

The Retreat at Canterbury

Name: _____ <small>(First) (Middle) (Last)</small>			Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> <small>(Check One)</small>		
Date of Birth: _____	Age: _____	Social Security No.: _____	Driver's License No.: _____	State: _____	

Best Contact # _____	Alternate Phone # _____	Email address: _____
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Current Address: _____	City: _____	State: _____	Zip: _____	Name and Phone Number of Landlord: _____
Own <input type="checkbox"/> / Rent <input type="checkbox"/>	Move in date: _____	Move out date: _____	Rent /Mortgage Amount: _____	

Previous Address: _____	City: _____	State: _____	Zip: _____	Name and Phone Number of Landlord: _____
Own <input type="checkbox"/> / Rent <input type="checkbox"/>	Move in date: _____	Move out date: _____	Rent/Mortgage Amount: _____	

Have you ever broken a lease with an apartment community? Yes No Have you ever been evicted from an apartment community? Yes No

Occupant Information (please list all persons who will permanently occupy, or occupy for a lengthy period of time, leased premises - include spouse, children, family members and/or roommates):		
Name / Relationship	Social Security Number	Date of Birth

Miscellaneous Information:

Have anyone in your household ever filed for bankruptcy? Yes No If yes, name: _____ Date Filed: _____

Do you have pets? Yes No If yes, How many pets? _____ What type? _____ Brief Description/Name of Pet # 1: _____

What breed? _____ Weight of each pet? _____ Brief Description/Name of Pet # 2: _____

Have anyone in your household ever been convicted of a felony or other criminal activity? Yes No If yes, Name: _____

Please briefly explain: _____

Employment Status (if less than one year, please give prior employment information):	
Current Employment	Previous Employment
Employer's Name: _____	Employer's Name: _____
Employer's Address: _____	Employer's Address: _____
Employer's Phone No.: _____	Employer's Phone No.: _____
Position: _____	Position: _____
Gross Monthly Income: _____	Gross Monthly Income: _____
Supervisor Name: _____	Supervisor Name: _____
Start Date: _____	Start and End Dates: _____
Additional Income & Source: _____	Additional Income & Source: _____

What type of vehicles do you own?	Make	Model	Year	Plate Number	Color
Automobile <input type="checkbox"/> Truck <input type="checkbox"/> Motorcycle <input type="checkbox"/> Recreational Vehicle / Boat <input type="checkbox"/>					
Automobile <input type="checkbox"/> Truck <input type="checkbox"/> Motorcycle <input type="checkbox"/> Recreational Vehicle / Boat <input type="checkbox"/>					
Automobile <input type="checkbox"/> Truck <input type="checkbox"/> Motorcycle <input type="checkbox"/> Recreational Vehicle / Boat <input type="checkbox"/>					

What is the name of your nearest relative (who we are able to contact in the event of an emergency or in your absence)? _____	Phone #: _____	Address: _____
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REFERRED BY (specific advertising source, resident, etc): _____

A fee of \$ 50.00 is submitted with this application and will be applied as a processing fee; this fee is not refundable for any reason once submitted. By signing this application, I give permission to verify the above information, any additional information acquired after conducting a credit report, and criminal background evaluation. To the best of my ability all information represented, by me, is accurate and complete. If information is found to be falsified, said application will be declined. It is also my understanding that this application is preliminary only and involves no obligation of the owners or its agent to approve this application or to deliver occupancy of the proposed premises. Keys will be furnished only after the lease and other rental documents have been accepted by all parties and only after applicable rental security deposits and pet deposits have been paid.

Signature of Applicant _____	Date _____
Owner's Representative _____	Date _____

Tentative Move-In Date: _____ Time: _____ Apartment Style: _____ Floor: _____ Pro-Rate Rent: _____ (Includes pet/garage/storage)
Lease Term: _____ month(s) Date App Rec'd: _____ Security Deposit: _____ Pet Fee: _____ Satellite Deposit: _____ Application Fee: _____
Apartment Address: _____ Storage #: _____
_____ Garage #: _____
Special Terms: _____

Availability:

Applications for apartment homes will be accepted on a first come first served basis and are subject to the availability of the apartment type requested. Rental rates are subject to change without notice.

Rental Applications:

An application for residency must be completed and maintained for each legal adult prospective resident who will be living in the apartment or contributing to the payment of rent. Any false information will constitute for grounds for rejection of application and the lease will be nullified. All occupants must be listed at the time of application.

We require a non-refundable \$50.00 per person application fee at the time of application.

All residents moving in on or after the 25th of the month must pay the prorated rent for the current month as well as the first full month's rent, unless otherwise authorized by management.

Security Deposits:

A security deposit in the amount of \$500.00 for applicants approved with no conditions is required at time of move in. A security deposit in the amount of \$750.00 for applicants who are approved with conditions is required at time of move in.

A refundable security deposit is required at this community and is held as a security for the resident's fulfillment of the conditions of the lease agreement. Deposit may be applied by management to satisfy all or part of the resident's obligations, and such act shall not prevent management from claiming damages in excess of the deposit. If the application is rejected by management, the security deposit will be refunded in full. If the application is approved, and the applicant fails to occupy the premises on the agreed upon date, except for delays caused by the holding over of a prior resident, management will retain the deposit after a 24 hour time period. If there is a delay due to construction, the applicant will not be responsible.

