

Heritage Properties, Inc.

RENTAL CRITERIA

CRITERIA STATEMENT:

Heritage Properties, Inc. and/or its agents will obtain a consumer report including, but not limited to, information on applicant(s) criminal history, employment and credit history. This report may contain information bearing criminal history (if any), creditworthiness, credit standing, credit capacity, or mode of living. Public records may be used in this reports, such as civil and court records.

CRITERIA DESCRIBED:

- All applicants will be processed through Trak-1 Technology;
- All lease holders must be of the legal age per the state of residency;
- A credit history and criminal background will be run on all lease holders;
- A criminal background will be run on all person(s) 18 years and older;
- Applicants must make 3X the rent amount in order to qualify;
- Any applicant in a current bankruptcy will automatically be declined;
- All previous landlord debt(s) must be paid in full; otherwise the applicant will be declined;
- Medical bills and student loans will not be considered unless the student loans are in default;
- Proof of identity, income and legal residency will be required;
- All criminal convictions and charges will be considered.

CREDIT PROFILE	ACTION
Limited & No Established Credit	Accept with Conditions
Good	Accept
Fair	Accept with Conditions
Poor	Reject Applicant

QUALIFIED GUARANTORS MUST MEET THE FOLLOWING REQUIREMENTS:

- An immediate family member
- Income must be 5X the rental rate
- Credit history of minor risk or better

OCCUPANCY GUIDELINES:

1 Bedroom/1 Bath	2 persons
2 Bedroom/2 Bath	4 persons
3 Bedroom/2 Bath	6 persons

Applicant

Date

Applicant

Date

Management

Date



Rental Application for Residents and Occupants

*Each co-applicant and each occupant 18 years old and over must submit a separate application.
Spouses may submit a single application.*



Date when filled out: _____

<p>ABOUT YOU Full name (exactly as on driver's license or govt. ID card) _____</p> <p>Your street address (as shown on your driver's license or government ID card): _____</p> <p>Driver's license # and state: _____ OR govt. photo ID card #: _____</p> <p>Former last names (maiden and married): _____</p> <p>Your Social Security #: _____</p> <p>Birthdate: _____ Height: _____ Weight: _____</p> <p>Sex: _____ Eye color: _____ Hair color: _____</p> <p>Marital Status: <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> divorced <input type="checkbox"/> widowed <input type="checkbox"/> separated</p> <p>Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you or any occupant smoke? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Will you or any occupant have an animal? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Kind, weight, breed, age: _____</p> <hr/> <p>Current home address (where you now live): _____</p> <p>City/State/Zip: _____</p> <p>Home/cell phone: (_____) _____ Current rent: \$ _____</p> <p>Email address: _____</p> <p>Name of apartment where you now live: _____</p> <p>Current owner or manager's name: _____</p> <p>Their phone: _____ Date moved in: _____</p> <p>Why are you leaving your current residence? _____</p> <hr/> <p>Your previous home address: _____</p> <p>City/State/Zip: _____</p> <p>Apartment name: _____</p> <p>Name of above owner or manager: _____</p> <p>Their phone: _____ Previous monthly rent: \$ _____</p> <p>Date you moved in: _____ Date you moved out: _____</p>	<p>YOUR RENTAL/CRIMINAL HISTORY Check only if applicable. Have you, your spouse, or any occupant listed in this Application ever: <input type="checkbox"/> been evicted or asked to move out? <input type="checkbox"/> moved out of a dwelling before the end of the lease term without the owner's consent? <input type="checkbox"/> declared bankruptcy? <input type="checkbox"/> been sued for rent? <input type="checkbox"/> been sued for property damage? <input type="checkbox"/> been charged, detained, or arrested for a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime that was resolved by conviction, probation, deferred adjudication, court ordered community supervision, or pretrial diversion? <input type="checkbox"/> been charged, detained, or arrested for a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime that has not been resolved by any method? Please indicate below the year, location and type of each felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. <i>You represent the answer is "no" to any item not checked above.</i></p> <p>_____</p> <p>_____</p> <hr/> <p>YOUR SPOUSE Full name: _____</p> <p>Former last names (maiden and married): _____</p> <p>Spouse's Social Security #: _____</p> <p>Driver's license # and state: _____ OR govt. photo ID card #: _____</p> <p>Birthdate: _____ Height: _____ Weight: _____</p> <p>Sex: _____ Eye color: _____ Hair color: _____</p> <p>Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Present employer: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Work phone: (_____) _____</p> <p>Position: _____</p> <p>Date began job: _____ Gross annual income is over: \$ _____</p> <p>Supervisor's name and phone: _____</p> <hr/> <p>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.</p> <p>Name: _____ Relationship: _____</p> <p>Sex: _____ DL or govt. ID card # and state: _____</p> <p>Birthdate: _____ Social Security #: _____</p> <p>Name: _____ Relationship: _____</p> <p>Sex: _____ DL or govt. ID card # and state: _____</p> <p>Birthdate: _____ Social Security #: _____</p> <p>Name: _____ Relationship: _____</p> <p>Sex: _____ DL or govt. ID card # and state: _____</p> <p>Birthdate: _____ Social Security #: _____</p> <hr/> <p>YOUR VEHICLES List all vehicles owned or operated by you, your spouse, or any occupants (Including cars, trucks, motorcycles, trailers, etc.). Continue on separate page if more than three.</p> <p>Make and color of vehicle: _____</p> <p>Year: _____ License #: _____ State: _____</p> <p>Make and color of vehicle: _____</p> <p>Year: _____ License #: _____ State: _____</p> <p>Make and color of vehicle: _____</p> <p>Year: _____ License #: _____ State: _____</p> <hr/> <p>EMERGENCY Emergency contact person over 18, who will not be living with you:</p> <p>Name: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Work phone: (_____) _____ Home phone: (_____) _____</p> <p>Relationship: _____</p> <hr/> <p>AUTHORIZATION I or we authorize (owner's name) _____</p> <p>_____</p> <p>_____</p> <p>to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including criminal background information, 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.</p> <p>Applicant's signature _____</p> <p>Spouse's signature _____</p> <p style="text-align: center;">Applicant must also sign on the next page of this Application.</p>
<p>YOUR WORK Present employer: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Work phone: (_____) _____</p> <p>Position: _____</p> <p>Your gross annual income is over: \$ _____</p> <p>Date you began this job: _____</p> <p>Supervisor's name and phone: _____</p> <hr/> <p>Previous employer: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Work phone: (_____) _____</p> <p>Position: _____</p> <p>Gross annual income was over: \$ _____</p> <p>Dates you began and ended this job: _____</p> <p>Previous supervisor's name and phone: _____</p>	
<p>YOUR CREDIT HISTORY Your bank's name, city, state: _____</p> <p>_____</p> <p>List major credit cards: _____</p> <p>Other non-work income you want considered. Please explain: _____</p> <p>_____</p> <p>Past credit problems you want to explain. (Use separate page.)</p>	
<p>WHY YOU APPLIED HERE Were you referred? <input type="checkbox"/> Yes <input type="checkbox"/> No.</p> <p>If yes, by whom:</p> <p>Name of locator or rental agency: _____</p> <p>Name of individual locator or agent: _____</p> <p>Name of friend or other person: _____</p> <p>Did you find us on your own? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, fill in information below:</p> <p><input type="checkbox"/> On the Internet <input type="checkbox"/> Stopped by <input type="checkbox"/> Newspaper (name): _____</p> <p><input type="checkbox"/> Rental publication: _____</p> <p><input type="checkbox"/> Other: _____</p>	

Contemplated Lease Contract Information

To be filled in only if the Lease Contract is not signed by resident(s) at time of application for rental.

The NAA Lease Contract to be used must be the latest version published by the association unless an earlier version is initialed by resident(s) and attached to this Application. The blanks in the Lease Contract will contain the following information:

- Names of all residents who will sign Lease Contract _____ ;
_____ ;
- Name of Owner/Lessor _____ ;
_____ ;
- Property name and type of dwelling (*bedrooms and baths*) _____ ;
_____ ;
- Complete street address _____ ;
City/State/Zip _____ ;
- Names of all other occupants not signing Lease Contract (*persons under age 18, relatives, friends, etc.*) _____ ;
_____ ;
- Total number of residents and occupants _____ ;
- Beginning date and ending date of Lease Contract _____ ;
_____ ;
- Number of days notice for termination _____ ;
- Total security deposit \$ _____ ; Animal deposit \$ _____ ;
- Other fees \$ _____ ;
- Total monthly rent for dwelling unit \$ _____ ;
- Rent to be paid at (*check one*) ___ on-site manager's office or at _____ ;
- Prorated rent for: ___ first month or ___ second month \$ _____ ;
- Monthly rental due date _____ ;
- Late charges due if rent is not paid on or before the: _____ ;
- Initial late charge \$ _____ ; Daily late charge \$ _____ ;
- Returned-check charge \$ _____ ;
- Check if the dwelling is to be furnished;
- Utilities paid by owner (*check all that apply*): ___ electricity, ___ gas, ___ water, ___ wastewater, ___ trash, ___ cable TV, ___ master antenna;
- You are (*check one*): ___ required to purchase personal liability insurance or ___ not required to purchase personal liability insurance;
- Agreed reletting charge \$ _____ ;
- Special provisions regarding parking, storage, etc. (see attached page, if necessary): _____ ;

