification must substantiate income information provided on the application and may include, but is not limited to the following:

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

If we are unable to verify your income or your income is contrary to your lease application, our acceptance of your lease application will be withdrawn. *Individuals applying for an apartment with a community that has a specific Regulatory Agreement will be required to meet additional guidelines.*

CRIMINAL BACKGROUND HISTORY: All Applicants and occupants 18 years of age or older who will be occupying an apartment must meet the applicable criminal background qualification criteria and consent to a criminal background check. Each of the applicants and occupants 18 years of age or older who will be occupying the apartment must score a "pass" on their criminal background check.

If your application is rejected based on the discovery of public records that indicate an unacceptable criminal background, you will be given the name, address and telephone number of the consumer reporting agency that provided the criminal background report. An applicant rejected based on such a criminal background report, is encouraged to obtain a copy of the report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration. **Our policy of performing criminal background screening during the application process does not constitute a representation, warranty, or guaranty that all other residents and occupants living in the apartment community have no criminal histories.**

CO-SIGNERS/GUARANTORS: A co-signer or guarantor **may** be permitted only if the applicant(s) occupying the apartment meet(s) one of the following criteria:

- The applicant previously submitted an application which was "Declined" due to credit scoring. A co-signer or guarantor is not permitted if the applicant's application was "Declined" due to outstanding rental debt or a criminal offense.
- The applicant is a full or part-time student who does not meet the income requirements. Student status must be verified by providing a class schedule, financial aid letter, or letter from registrar's office stating the specific term the student is enrolled.
- The applicant is an individual on a fixed income such as Social Security, Supplemental Security Income, or Disability Insurance. Source of income must be verified with documentation.

In the event a co-signer/guarantor is permitted, the co-signer or guarantor must:

- Be either a parent or relative of the applicant they are co-signing/guaranteeing for, and must complete an Application for Occupancy.
- Meet all income requirements and qualifying criteria. An application processed with a co-signer or guarantor must be accepted **without** conditions.
- Guarantors must sign the Guaranty of Lease, but will not be a leaseholder.
- Co-signers must sign the lease and will have the same rights as a leaseholding resident.

