

At the time of turning in your application, you will need:

-\$30 application fee (no cash is accepted)

-Driver's license and social security card.

-Proof of income (We do ask that applicants make at least 3X the amount of rental price unless you are receiving metro.)

Once approved, we require you to pay your full security deposit. No units will be held without security deposit being paid.

We do allow up to 2 pets per unit. There is a non-refundable \$250 pet deposit, as well as an extra \$50 per month pet rent.

Tenants pay Electric, Water, and Gas (if applicable)

Applicant's Name \_\_\_\_\_

**Address:**

Street \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Email \_\_\_\_\_

Social Security# \_\_\_\_\_ D.O.B. \_\_\_\_\_ Driver's License \_\_\_\_\_

Currently renting? \_\_\_ YES \_\_\_ NO

Landlord Name \_\_\_\_\_ Company Name \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Rent Amount \_\_\_\_\_ Length of occupancy \_\_\_\_ yrs. \_\_\_\_ mos.

**Previous address:**

Rental? \_\_\_ YES \_\_\_ NO

Street \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Landlord Name \_\_\_\_\_ Company Name \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Rent Amount \_\_\_\_\_

**Present Employer:**

Length of occupancy \_\_\_\_ yrs. \_\_\_\_ mos.

Employers Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Position \_\_\_\_\_ Dept.# \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Ext. \_\_\_\_

Length of employment \_\_\_\_ yrs. \_\_\_\_ mos. Present Monthly Gross Income\$ \_\_\_\_\_

**Vehicle:**

Year \_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ License Plate \_\_\_\_\_

I certify that the above information is correct. I Understand that if any information in this application is found to be falsified in any way, I will be denied residency.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Personal Reference:**

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Relationship \_\_\_\_\_ Length of time known \_\_\_\_\_

**Background In-sight:**

Have you ever been evicted? \_\_\_YES \_\_\_NO When? \_\_\_\_\_ Discharged? \_\_\_\_\_

Have you ever filed bankruptcy? \_\_\_YES \_\_\_NO

Have you ever been arrested? \_\_\_YES \_\_\_NO

Have you ever been convicted? \_\_\_YES \_\_\_NO -If yes, please explain.

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**Deposit and application fee:**

I hereby agree to 100% deposit owed as a holding fee on the unit, pending execution of the lease agreement. I understand that my holding fee may be applied to any rent loss, advertising costs, re-rental fees, (etc.) if I am unable to fulfill the conditions of leasing the unit. The holding fee will be returned only if I am unable to lease the unit due the company not being able to do so. I also agree to have any rent owed, plus utilities transferred into my name by the date of lease signing, which will be no later than two weeks after I am approved for the unit, (whichever comes first).

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

The undersigned does hereby consent that all information stated on this application may be verified and processed through FABCO (a credit reporting agency) by First Light Property Management. This may include, but is not limited to, a credit and criminal report. I hereby release all parties from any liability in connection with the provision and use of such information. I understand that this application does not constitute any oral and/or written commitments on the part of the owner/agent. If I am accepted by this owner/agent, I hereby agree to the release of future rental payment history to FABCO or any other credit reporting agency.

A payment of \$30 is included herewith, which is made for the purpose of verifying the information included on this application. I understand that this charge is not under any circumstance to be returned to me.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Please list any other person that will occupy the premises

\_\_\_\_\_ D.O.B. \_\_\_\_\_

\_\_\_\_\_ D.O.B. \_\_\_\_\_

\_\_\_\_\_ D.O.B. \_\_\_\_\_

An application fee of \$30 per adult is due when application is turned in and each adult **MUST** fill out an application and be approved. **NO CASH IS ACCEPTED.** Application fee can be paid by money order or cashier's check.

## ATTENTION FUTURE RESIDENTS

### Please Read Carefully

Application fees are non-refundable. If you have any questions, please ask BEFORE submitting your application. We check criminal records, cross reference with the national sex offender registry, rental history, and evictions in the past 5-7 years. Applications are only good for 30 days. An application **MUST** be done for anybody over the age of 18 that will be living on the property.

Approval for your rental application may not qualify you for all unit sizes/styles or specials. Applications are approved or denied based on the following:

Criminal history - Violent crimes, domestic violence, drug charges, falsification, or a pattern of crime are all considered on a per person basis. Felony charges **DO NOT** automatically cause a denial.

Rental History - 1+ year with a non-related landlord. We will make no more than three attempts to contact your current/previous landlord. If we do not receive an answer, your application may be denied.

Employment - Completion of the employment verification form is required. We will make no more than three attempts to contact your employer. If your employer fails or refuses to respond, it is your responsibility to obtain valid employment documentation. This can include, but is not limited to; pay stubs, bank statements with ACH deposits, and award letters.

