



# STATEMENT OF RENTAL POLICY

- EQUAL HOUSING:** Non-discrimination on basis of race, color religion, sex, handicap status, family status or national origin is the comprehensive policy of this company.
  
- PROCESSING FEE:** Prior to processing an application, a "Processing Fee" in the amount of \$35.00 is due for each occupant over the age of 18. The fee partially defrays the cost of administrative paperwork and costs and is non-refundable. All payments must be made in the form of a check, money order or cashier's check.
  
- APPLICATION:** To be completed by each occupant(s)/applicant(s) 18 years or older without omissions or falsification. Driver's license or government issued I.D. is required as proof of identity. All applicants must be 18 or over to contract. All occupants 18 years of age or older must complete an application and meet all qualifications. If any individual applicant or occupant has been declined, the entire application is considered declined and residency will be denied to all applicants and occupants.
  
- QUALIFICATIONS:** Apartment Homes by Tonti requires verification of income, employment, rental history, criminal background check and complete credit check in order to process your application.
  - Income:** Gross monthly income must meet or exceed 3 times your monthly rent. Allowances from parents, scholarships, government agencies, study subsidies and /or inconsistent income such as alimony, commissions, tips, etc., will require verification and are sometimes not permitted.
  - Employment:** Verification of consistent employment and sufficient income for the last 6 months is required. A copy of your last two (2) paychecks with year to date earnings will be accepted. If self-employed, W-2's, 1099's, tax returns or your three (3) most recent bank statements are required.
  - Rental History:** Present and previous residency records must be verified. If renting from an individual owner, applicants must provide proof of payment for the last 6 months with cancelled checks or money order receipts.
  - Credit:** All applicants are subject to approval through a third party applicant screening agency. Approval of all applicants is based on an empirical system that incorporates various credit factors along with other non-statistical factors to determine overall applicant credit worthiness. The primary criterion used to determine rental decisions is a statistically based score (OneSite Credit Score). It is a cumulative analysis from several statistical indicators that calculates an applicant's overall credit score and then rates the applicant from 0 to 1000, with a higher number indicating a lower financial risk.
  - Some of the indicators used may derive from income relationships, including rent-to-income and debt-to-income ratios based on calculations determined from the application and the credit record. Other indicators may consider credit worthiness as determined by national credit scores and other proprietary credit calculations more specific to the apartment industry.
  - In addition to the OneSite credit score, other factors may impact the overall rental decision of an applicant including criminal background checks, rental and eviction histories, check writing histories, as well as other indicators. When these non-statistical factors are combined with the OneSite credit score, an overall rental recommendation is determined. Your application will then be accepted, rejected or accepted with conditions.
  
- RESIDENCY:** **Criminal Background:** Apartment Homes by Tonti reserves the right to deny any applicant on the basis of felony criminal conviction, guilty plea, or pleas of no contest, without regard to the nature of the offense. If any applicant should fail to disclose such fact during the application process, this failure shall constitute a breach of any lease agreement executed by applicant and shall allow Apartment Homes by Tonti to demand immediate possession of the leased premises.
  
- OCCUPANCY:** Only 2 persons per bedroom.
  
- OTHER VEHICLES:** Boats, campers, trailers, taxicabs and other commercial and recreational vehicles are not allowed to be parked on the property.
  
- RENTAL PAYMENTS:** The monthly rent is due on the first of each month. There will be a late fee after the third as per the lease agreement. Should court filing become necessary, there will be additional charges.
  
- SECURITY DEPOSIT:** All security deposits must be paid in the form of a check, money order or cashier's check at the time of application.
  
- PET FEES:** Pets are accepted as Lessor's discretion. There is a separate fee and additional monthly rent for pets. The pet fee is non-refundable and does not cover damages. Should a pet be acquired after move-in, all current pet provisions must be adhered to. Apartment Homes by Tonti allows only one pet per apartment, not to exceed 20 pounds or 12 inches in height at full maturity.
  
- VIEWING APT:** An available ready apartment or model will be shown. Management has a standard criteria that must be met before an apartment can be considered ready to show. Any persons requesting to view a unit must show a government issued photo I.D. prior to tour as a safety precaution.

I hereby acknowledge receipt of the Apartment Homes by Tonti Statement of Rental Policy and have read it and agree to its terms:

\_\_\_\_\_  
Print Name & Sign

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Print Name & Sign

\_\_\_\_\_  
Agent for Lessor

\_\_\_\_\_  
Print Name & Sign



APARTMENT HOMES BY TONTI

RENTAL APPLICATION

Each occupant over the age of 18 must complete and submit a separate application along with the Processing Fee.

Date (When form is completed)

Requested M/I Date, Apt. Size/Rate, Apt. No.

This information is sought to assure the most responsible residents and occupants possible and to assist the management in case of emergencies.

GENERAL INFORMATION

First Name, Middle Name, Last Name, Suffix (Jr. III), Maiden/Former Name, Home No., Work No., Cell No., E-mail Address

Gender, Date of Birth, Social Security #, State Issued I.D. or D.L. #, State Issued, Marital Status (Single, Married, Separated, Divorced, Widowed)

List children and all other occupants who will be occupying the dwelling but not signing the lease:

Full Name, Social Security #, Date of Birth, Gender, Relationship (repeated for multiple occupants)

Will you or other occupants have a pet in the apartment?

