

Rental Criteria

We are an equal opportunity housing provider. We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws. All applications will be reviewed in the following areas:

MINIMUM AGE

All applicants must be at least 18 years old. Any minors who will occupy the apartment on a regular basis must be listed on the application and must be under the direct supervision of the adult applicant(s).

CREDIT

All credit status will be checked through the appropriate credit bureau. If no credit record can be obtained, we may phone the credit references that you have supplied on the application.

RESIDENT/RENTAL HISTORY

A minimum of six (6) months rental history is required during prior two (2) years. Must be able to verify residency for the last twelve months. Past housing rental references must be positive. Any balance due to your prior landlord(s) must be paid before approval. Negative rental history will be considered on a case-by-case basis.

EMPLOYMENT/INCOME

Must have current employment or job offer that meets the income criteria. All employment used to meet the income criteria will be verified, including salary amount, start date and a current paycheck stub. Applicant must have been continuously employed a minimum of three months prior to the application date. Self-employed individuals must provide copies of tax returns, which will be used to verify income. Full amounts of social security and disability income can be used to qualify. Other sources may be used as well. Monthly income must meet the minimum requirements as set forth by each property. Applicant income must be a gross amount of no less than three times the rental rate.

VEHICLE CONDITION

All resident-use vehicles must be listed on the application and must adhere to the property's Vehicle Policy.

CO-SIGNER POLICY

Only accepted for full time students or those who have graduated within the last year, military, or retired over 55. All co-signers must complete an application in addition to completing the move-in paperwork, (Co-Signer Agreement).

NUMBER OF OCCUPANTS

Maximum Occupants:	<u>1BR</u> -- \$545 / \$595 /\$605 2	<u>2BR</u> -- \$615 / \$685 4	<u>3BR</u> -- \$875.00 6
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CRIMINAL

To qualify you must not have any indictments, convictions or be charged with a felony for the sale or distribution of a controlled substance, violent crimes, or burglary or theft. All other indictments, convictions and charges will be reviewed on a case-by-case basis.

APPLICATION PROCESS

We evaluate every apartment application in the following manner. You must submit a rental application with all questions answered on the form, pay the nonrefundable application fee of \$15.00 - \$25.00 in a money order, and provide a copy of identification (Driver's License or Picture I.D. Card). We will determine whether, from your responses to the questions on the application if you qualify for the apartment for which you are applying. If you do not, we will reject your application. If you do, we will send your application to our screening company. The screening company will check your credit report and criminal history. We will then verify employment and rental references to confirm they meet our rental criteria. This process takes one to two days. We will rent available apartments to applicants in the order that their applications are approved. If we are unable to verify any information necessary for the processing of an application or if an application is deficient in any of the categories outlined, the entire application may be rejected. PLEASE TAKE YOUR TIME AND FILL OUT YOUR APPLICATION THOROUGHLY TO INSURE TIMELY PROCESSING. PRIVACY NOTICE AVAILABLE UPON REQUEST.

EACH CO-RESIDENT AND EACH OCCUPANT OVER 18 MUST SUBMIT A SEPARATE APPLICATION. SPOUSES MAY SUBMIT A JOINT APPLICATION.

THE CRITERIA ARE SUBJECT TO CHANGE AT ANY TIME AT THE SOLE DISCRETION OF MANAGEMENT SOLUTIONS, INC.

Signature of Applicant

Signature of Management Representative

Signature of Applicant

Date



Rental Application for Residents and Occupants

*Each co-resident and each resident over 18 must submit a separate application.
Spouses may submit a joint application.*