Application Agreement

1. **Lease Contract Information.** The Lease Contract contemplated by the parties is attached--or, if no Lease Contract is attached, the Lease Contract will be the current NAA Lease Contract noted above. Special information and conditions must be explicitly noted on an attached Lease Contract or in the Contemplated Lease Information above.
2. **Application Fee (nonrefundable).** You have delivered to our representative an application fee in the amount indicated below, and this payment partially defrays the cost of administrative paperwork. *It's nonrefundable.*
3. **Application Deposit (may or may not be refundable).** In addition to any application fee, you have delivered to our representative an application deposit in the amount indicated in paragraph 14. *The application deposit is not a security deposit.* However, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR it will be refunded under paragraph 10 if you are not approved; OR it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraph 6 or 7.
4. **Approval When Lease Contract Is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.
5. **Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
6. **If You Fail to Sign Lease After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone, or within 5 days after we mail you our approval. *If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.*
7. **If You Withdraw Before Approval.** You and any co-applicants may not withdraw your Application or the application deposit. *If, before signing the Lease Contract, you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.*
8. **Completed Application.** An Application will not be considered "completed" and will not be processed until all of the following have been provided to us (*unless checked*): a separate Application has been fully filled out and signed by you and each co-applicant; an application fee has been paid to us; an application deposit has been paid to us. *If no item is checked, all are necessary for the Application to be considered completed.*
9. **Nonapproval in Seven Days.** We will notify you whether you've been approved within seven days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within seven days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval.
10. **Refund after Nonapproval.** If you or any co-applicant is disapproved or deemed disapproved under paragraph 9, we'll refund all application deposits within 30 days (not to exceed 30 days; 30 days if left blank) of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
11. **Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 6, 9, or 10 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next day.
12. **Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
13. **Keys or Access Devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents; and (2) all applicable rents and security deposits have been paid in full.
14. **Receipt.** Application fee (nonrefundable): \$ _____
Application deposit (may or may not be refundable): \$ _____
Other move-in fees (may or may not be refundable): \$ _____
Total of above application fee and application deposit: \$ _____
Total amount of money we've received to this date: \$ _____
15. **Signature.** *Our representative's signature is consent only to the above application agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.*

Acknowledgment. You declare that all your statements on the first page of this Application are true and complete. You authorize us to verify same through any means, including consumer reporting agencies and other rental housing owners. If you fail to answer any question or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

If you are seriously ill or injured, what doctor may we notify? (We are not responsible for providing medical information to doctors or emergency personnel.)

Name: _____ Phone: (_____) _____
Important medical information in emergency: _____

This Rental Application and the Lease Contract are binding legal documents when signed. Please read them carefully. Before submitting a Rental Application or signing a Lease Contract, you may take a copy of these documents to review and/or consult an attorney. Additional provisions or changes may be made in the Lease Contract if agreed to in writing by all parties.

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

FOR OFFICE USE ONLY

1. Apt. name or dwelling address (street, city): _____ Unit # or type: _____
2. Person accepting application: _____ Phone: (_____) _____
3. Person processing application: _____ Phone: (_____) _____
4. Date that applicant or co-applicant was notified by ___ telephone, ___ letter, or ___ in person of ___ acceptance or ___ nonacceptance: _____
(Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)
5. Name of person(s) who were notified (at least one applicant must be notified if multiple applicants): _____
6. Name of owner's representative who notified above person(s): _____

Heritage Properties
Applicant Consent Form

I hereby consent to allow Heritage Properties, through its designated agent and its employees, to obtain and verify my credit and criminal information for the purpose of determining whether or not to lease an apartment to me. I understand that should I lease an apartment, The _____ Apartments and its agent shall have the continuing right to review my credit information, rental application, payment history and occupying history for account review purposes and for improving applicant review methods.

Applicant(s) Names(s) Please print

Applicant signature

Date

Applicant signature

Date

Co-signor or Guarantor Signature

Date



Request for Employment Verification

To: _____ @ _____

Fax #: _____

We need to verify employment history on _____, who has applied for residency with us and by signing this form at the bottom of the page is giving you permission to release this information to us. Please confirm the following information and sign where indicated. We appreciate your faxing the information to us at your earliest convenience.

Social Security No. _____

Date of Hire _____

Date of Termination _____

Salary _____

Full Time Status _____

Verified By: _____

Print Name

Title

Signature / Date

Applicant Signature to release information

Please fax completed form to _____. Should you have any questions or need further information, please contact us at _____. Thank you for your assistance.

Addendum to the Lease Application for Residency

Applicant has submitted the sum of \$_____, which is a non-refundable fee for Application for Residency. Such sum is not a rental payment or security deposit. If for any reason your application should not be accepted, this is non-refundable. Falsified information will constitute grounds of rejection of the application.

Additionally, a fee of \$_____ has been received as a non-refundable Reservation Fee. This fee is for the holding of any unit at the time of approval. This sum is not a rental payment or security deposit. If for any reason, you, the applicant (s) decide to cancel this Application for Residency after the application is approved, this fee is thereby forfeited. If the application is rejected, this fee will be refunded to the applicant (s).

An initial deposit of \$_____ has been received from the applicant (s). If for any reason, you, the applicant (s) decide to cancel the Application for Residency after the application is approved, the security deposit is thereby forfeited. If the application is rejected, the security deposit will be refunded to the applicant (s).

OR

Sure Deposit Bond of \$_____ has been purchased and is non-refundable. Sure Deposit will be held as liquidated damages if the applicant (s) should cancel.

New Address _____
Requested Move in Date _____
Monthly Rental Rate _____
Requested Lease Term _____
Concession _____

Applicant _____ Date _____
Applicant _____ Date _____
Management _____ Date _____