Sure Deposit:

Sure Deposit is an alternative to the standard Security Deposit. Applicants approved with no conditions may opt to purchase a bond in the amount of \$1000.00 with a onetime non-refundable premium of \$175.00. If an applicant is approved with conditions for any reason, the applicant may opt to purchase a bond in the amount of \$1,500.00 with a onetime non-refundable premium of \$262.50. The bond provides coverage for damages that resident (s) may be responsible for under the lease and under law, including physical damage to the apartment (beyond normal wear and tear) or for any unpaid obligations under my lease agreement, such as unpaid rent or fees ("Covered Damages"), up to the Bond Coverage Amount.

Reservation Fee:

A reservation fee of \$200.00 is due at the time of applying for an apartment. The reservation fee reserves your apartment for up to thirty (30) days as well as locks in the current move in special at the time of applying. If an applicant is not able to take possession of the apartment within thirty (30) days of applying, the applicant will then be removed from the selected apartment and placed on the Paid Waitlist. After approval of an application, the reservation fee is then applied towards the first month's rent at move in. If an applicant is approved for an apartment, then cancels the application for any reason at any time, then the reservation fee is non-refundable. No exceptions.

Qualifying Standards:

Rental History: Up to 36 months of positive rental history may be verified on present and previous residence. A positive record of prompt monthly payments, sufficient notice, and no damages are expected. For applicants who are homeowners, permission must be granted to verify payment history with the bank or lending institution.

Credit Report: An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one which reflects: past or current bad debts, late payments or unpaid bills, unpaid utility bills, liens, judgments, or open bankruptcies. If an applicant is rejected for poor credit history, the applicant will be given the name, address, and telephone number of the credit reporting agency that provided the credit report (but not told the content of the credit report). An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the report from the credit reporting agency, correct any erroneous information that may be on the report, and resubmit an application to this community. The following are criteria that we look for on the credit report: 1. Applicants who have filed bankruptcy must provide proof of discharge in order to be considered. Additional deposit may be required and re-established credit should be present. 2. Medical bills and student loans are considered unpaid collections or write-offs.

Employment: Stable employment record and income verification may be required. In order for an application to be approved, he/she must generally earn a gross monthly basis of a minimum of three times the gross monthly rent. Acceptable income verification if required may include: two most recent pay stubs, a letter from the employer, the most recent W2 form; or for self-employed applicants, a copy of the most recent tax return or certified verification from his/her company accountant or bank. Financial assistance such as, but not limited to, child support, social security, or AFDC income must have supporting documents to be considered with gross income.

Criminal History: An applicant could be disqualified if the criminal history shows one or more of the following: 1. Convictions of the applicant or a member of the applicant's household of a felony in any state or federal court. 2. Arrest of the applicant or member of the applicant's household within the past 12 month period or conviction of the applicant or a member of the applicant's household in within the prior six months for drug related activity or violent criminal activity. Drug related activity defined as the manufacture, sale, distribution, use or possession with the intent to manufacture, sell, distribute, or use of a controlled substance (as defined in the Controlled Substance Act).

Evaluation:

Based on the above criteria, we may choose to accept or reject an applicant, or seek additional requirements for approving the lease. These requirements may include, but are not limited to, additional documentation of income or employment, additional rental references, an additional deposit, or a co-signer.

Co-Signers:

In the event a co-signer is required, he/she must complete an application for occupancy and meet all the income and qualifying standards. A co-signer will be fully responsible for the Lease Agreement if the occupying resident(s) default.

Subletting:

Subletting is strictly prohibited.

Renters Insurance:

It is a requirement of The Retreat at Canterbury that all residents maintain a current Renters Insurance Policy. A copy of this policy must be submitted for your lease file at the time of move in. Failure to have a current policy in place at the time of move in will prevent the applicant from gaining possession of the apartment home. It is also required to submit proof of this policy with each new lease term or renewal.

Occupancy Standards:

Occupancy standards must comply with Federal, State, and Local fair housing and civil rights laws, landlord-tenant laws, and zoning restrictions. The following standards should be used solely as guidelines:

Apartment Size	Maximum Occupants
One Bedroom	2 Persons
Two Bedroom	4 Persons
Three Bedroom	6 Persons

Roommates:

Each person must complete an application and will jointly qualify for the apartment. Each is fully responsible for the entire rental payment, and each must execute the lease agreement and its supporting documents.

By signing below, you acknowledge and fully understand and accept the terms for qualification for The Retreat at Canterbury. Furthermore, by signing below, you give consent for The Retreat at Canterbury representatives to verify the information provided on the application and obtain a copy of your criminal and credit reports and rental history. I also acknowledge that the application fee is non-refundable from time the application was submitted. Please submit this page with your application. It is the policy of Herman & Kittle Properties and The Retreat at Canterbury to treat all current and prospective residents in a fair, professional manner, without regard to race, color, religion, sex, familial status, handicap, or national origin. Applicant(s) must be eighteen years of age.

(Applicants Signature)

(Date)

(Applicants Signature)

(Date)

(Applicants Signature)

(Date)

(Applicants Signature)

(Date)

