

RENTAL APPLICATION
Conventional/Market Rate

Date: _____

WELCOME! Please read carefully each paragraph of this agreement. We respect your right for confidentiality in giving us this information and for privacy in living in your apartment home. We will do our best to make your residency an enjoyable and pleasant experience. Thank you for your application!

(This Application and the contents there of are considered as part of my Rental Agreement)

Applicant's Name: _____ Date of Birth: _____ Preferred Method of Contact: _____

SOCIAL SECURITY NO.: _____ DRIVER'S LICENSE NO: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____ Email: _____

Spouse's Name: _____ Date of Birth: _____ Preferred Method of Contact: _____

SOCIAL SECURITY NO.: _____ DRIVER'S LICENSE NO: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____ Email: _____

Name and Relationship of All Other Persons to Occupy Apartment Home

(Full Name)	(Relationship)	(Date of Birth)	(Soc. Sec. No.)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Present Address: _____ Phone: _____

How Long? _____

Present Rent or Mortgage Payment Amount: _____

Apartment Community Name or Mortgage Company: _____ Phone: _____

Reason for Move: _____

Previous Address: _____

Have Eviction proceedings ever been started on your behalf: _____ If so, When? _____

EMPLOYMENT INFORMATION

Applicant Employed by: _____ How Long? _____

Business Address: _____ Phone: _____

Position: _____ Annual Income: _____

Previous Employer (if less than two years at your present employer) _____

How Long? _____ Phone: _____

Spouse Employed by: _____ How Long? _____

Business Address: _____ Phone: _____

Position: _____ Annual Income: _____

Other Income: _____

Are you subject to transfer: _____ Reason: _____

PERSONAL REFERENCES

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____



In Case of Emergency, Notify (Nearest Relative not living with you):

Name: _____ Address: _____

Relationship: _____ Home Phone: _____ Cell Phone: _____

AUTOMOBILE INFORMATION (List ALL Vehicles Owned including Motorcycles)

Make: _____ Model: _____ Year: _____ Tag Number: _____ Color: _____

Make: _____ Model: _____ Year: _____ Tag Number: _____ Color: _____

Make: _____ Model: _____ Year: _____ Tag Number: _____ Color: _____

Do you own a Boat? NO___ YES ___ Do you own a Camper? NO___ YES ___ Do you own a Trailer? NO___ YES ___

If so, Make: _____ Year: _____ Tag Number: _____

OTHER INFORMATION

Are you a Full Time College Student? Please specify: _____ Graduate Student _____ Undergraduate Student

Will a Pet of any type live in your apartment? NO___ YES ___ If "YES", please provide the following information:

Type: _____ Weight: _____ Spayed/Neutered: _____ License/Date: _____

Have you ever been convicted of a felony? NO___ YES ___ If "YES", please explain the circumstances of the conviction:

How were you referred to us? Internet Drive by Current Resident: _____ Other: _____

Application Fee is a non-refundable Administrative Fee for credit check, criminal background check, and application verification.

CORRECTION INFORMATION

Applicant represents that all of the above statements are true and complete, and hereby authorizes verification of above information, references, credit records, and criminal background check. Applicant acknowledges that false information herein may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of deposits and may constitute a criminal offense under the laws of this State. Applicant agrees to the terms of the "Security Deposit Agreement" below.

SECURITY DEPOSIT AGREEMENT

Applicant has deposited a "Security Deposit" (in the amount stated below) in consideration for owner's taking the dwelling apartment home off the market while considering approval of this application. If applicant is approved but fails to promptly enter into the contemplated lease, the security deposit shall be forfeited to owner as liquidated damages. The security deposit will be refunded only if applicant is not approved. Keys will be furnished *only* after contemplated lease and other rental documents have been properly executed by all parties and only after applicable rentals and security deposits have been paid. This application is preliminary only and does not obligate owner's agent to execute a lease or deliver possession of the proposed premises.

Applicant's Signature Date

Applicant's Signature Date

Management Signature Date

For Apartment Office Use Only

Move in Date: _____ Monthly Rate: _____

Apt Type: _____ Security Deposit: _____

Apt# _____ Application Fee: _____

Address: _____ Non-Refundable Pet Fee (if applicable) _____

Lease Term: _____ Regional Manager Approval (if applicable): _____

Manager Approval: _____

Resident Selection Criteria

IT IS THE POLICY OF ROYAL AMERICAN MANAGEMENT TO PROVIDE HOUSING ON AN EQUAL OPPORTUNITY BASIS. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, FAMILIAL STATUS, NATIONAL ORIGIN OR HANDICAP.

ELIGIBILITY CRITERIA

In the selection of applicants for admission, Eligibility Criteria have been established. All applicants will be screened carefully and the following eligibility standards will be applied:

1. **Income Limits:** Applicants must qualify under the income guidelines established. Minimum income guidelines are as follows: The combined gross annual household income of all the applicants for each apartment must equal or exceed three times the annual rent under lease. Roommates must equal or exceed four times annual rent. Affordable Housing Program applicant's income must equal/exceed two times resident portion of the rent. Income must be verified.
2. **Occupancy Standards:** All applicants must meet the established occupancy standards. As a general policy, there should be no more than two persons per bedroom. Management shall take into consideration mitigating circumstances in cases where applicants or residents have a verifiable need for a unit that would not meet occupancy standards.

Note: Any family placed in a unit size different than that defined in these Occupancy Standards shall agree to transfer to an appropriate size unit when one becomes available (in accordance with the Transfer Policy and Lease Addendum).