Applicant Information					
Full Name (exactly as on drivers license or govt. ID card):					
Date of birth:		Age:	SSN:		Phone:
E-mail:			Desired move-in date:		
Current address:			Current manager's name:		Phone:
City:		State:		ZIP Code:	
Own	Rent	(Please circle)	Monthly payment or rent:		How long?
Previous address:					
City:		State:		ZIP Code:	
Owned	Rented	(Please circle)	Monthly payment or rent:		How long?
Marital Status:			Previous manager's name:		Phone:
Drivers License # and State:			Are you a U.S. Citizen? Y or N		Do you or any occupant smoke? Y or N
Employment Information					
Current employer:					
Employer address:					How long/start date?
Phone:		E-mail:		Fax:	
City:	State:		ZIP Code:		
Position:	Hourly	Salary	(Please circle)	Annual income:	
Supervisor's Name:		Phone:			
Continued...					
Previous Employer:					
Address:					
Phone:		E-mail:		Fax:	
City:	State:		ZIP Code:		
Position:	Hourly	Salary	(Please circle)	Annual income:	
Supervisor's Name:		Phone:			
How Long?					
Co-applicant Information, if Married or Engaged					
Full Name:			Former Last Names (maiden and married):		
Date of birth:		Age:	SSN:		Phone:
Current address:					
City:		State:		ZIP Code:	
Own	Rent	(Please circle)	Manager's name:		Phone:
			Monthly payment or rent:		How long?
Previous address:					
City:		State:		ZIP Code:	
Previous manager's name:			Phone:		
Owned	Rented	(Please circle)	Monthly payment or rent:		How long?
Drivers License # and State:			Are you a U.S. Citizen? Y or N		Do you or any occupant smoke? Y or N
Co-applicant Employment Information					
Current employer:					
Employer address:					
Phone:		E-mail:		Fax:	
City:					
Position:			Annual Income:		
Supervisor's Name:			Phone:		

Other Occupants

Names of all persons under 18 and other adults who will occupy the unit without signing the lease. Continue on separate page if more than three.

Name:	Relationship:	Sex:
DL or govt. ID card # and State:	Birth Date:	Social Security #:
Name:	Relationship:	Sex:
DL or govt. ID card # and State:	Birth Date:	Social Security #:
Name:	Relationship:	Sex:
DL or govt. ID card # and State:	Birth Date:	Social Security #:

Your Vehicles: List all vehicles owned and operated by you, your spouse or any occupants (including cars, trucks, motorcycles, trailers etc.)

Make and Color of Vehicle:	Year:	License # and State:
Make and Color of Vehicle:	Year:	License # and State:
Make and Color of Vehicle:	Year:	License # and State:

References: Do not list family members or other persons already listed in the application.

Name:	Address:	Phone:
Name:	Address:	Phone:
Name:	Address:	Phone:

Why you rented here

Were you referred? Y or N	If yes, by whom:
Did you find us on your own? Y or N	___ On the internet ___ Stopped by ___ Other

Your Credit History

Your Bank's Name, City, State:

List all Major Credit Cards:

Other non-work income you want considered. Please explain:

Past Credit Problems you want to explain. (Use separate page.)

Your Rental/Criminal History

You must check if applicable. Have you, your spouse, or any occupant listed in this Application ever: ___ been evicted or asked to move out? ___ moved out of a dwelling before the end of the lease term without owner's consent? ___ declared bankruptcy? ___ been sued for rent? ___ been sued for property damage? ___ been charged, detained, or arrested for a felony or sex crime that was resolved by conviction, probation, deferred adjudication, court-ordered community supervision, or pretrial diversion? ___ been charged, detained, or arrested for a felony or sex-related crime that has not been resolved by any method? Please indicate below the year, location and type of each felony and sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision.

Emergency Contact

Name of a person over 18 not residing with you:

Address:

City:

State:

ZIP Code:

Relationship:

Home Phone:

Work Phone:

If you die or are seriously ill, missing, or in a jail or penitentiary according to an affidavit of [circle one or more] the above person, your spouse, or your parent or child, we may allow such person(s) to enter your dwelling to remove all contents, as well as your property in the mailbox, storerooms, and common areas. If no one selected, any of the above are authorized at our option. If you are seriously ill or injured, you authorize us to call EMS or send for an ambulance at your expense. We are not legally obligated to do so.

Authorization

I or We authorize (*owner's name*) STONE BROOK APARTMENTS to: (1) share the above information with owner's electric provider, and (2) verify, by all available means, the above, including reports from consumer reporting agencies before, during and after tenancy on matters relating to my lease, and income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

Signature of applicant:

Date:

Signature of co-applicant:

Date: