

## RESIDENT QUALIFICATION CRITERIA

**Applicant must be at least 18 years of age**

### 1. Employment

- Applicant must have satisfactory employment history
- Gross income must be equal to or greater than three times the rental rate (qualified roommates each must qualify on 75% of rent)
- The immediate supervisor must verify employment, and a copy of a current check stub must be submitted with the application

### 2. Rental History

- Applicant must have satisfactory rental history
- Applicant must have fulfilled lease term, or have acceptable explanation
- Applicant must have given proper notice to vacate to the current residence
- Applicant must be listed as a resident on the previous lease agreement
- Payment history must be satisfactory

### 3. Credit History

- Applicant must have established credit in good standing
- In the absence of credit history, then employment and rental history must be in good standing, and an additional security deposit equal to one month's rent may be required

### 4. Criminal Background Check

- Applicant must have satisfactory background check

All adult residents and occupants must fill out an application to be verified. If the applicants do not meet the above qualifications, approval MAY be granted with one or both of the following:

- Approved co-signer, who must be an immediate family member. The co-signer must have outstanding credit and meet income requirements of four times or greater the amount of rent.
- Additional security deposit equal to one month's rent

Check, cashier's check, or money order must pay all rent, deposits and fees. No cash is accepted. Application fee must be paid separately and is non-refundable.

*We pledge to uphold the letter and spirit of city, state and federal fair housing laws. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, mental or physical disability, familial status, national origin or sexual orientation.*

I have read, understand and agree to the use of the above criteria in the consideration of application to rent.

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APPLICANT'S SIGNATURE

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MANAGEMENT REPRESENTATIVE

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DATE

**FOR OFFICE USE ONLY**

|                 |           |                                     |
|-----------------|-----------|-------------------------------------|
| COMMUNITY       | <b>TC</b> | LENGTH OF LEASE TERM - MOVE-IN DATE |
| APARTMENT #     |           | DEPOSIT \$                          |
| MONTHLY RENT \$ |           | APPLICATION FEE \$                  |

**RENTAL APPLICATION**

**APPLICANT**

|                          |             |                    |                              |                |
|--------------------------|-------------|--------------------|------------------------------|----------------|
| APPLICANT - FIRST NAME   | MIDDLE NAME | LAST NAME          | SOCIAL SECURITY NUMBER       | DATE OF BIRTH  |
| PRESENT ADDRESS - STREET | CITY        | STATE              | ZIP CODE                     | HOME PHONE #   |
| PRESENT LANDLORD - NAME  | PHONE       | DATES OF RESIDENCY | RENT/MORTGAGE<br>\$ _____/MO | MOBILE PHONE # |

**PREVIOUS ADDRESS**

|                           |       |                    |                              |
|---------------------------|-------|--------------------|------------------------------|
| PREVIOUS ADDRESS - STREET | CITY  | STATE              | ZIP CODE                     |
| PREVIOUS LANDLORD - NAME  | PHONE | DATES OF RESIDENCY | RENT/MORTGAGE<br>\$ _____/MO |

REFERRED TO US BY \_\_\_\_\_ TOTAL NUMBER OF OCCUPANTS \_\_\_\_\_ DATE NEEDED \_\_\_\_\_

HAVE YOU EVER BEEN EVICTED? \_\_\_ YES \_\_\_ NO      HAVE YOU EVER FILED BANKRUPTCY? \_\_\_ YES \_\_\_ NO

**OTHER OCCUPANTS**

|      |              |                     |      |              |                     |
|------|--------------|---------------------|------|--------------|---------------------|
| NAME | RELATIONSHIP | SSN & DATE OF BIRTH | NAME | RELATIONSHIP | SSN & DATE OF BIRTH |
| 1.)  |              |                     | 2.)  |              |                     |
| NAME | RELATIONSHIP | SSN & DATE OF BIRTH | NAME | RELATIONSHIP | SSN & DATE OF BIRTH |
| 3.)  |              |                     | 4.)  |              |                     |

**EMPLOYMENT INFORMATION**

|                  |                     |                   |                |                     |            |
|------------------|---------------------|-------------------|----------------|---------------------|------------|
| CURRENT EMPLOYER | POSITION            | PREVIOUS EMPLOYER | POSITION       |                     |            |
| ADDRESS          | WORK PHONE #        | ADDRESS           | WORK PHONE #   |                     |            |
| MONTHLY INCOME   | DATES OF EMPLOYMENT | SUPERVISOR        | MONTHLY INCOME | DATES OF EMPLOYMENT | SUPERVISOR |

|   |                                     |
|---|-------------------------------------|
| OTHER SOURCES OF INCOME / <u>PER MONTH</u>  | CURRENT TOTAL <u>MONTHLY</u> INCOME |
| If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) Who we would contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application. |                                     |
| Amount \$ _____   | Source _____                        |

**In case of emergency:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Vehicle Information:** Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate #: \_\_\_\_\_

**APPLICATION FEE**

Applicant has submitted the sum of \$ 35.00 which is a nonrefundable payment for a credit check, criminal check and processing charge, receipt of which is acknowledged by Management. Such sum is not a rental payment. In the event this application is disapproved, the sum will be retained by Management to cover the cost of processing the application as furnished by applicant. This application must be signed before Management can process it. Any false information will constitute grounds for rejection of application.

**VERIFICATION CONSENT**

I grant permission for Varner Commercial Property Consultants, Inc. to verify all information provided on this rental application. By my signature, I authorize my employer to release salary and wage information; I authorize my previous landlord/mortgage company to release a past or current rental history; and also authorize Management to request a credit and criminal background check.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE VIII of the CIVIL RIGHTS ACT of 1966 makes discrimination based on race, color, religion, sex or national origin illegal with the rental of most housing. The Federal agency which administers compliance with the law concerning this act is: Department of Housing and Urban Development, 1835 Assembly Street, Columbia, SC 29201. EQUAL CREDIT OPPORTUNITY ACT: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against applications on the basis of sex, or marital status. The Federal agency which administers compliance with the law concerning this act is: Equal Credit Opportunity, Federal Trade Commission, Washington, D.C. 20580.