

WATERFORD PLACE

APARTMENT HOMES

RENTAL QUALIFYING STANDARDS

Waterford Place Apartment Homes does business in accordance with the Fair Housing Act. We provide equal housing and service for all people regardless of race, color, religion, sex, national origin, handicap or familial status.

Occupancy Guidelines: No more than two individuals per bedroom may occupy an apartment unit, plus one infant up to the age of 18 months at the time the lease is signed.

Qualification Guidelines: All non-dependent leaseholders or non-dependent occupants of legal age must fill out an application and are considered to be applicants. Credit history, income/employment, and criminal history are verified for all applicants. All information provided must be accurate and complete, as well as verifiable. All verified information is entered into a scoring system that determines rental eligibility and additional deposit, if required. Each applicant's credit, criminal and income/employment information will be individually scored, with leaseholders' income combined for scoring. All occupants of legal age must be a leaseholder unless dependency status can be verified.

Credit Worthiness: A credit report will be secured for all leaseholders to verify account credit ratings. The results will be put into a scoring model to determine applicant eligibility to rent and security deposit level. Unfavorable accounts which will negatively influence this score include, but are not limited to: collection, charge off, repossession and current delinquency.

Income/Employment: Gross annual income will be verified for all leaseholders using a payroll check stub that is to be no older than 30 days. Annual rent as a percent of leaseholder(s) annual income will be calculated and this amount cannot exceed 35%. Additional sources of income may be considered. If self employed or primarily commission-based, a copy of the previous two years' tax return will be required. If employment is to begin shortly, the applicant must provide a letter of intent to hire letter from the employer.

Criminal History: A search will be conducted for each applicant's criminal history. A criminal background check will be run for all addresses at which the applicants have resided over the past 24 months. The application will be rejected for any of the following criminal related reasons that have occurred within the ten (10) years prior to the application date:

- Felony conviction
- Any terrorist related conviction
- Any illegal drug related conviction
- Any prostitution related conviction
- Any sex related conviction
- Any cruelty to animals related conviction
- Misdemeanor conviction involving crime against persons or property
- Active status on probation or parole resulting from any of the above

*****Reasons for not approving an application include, but are not limited to: bankruptcy within the past two years, insufficient income, unpaid judgements, eviction, outstanding rent debt, criminal record, household size exceeding occupancy limits, and falsification of the application information*****



APPLICATION FOR RESIDENCY

Applicant(s) Information	Applicant's Full Name _____ Date of Birth _____ SS# _____ Driver's License # _____ State _____ Home Phone # _____ Cell Phone # _____ Email _____ Spouse's Full Name _____ Date of Birth _____ SS# _____ Driver's License # _____ State _____ Home Phone # _____ Cell Phone # _____ Email _____ Other Occupants: Name _____ Date of Birth _____ Relationship _____ Name _____ Date of Birth _____ Relationship _____ Name _____ Date of Birth _____ Relationship _____ Emergency Contact: Name _____ Phone # _____ Relationship _____
Resident History	Present Address _____ Street _____ City _____ State _____ Zip _____ Dates From/To _____ Reason for Moving _____ Own/Rent (circle) _____ Monthly Payment _____ Landlord/Mortgage Co. _____ Phone _____ Previous Address _____ Street _____ City _____ State _____ Zip _____ Dates From/To _____ Reason for Moving _____ Own/Rent (circle) _____ Monthly Payment _____ Landlord/Mortgage Co. _____ Phone _____
Employment Information	Present Employer _____ Position _____ Business Address _____ Phone _____ Supervisor _____ Dates From/To _____ Previous Employer _____ Position _____ Business Address _____ Phone _____ Supervisor _____ Dates From/To _____ Spouse's Employer _____ Position _____ Business Address _____ Phone _____ Supervisor _____ Dates From/To _____ Previous Employer _____ Position _____ Business Address _____ Phone _____ Supervisor _____ Dates From/To _____
Automobiles	Make/Model _____ Year _____ Color _____ License Plate # _____ Make/Model _____ Year _____ Color _____ License Plate # _____ Make/Model _____ Year _____ Color _____ License Plate # _____ Additional Vehicles (Please Provide Description and Tag # of Any Boat, Motorcycle, Camper, Etc. You Own) _____ _____
Pets	Type _____ Breed _____ Color _____ Weight _____ Age _____ Name _____ Type _____ Breed _____ Color _____ Weight _____ Age _____ Name _____
Income	<p style="text-align:center;">Anticipated Gross Annual Income (Verification of Income Listed Must Be Provided)</p> Annual Salary (Including Tips, Commission and Bonuses) _____ Annual Salary (Spouse) _____ Additional Annual Income (Child Support, Parental Support, Etc.) _____ Total Amount of Assets (Stocks, Bonds, Savings, Equity, Etc.) _____ _____ Income from Assets _____ <p style="text-align:center;">Total Gross Annual Income _____</p>

