

Applicant Information			
Name:		Drivers Lic #:	
Date of Birth:	SSN:	Phone:	
Current Address:			
City:	State:	ZIP Code:	
Own Rent (Circle One)	Monthly payment or rent:		How long?
Landlord's Name:		Landlord's Phone:	
Previous Address:			
City:	State:	ZIP Code:	
Own Rent (Circle One)	Monthly payment or rent:		How long?
Landlord's Name:		Landlord's Phone:	
Have you ever been convicted of a criminal offense? (Please Circle) Yes No			
Are you or anyone who will be residing in the apartment required to register as a sex offender? (Please Circle) Yes No			
Have you ever been asked to vacate by your current or any previous landlord? (Please Circle) Yes No			
Applicant Employment Information			
Current Employer:			
Employer Address:			How long?
City:	State:	ZIP Code:	
Phone:	Fax:	Supervisor:	
Position:	Hourly Salary (Please circle)	Annual Income:	
References			
Name:	Address:		Phone:
Name:	Address:		Phone:
Name:	Address:		Phone:
Emergency Contact			
Name of a person not residing with you:			
Address:			
City:	State:	ZIP Code:	Phone:
Relationship:			
Name of a person not residing with you:			
Address:			
City:	State:	ZIP Code:	Phone:
Relationship:			

APPLICATION FEE: In connection with this Application, the undersigned hereby pays **Skotdal Real Estate** the sum of **\$35.00** (the "Application Fee"). This Application Fee is a non-refundable fee for processing this Application.

DEPOSIT: If, for any reason, we decline this Application, we will refund the Deposit to you in full. If we approve this Application, we will ask that you execute the Lease (if you have not already done so). Upon your execution of the Lease, we will apply a portion of the Deposit to the Security Deposit and the remainder, if any, to the Non-Refundable Cleaning Fee.

If, however, you decide prior to executing the Lease that, notwithstanding this Application and our approval, you no longer wish to proceed with the Lease you must notify us in writing. The notice must be delivered by you during regular business hours to one of our representatives at the leasing office where the Apartment Home is located. In consideration for having reserved the Apartment Home for you and thus held it off the market you agree to pay to us a fee equal to your total deposit.

By submitting this Application, you agree to enter into a lease for the Apartment Home. You understand that the Apartment Home will only be reserved for you when we have received this Application, the Deposit and the Application Fee. However, acceptance of these items from you does not obligate us to approve this Application or rent the Apartment Home to you. Our approval of this Application is contingent upon the receipt of a satisfactory report of your rental history, credit history and other information that we deem necessary.

By signing this Application, you certify that all persons over eighteen years of age who will be occupying the Apartment Home have completed and provided to us an Application for Residency, and that each occupant of the Apartment Home will sign the Lease at the time required by us.

You authorize us, through our designated agent or employees, to obtain and verify all credit, employment and reference information for the purpose of determining whether or not to lease the Apartment home to you. You understand that should you enter into the Lease for the Apartment Home, we and our designated agents and employees will have a continuing right to review your credit information, rental application, payment history and occupancy history.

By signing the Application, you certify that all information contained in this Application is true, correct and complete. Any false or misleading information may be grounds denying this application or for subsequent eviction.

Signature of Applicant Date

Signature of Management Date

FOR OFFICE USE ONLY:

ID Checked – Applicant _____ Co-Applicant _____

Apartment Community: _____ Apartment #: _____ Apartment Type: _____

Summary of Monthly Rent/Charges

Base Rent: _____

Pet Rent: _____

Parking Rent: _____

Other: _____

TOTAL RENT: _____

Term:

Lease Begin Date: _____

Lease End Date: _____

Concession Offered:

Summary of Non-Recurring Charges:

Cleaning Fee: _____

Application Fee: _____

Summary of Deposits:

Security Deposit _____

Pet Deposit: _____

QUALIFICATION STANDARDS

Fair Housing

Skotdal Real Estate complies with the Federal Fair Housing Act. Skotdal Real Estate does not discriminate on the basis of race, color, religion, national origin, sex, familial status or disability, or any other basis protected by applicable state, Federal or local fair housing laws.