Type of Pet, Breed, Weight, Age, Color, Name

List all vehicles that will be parked on the premises by applicant, spouse, occupants, or children

Vehicle Type, Make, Model, Year, Color, License Plate #, State (repeated for multiple vehicles)

CRIMINAL HISTORY (Please check yes if ANY of the following apply.)

Convicted, plead guilty, no-contest, received probations, deferred adjudication, court-ordered supervision, or pre-trial diversion for a felony, sex-related crime or misdemeanor assault against another person. YES NO

RENTAL INFORMATION

Present Street Address, Apt. No., City, State, Zip Code, Rent/Mortgage Amount \$

Property/Management Co. Name, Manager/Contact Name, Office No., Fax No., E-mail Address

Move In Date, Reason for Moving

Previous Street Address, Apt. No., City, State, Zip Code, Rent/Mortgage Amount \$

Property/Management Co. Name, Manager/Contact Name, Office No., Fax No., E-mail Address

Move In Date, Move Out Date, Reason for Moving

PAYMENT HISTORY (Please check each box that applies to you.)

Been evicted or asked to move out, Broke a rental agreement or lease contract, Declared Bankruptcy, Been sued for non-payment, Been sued for damages to rental property

How were you referred to us? Internet, Newspaper, Yellow Pages, Other Advertisement, Locator Service, Agent Name, Referral, Name



APARTMENT HOMES BY TONTI

RENTAL APPLICATION

EMPLOYMENT INFORMATION

Present Employer (Company Name) \_\_\_\_\_ Type of work \_\_\_\_\_ Job Title \_\_\_\_\_

Company Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Supervisors Name \_\_\_\_\_ Phone No. ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_

\$ \_\_\_\_\_ Estimated Gross Monthly Income \_\_\_\_\_ Hire Date \_\_\_\_\_ Additional Monthly Income/Source (i.e. Child Support, S.S.I. etc.) \_\_\_\_\_

Previous Employer (Company Name) \_\_\_\_\_ Type of work \_\_\_\_\_ Job Title \_\_\_\_\_

Company Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Supervisors Name \_\_\_\_\_ Phone No. ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_

\$ \_\_\_\_\_ Estimated Gross Monthly Income \_\_\_\_\_ Hire Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

EMERGENCY CONTACT

Full Name \_\_\_\_\_ Home No. ( ) \_\_\_\_\_ Cell No. ( ) \_\_\_\_\_ Work No. ( ) \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

By checking this box you are stating: In the event of serious illness, death or other circumstances that would make you unavailable, the emergency contact has your permission to enter, remove, and/or store all contents found in the dwelling, storerooms, common areas and mail box.

Physician to contact in the event of a serious illness or injury \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

By checking this box you are stating: In the event of serious illness or injury of applicant or applicant's guests or occupants you authorize owner to summon Emergency Medical Service (or its equivalent) at applicant's expense. However, owner shall not be legally obligated to contact physicians or summon EMS (or its equivalent) in the event of a serious illness or injury.

Are you a student, currently enrolled full-time? \_\_\_\_\_ If so, where? \_\_\_\_\_

Additional Information: \_\_\_\_\_

Applicant has deposited herewith the sum of \$ \_\_\_\_\_, receipt of which is hereby acknowledged, as a non-interest bearing deposit (and not as a rental payment) to be refunded as hereinafter provided in the Lease Agreement. In the event this application is approved and the applicant fails or refuses to enter into the contemplated lease, owner shall retain the said deposit as liquidated damages to cover cost of taking and processing this application and removing the premises from market and holding same for applicant. In the event this application is disapproved, or for any other reason for which the owner is responsible the Lease Agreement is not consummated, this deposit will be returned to applicant.

This application is made with the understanding that it is subject to acceptance by the owner and subject to execution by an officer of said company and delivery of lease covering said premises. Please allow a minimum of 5 to 7 days to process your application for both credit and character references.

ACKNOWLEDGEMENT BY PERSON(S) SIGNING. The undersigned person(s) represent all the above statements as true and complete and hereby authorize verification of such information via consumer reports, rental history reports, criminal history reports, and other means. Such authorization does not require owner to make verifications or investigations. Failure to answer any of the above inquiries shall entitle owner to reject this application. False information given above shall entitle owner to (1) reject this application, (2) retain the application fee(s) and deposit(s) as liquidated damages for owner's time and expense of processing this application, and (3) terminate residents right to occupancy. False information may also constitute a serious criminal offense under the laws of the state. In any lawsuit relating to this application, application agreement or rights under statute of government regulations, the prevailing party is entitled to recover attorney's fees and all other costs of litigation from the non-prevailing party. Owner reserves the right to regularly and routinely furnish information to consumer reporting agencies about performance of lease obligations by residents. Such information may be reported at any time and may include both favorable and unfavorable information regarding the resident's compliance with the lease, rules, and financial obligations. Applicant has paid \$ \_\_\_\_\_ as a non-refundable Processing Fee

Applicant's Signature \_\_\_\_\_

Manager's Approval of Application \_\_\_\_\_