Behavioral Qualifications - If applicant(s) make any derogatory or offensive comments, and/or act in a threatening, combative, intoxicated, or disorderly manner, during any phase of the meeting or application process, the application will be denied.

Units are only secured with 100% of the security deposit being paid. You then have 14 days to complete the application process including the lease signing and transferring the utilities. Any money put down to secure the unit is NON- REFUNDABLE and may only be paid with a cashier's check or money order.

We cannot guarantee any unit you have seen will still be available by the time your application is processed. While we try to process your application(s) as quickly as possible, the amount of time will depend on complete information provided by you, reference response, and online systems being available.

With my signature, I authorize First Light Property Management, LLC and/or any other credit services to verify information provided on this form as to my credit, criminal, rental, and employment history. I certify that I have read and understand the above information.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**Applicant Guidelines:**

- All individuals residing in the apartment, that are 18 years or older, must complete an application for residency at the time of move in.
- All applicants/leaseholders must be a minimum of 18 years of age
- All occupants must be noted on the lease me.

**Occupancy Guidelines:**

- We utilize a maximum of "two-person" per bedroom standard
- No more than 2 adults 18 years of age or older, may occupy a one-bedroom apartment.
- No more than 4 persons may occupy any two-bedroom home with at least one occupant being 18 years of age or older.
- No more than 6 persons may occupy any three-bedroom home with at least one occupant being 18 years of age or older.

**Annual Income Requirements:**

- Any individual applicant must have a minimum, annual, gross income of three times the market rent of the apartment per month X 12.
  - All multiple adult applicants must meet the qualifying income standards. The only exception to this would be in the case of a dependent adult, with verifiable documentation of their status.
  - Income must be independently verifiable through official documentation, such as the last 6 weeks: pay stubs, employment verification form, etc.
- Example: The market rent for an apartment is \$500. An Individual applicant must meet the following -  $\$500 \times 3 = \$1500$ .  $\$1500 \times 12 = \$18,000$ . Multiple, adult applicants in a \$500 per month apartment would each need to qualify with 75% of the guideline.  $\$18,000 \times 75 = \$13,500$  each. Guarantors must meet all credit guidelines and qualify on both their housing obligations, as well as the applicants.

**Additional Applicant Requirements:**

- We look for Positive rental credit and employment versification
- We run credit reports, public records searches, and arrest record information through the Federal Adjustment Bureau. We also search public access data bases for additional information. (i.e., Court Records, Sexual Offender and OFAC data base etc...) Based on the information found, applicants may be approved, approved with special stipulations, or declined. Some examples of items that may affect the status of an application are as follows:
  - Poor rental history, evictions filed, money due to another landlord
  - History of collections and/or utility collections} poor credit
  - Arrests and/or convictions for items such as drug related activity, violent behavior or assault to another individual, domestic violence, theft burglary or stolen property, fraud, open arrest warrants
  - Falsification of an application
  - Lack of verifiable information
  - Any bankruptcy that has not been discharged.

(These are only a sampling and are not exhaustive of items that may affect the status of an application.)

I certify that I have read and understand the above information.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**Employment Verification**

To: Name: _____ Address: _____ _____ Phone: _____ Fax: _____	From: Name: _____ Address: _____ _____ Phone: _____ Fax: _____
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Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 SSN: \_\_\_\_\_

I hereby authorize the release of the requested information below. I understand that the information obtained under this consent will be used to verify the eligibility of residency.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**The following section is to be completed by the employer.**

Employee Name \_\_\_\_\_ Job Title \_\_\_\_\_

Presently Employed?  yes, date employed \_\_\_\_\_  no, Last Day of Employment \_\_\_\_\_

Is employee eligible for unemployment compensation?  yes  no  
 If yes, how long? \_\_\_\_\_ How much? \_\_\_\_\_

Current Wages/Salary \$ \_\_\_\_\_ per: hour week bi-week month year other \_\_\_\_\_ (circle one)

Date present rate effective: \_\_\_\_\_

Average # of regular hours per week: \_\_\_\_\_

Total anticipated earnings for the next 12 calendar months \_\_\_\_\_

Overtime Rate \$ \_\_\_\_\_ per hour

Total anticipated overtime earnings for the next 12 calendar months: \$ \_\_\_\_\_

Commissions, bonuses, tips, other: \$ \_\_\_\_\_ per: hour week bi-week month year other \_\_\_\_\_ (circle one)

Prior year total earnings including overtime, commissions, bonuses, tips, other: \$ \_\_\_\_\_

List any anticipated change in the employee's rate of pay within the next 12 months: \$ \_\_\_\_\_  
 Effective date: \_\_\_\_\_

Does the employee have access to any portion of his/her pension or retirement account?  yes  no

If yes, indicate the amount that may be withdrawn without retiring or terminating employment: \$ \_\_\_\_\_