3. **Social Security Numbers:** *If Applicable*, all applicants must disclose and provide documentation of social security numbers for all household members.
4. **Identification/Birth Certificates:** Birth certificates and/or valid photo identification must be provided for all household members if applicable under affordable program.
5. **U.S. Citizenship:** Applicants must declare U. S. Citizenship, or submit evidence of eligible immigration status for each family member in accordance with Section 214 of the Housing and Community Development Act of 1980, as amended. Households that have no members with citizenship or eligible immigration status do not qualify.

ACCEPTANCE CRITERIA

All applicants must cooperate in completing the rental application and providing information necessary to determine an acceptable credit, rental, and criminal history. For acceptance, the applicant and all members of the household must demonstrate:

1. **Good Rental History:** A willingness and ability to:
 - a. conform to rules and regulations and a respect for the rights of others;
 - b. abide by the lease and house rules; to include good housekeeping
 - c. pay rent and utilities on time.
2. **Good Credit History:** A satisfactory history in meeting financial obligations on a timely basis; including rent, utility payments, loans, and credit.
3. **Good Criminal Record:** A history of the applicant or any household member, which does not include any unacceptable criminal activity.

REJECTION CRITERIA

Management reserves the right to reject applicants for admission if it is determined that the applicant or any member of the household falls within any one or more of the following categories:

1. **Misrepresentation:** Willful or serious misrepresentation in the application procedure for the apartment or certification process for any apartment home.
2. **Records of Disturbance of Neighbors, Destruction of Property or Other Disruptive or Dangerous Behavior:** Includes behavior or conduct which adversely affects the safety or welfare of other persons by physical violence, gross negligence or irresponsibility, which damages the equipment or premises in which the family resides, or which is disturbing or dangerous to neighbors or disrupts the quiet and peaceful enjoyment of their home and community life.



3. **Violent Behavior:** Includes evidence of acts of violence or of any other conduct, which would constitute a danger or disruption to the peaceful occupancy or neighbors.
4. **Non-compliance with Rental Agreement:** Includes evidence of any failure to comply with the terms of rental agreements at prior residences, such as failure to recertify as required, providing shelter to unauthorized persons, keeping pets, or other acts in violation of rules and regulations to include untimely payment of rent and/or previous evictions for any reason.
5. **Owing Prior Landlords:** Applicants who owe a balance to present or prior landlords will not be considered for admission until the account is paid in full and reasonable assurance is obtained that the causes for nonpayment of rent or damages have changed sufficiently to enable the family to pay rent and other charges when due.
6. **Owing Utility Providers:** Applicants who owe a balance to present or prior utility providers for their residences will not be considered for admission until the account is paid in full and reasonable assurance is obtained that the contribution causes for failure to pay the utility bill have changed sufficiently to enable the family to pay and maintain utilities in the name of the head of household.
7. **Unsanitary or Hazardous Housekeeping:** Includes generally creating any health or safety hazard through acts of neglect and causing or permitting any damage to or misuse of premises and equipment. If the family is responsible for such hazard, damage, or misuse, including but not limited to, causing or permitting infestation, foul odors, or other problems injurious to other persons' health, welfare, or enjoyment of the premises; depositing garbage improperly; failing to use in a reasonable and proper manner all utilities, facilities, services, appliances, and equipment within the dwelling unit or failing to maintain them in a clean condition; or any other conduct or neglect that could result health or safety problems or in damage to the premises.
8. **Credit History:** A consistent, severe, recent history of deficiencies in overall credit or rent payment which indicate the family will be unable or would otherwise fail to pay when due rent for the apartment and other expenses relating to occupancy of the apartment.
9. **Criminal Activity:** Management has established a policy to reject all applications where the applicant or any household member has engaged in certain criminal activity. The activities that are grounds for rejection of an application include but are not limited to:
 - a. Any conviction or adjudication other than acquittal within the last 7 years which involved **injury to a person or property or theft of property.**
 - b. Any conviction or adjudication other than acquittal for the **sale, distribution, possession, illegal use, or manufacture of any controlled or illegal substance.**
 - c. Any conviction or adjudication other than acquittal, for **any sexual offense or terrorist related crimes.**

Management reserves the right to require criminal background checks at each recertification/renewal.

10. Pets are not permitted on the property, permanently or temporarily, without written permission from management. We require a pet deposit and/or non-refundable pet fee to be paid. We limit two pets per apartment, which must not exceed 35 pounds each at full growth. (Depending on individual community, this policy may vary.) Birds larger than a cockatiel will require pet monies. No reptiles, pigs, rabbits, or ferrets are permitted. Violation of this policy will result in a daily fine and/or termination of lease.
11. If an applicant is unable to meet all acceptance requirements above, management may consider acceptance of guarantor, increased security deposit and/or deposit and and/or additional rent, if allowable.
12. All household members may not be full-time students under certain affordable programs.

**Effective November 1, 2008; Foreclosure Amendment – In light of the current economic climate, a credit report indicating a recent mortgage foreclosure action will not necessarily deny an applicant residency, so long as the applicant meets all other acceptance criteria, to include demonstrating the ability to pay the required rent.*

I have been given the opportunity to ask any questions that pertain to the Resident Selection Guidelines. Anyone who falsifies any information on their application will be denied acceptance. The deposit will automatically be forfeited. By signing below, certify that we have read and received a copy of these guidelines.

Signature of Head of Household

Date

Signature of Co-Head of Household

Date