Applications

Each person that will occupy the apartment who is 18 years old or older must complete an application and sign the lease. Each applicant who is 18 years of age or older, and not a full time student who can be claimed as a dependent on the primary applicant's tax return, will be qualified by Skotdal Real Estate in accordance with these qualification standards. Applications are to be completed in full. Applications containing untrue, incorrect or misleading information will be declined. Each application is evaluated with a scoring method which uses an empirically derived, statistically sound, credit scoring system to evaluate your consumer credit report. Based on the score, we may choose to accept or reject your application or seek additional requirements for approving the lease. These additional requirements include an additional deposit or a Guarantor.

Income Verification

- If your application is accepted or accepted with conditions, we will require verification of income, including: two recent pay stubs, or Leave and Earnings Statement or a signed offer letter on company letterhead (copies to be maintained in resident file). If we are unable to verify your income or your income is contrary to your lease application, our acceptance of your lease application could be withdrawn.

Identity Verification

- A valid driver's license, military ID or state issued Photo ID card will be presented by all applicants and co-signers (view and document only).
- All applicants in the United States on a VISA must list the number on the Application for Residency.
- Emancipated minors presenting court appointed documentation are eligible to qualify as long as they meet the noted criteria.

Credit History

- Credit reports will be run on each applicant and will be considered in the overall credit worthiness of the application. Unsatisfactory credit history can disqualify an applicant from renting an apartment home at the community. An unsatisfactory credit report is one that reflects past or current bad debts, late payments, or unpaid bills, liens, judgments or bankruptcies. If an applicant is declined for poor credit history, the applicant will be given the name and address and telephone number of the credit reporting agency that provided the report. An applicant declined for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency.
- Applicants, who meet all other qualifying criteria but do not have credit, may be required to pay an additional deposit or re-qualify with a Guarantor.

Rent/Mortgage Payment History

- Any legal proceedings/judgments/evictions/skips may result in a declined application.

Employment History

- Employment must be verified. In the case of new employment, applicant must present a signed offer letter on company letterhead stating income. Employment must begin within 30 days of the lease start date.
- Self-employed applicants must provide the most current annual tax return (submission of 1099’s only is not sufficient) or a notarized statement from a Certified Public Accountant or attorney indicating the amount of anticipated annual income.

Income Requirements

- Gross monthly household income must be sufficient to cover the rent and other typical household obligations. For savings to be considered in lieu of income, applicant may provide a current savings account statement showing proof of a least three (3) times the annual rent.
- Official documentation must be submitted to support the following, and any other, sources of additional income you wish us to consider:

- ~Investment Account ~Retirement Income/Savings
- ~Dividends ~Military Housing Allowance
- ~Trust Fund Income ~Child Support
- ~Interest ~Alimony

Conviction Information

- If your application is accepted or accepted with condition, we will conduct a criminal background search.
- The application of any person who has been convicted or plead guilty or “no contest” to a misdemeanor or felony involving sexual misconduct shall be declined.
- Nothing set forth in these Qualification Standards should be construed to be a guaranty by Skotdal Real Estate that residents of this community have not been convicted or plead guilty or “no contest” to any misdemeanor or felony involving sexual misconduct.
- If the criminal background search reveals past criminal behavior which is contrary to your lease application, our acceptance of your lease application will be withdrawn.

Guarantors/Increased Security Deposits

- Guarantors may be permitted based on the screening recommendation. Guarantors’ annual income or savings must be sufficient to cover the annual rental rate in order to support their current housing payments and that of the applicant (s). Guarantors must meet all of the qualification standards listed. All lease paperwork signed by Guarantor must be notarized if not signed at the Leasing Center in the presence of a Skotdal Real Estate associate.
- Guarantor’s primary residence must be in the United States and they must have a valid Social Security Number.
- A Guarantor may be permitted in lieu of an increased security deposit based on the above criteria for Guarantors.

Roommates

- Each resident and Guarantor is jointly and fully responsible for the entire rental payment as well as all community rules and policies. Management will not refund any part of a security deposit until the apartment is vacated by all leaseholders.

Occupancy Guidelines

- The standard occupancy guidelines will be a maximum of two (2) residents per bedroom. Residents under the age of 18 months will not be considered in the occupancy guidelines. An occupant will be considered a resident and must be listed on the lease agreement if they reside at the premises more than 50% of the time.