Have you ever been convicted by a court of law? _____yes _____no

If Yes, please explain:

Have you ever been convicted of a felony? _____yes _____no

If Yes, please explain:

Do you have any criminal charges pending, awaiting disposition or looming in any way? _____yes _____no

If Yes, please explain:

Have you ever been evicted for any reason? _____yes _____no

If Yes, please explain:

The undersigned applicant(s) and/or co-signer(s) represents that all of the above statements are true and correct and hereby authorizes verification of the above information. If such information proves to be false or misleading, Waterford Place shall have the right to deny this application. The undersigned applicant(s) and/or co-signer(s) hereby consent to allow Waterford Place Apartments, itself or through its designated agents or employees, to obtain a consumer report and criminal record and to obtain and verify credit, rental history and employment information for the purpose of determining whether to lease an apartment to me/us. The undersigned applicant(s) and/or co-signer(s) agree and understand that Waterford Place and its designated agents and employees may obtain additional consumer reports and criminal record reports on each of us in the future to update or review our account. Upon my/our request, Waterford Place will tell me/us whether consumer and criminal record reports were requested and the names and addresses of any agency that provided such reports. The undersigned applicant(s) and/or co-signer(s) understands that the application fee is non-refundable.

Applicant's Signature

Date

Applicant's Signature

Date

Rental Reference Request Form

This section to be filled out by Applicant(s) and returned with Application:

Landlord Name: _____ Date: _____

Phone: _____ Fax: _____

Applicant: _____ SSN: _____

Co-Applicant: _____ SSN: _____

Previous Property Address: _____

Landlord Name: _____ Date: _____

Phone: _____ Fax: _____

Applicant: _____ SSN: _____

Co-Applicant: _____ SSN: _____

Previous Property Address: _____

I hereby authorized release of the above requested information.

(Applicant's Signature)

(Co-Applicant's Signature)

By signing below, I confirm that all information stated above is correct.

(Signature of Landlord/ Property Manager)

Attention Property or Leasing Manager:

Rental Verification Form

Date: _____

To: _____

From: _____

Phone: _____

Phone: 828-324-0080

Fax: _____

Fax: 828-324-0045

We have received an application for lease from your current/former resident. Please provide the following information.

Applicant/Resident Name _____

Address at your community: _____

Other lease holders: _____

Lease terms/dates: _____ Amount of monthly rent: _____

How many times did the Applicant pay the rent late? 0 1-2 3-5 6 or more

Did you ever have to file for eviction? If yes, please explain:

Any noise complaints? _____ Other policy violations? _____

Do the residents have pets? If so, please provide # and description: _____

Did the applicant leave owing any money? If so, how much & for what? _____

Did the Applicant leave the premises clean & undamaged? _____

Did the applicant ever have pest control issues such as bed bugs or roaches? _____

Did the applicant provide notice for ending tenancy per the terms of the rental agreement? _____

If you have the opportunity, would you rent to this Applicant again? _____

Additional Comments:

Information provided by: Name _____ Position: _____

Date: _____ Contact phone number: _____

Thank you for assistance in this rental verification form. Your time & feedback is greatly appreciated. Please fax or email once completed to Waterford Place Apartments at 828-324-0045

Email Address: _____