Deductions for medical benefits: \$ \_\_\_\_\_

Name/Title of person supplying information	Firm/Organization
Signature	Date
Phone	Email

**Rental Verification**

To: Landlord: _____ Address: _____ _____	From: Name: _____ Address: _____ _____
Phone: _____ Fax: _____	Phone: _____ Fax: _____

Name: \_\_\_\_\_ Rented Address: \_\_\_\_\_  
 SSN: \_\_\_\_\_

I hereby authorize the release of the requested information below. I understand that the information obtained under this consent will be used to verify the eligibility of residency.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**The following section is to be completed by the landlord.**

Dates of Applicant's Tenancy: From \_\_\_\_\_ To \_\_\_\_\_

Did they give proper notice to end tenancy?  yes  no

Are/Where they current on his/her rent?  yes  no

Monthly rent payment: \$ \_\_\_\_\_ Has/Were they ever late on rental payments?  yes  no

How many times? \_\_\_\_\_ Do/Did they keep the unit/premises clean?  yes  no

Have/Did they ever damage the unit/premises?  yes  no If yes to either question, please explain in detail. \_\_\_\_\_

Do they owe you any money?  yes  no If yes, how much? \$ \_\_\_\_\_ Have/Did they fulfill his/her lease obligation to you?  yes  no

If no, please describe in detail. \_\_\_\_\_

Have they ever damaged or vandalized community property, grounds, or common areas?  yes  no If yes, please explain. \_\_\_\_\_

Do/Have they ever interfered with the rights of peaceful enjoyment of other residents such as loud music, etc. ?

yes  no If yes, please explain. \_\_\_\_\_

Would you ever re-rent to them?  yes  no Please explain. \_\_\_\_\_

\_\_\_\_\_  
Name/Title of person supplying information

\_\_\_\_\_  
Firm/Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

## Prohibited Dog Breed List For Northwest Village Apartments

- Rottweilers, Dobermans, Chows, Pitbulls, Any type of Bull Terrier, Bull Mastiffs, Cane C'orso's, Staffordshire Terriers, German Shepherds, Huskies.

You **MUST** inform the office if you plan to get any animal, and if you are found to have animal in your unit, without permission from the office, and without paying the pet deposit, you may face eviction.



**Pet Application**

Having a pet is a privilege. If you wish to keep a pet on the premises, a pet application must be completed for this consideration. Pets will be approved or denied based on the findings of the pet application. The cost of having a pet and the restrictions may also vary based on the findings of the pet application. There is a maximum of two pets per unit.

Please fill out an application for each pet. The property has a list of restricted pets on file that are not permitted to reside on the premises. Should you have any questions, please feel free to ask the office for details.

Date: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Pet name: \_\_\_\_\_

Type of pet (dog, cat, etc.): \_\_\_\_\_ Breed: \_\_\_\_\_

Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Veterinarian's name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Is your pet housebroken? \_\_\_yes \_\_\_no

Has your pet received any special training? \_\_\_yes \_\_\_no (i.e., obedience training, etc.)

If yes, please attach documentation.

Does your pet have prior "apartment" experience? \_\_\_yes \_\_\_no If yes, please attach documentation.

If yes, please list the community's name and telephone number. \_\_\_\_\_

Does your pet have any references? \_\_\_yes \_\_\_no (i.e., Vet, Groomer, Foster home, etc.)

If yes, please provide documentation.

Is your pet current on licensing and vaccines? \_\_\_yes \_\_\_no If yes, please attach documentation.

Is your pet spayed or neutered? \_\_\_yes \_\_\_no Is your pet declawed or use "soft paws"? \_\_\_yes \_\_\_no

Is your pet noted on your renter's insurance? \_\_\_yes \_\_\_no Is your pet leash trained \_\_\_yes \_\_\_no

Had you had any animal violations filed against you and/or your pet? \_\_\_yes \_\_\_no (i.e., biting, noise, confinement, etc.) If yes, please explain. \_\_\_\_\_

What activities does your pet enjoy? \_\_\_\_\_

How frequently is your pet walked? \_\_\_\_\_

Is your pet kennel/crate trained in your absence? \_\_\_yes \_\_\_no

How long do you normally leave your pet alone? \_\_\_\_\_ (average number of hours per day)

Has your pet ever bitten anyone or been cited as an aggressive animal? \_\_\_yes \_\_\_no

Please tell us a little bit about your pet's personality. \_\_\_\_\_

I certify that the information provided above is true to the best of my knowledge. I understand that having a pet is a privilege and that if the application or requested documentation I have provided is found to be falsified in any way, or I fail to follow the rules and regulations of having a pet, my pet privileges will be revoked immediately.

Signature \_\_\_\_\_ Date \_\_\_\_\_