

APPLICATION FOR RESIDENCY

Welcome to **FIELDCREST APARTMENTS**. Thank you for choosing us as your new residence. In order to reside in our community, we require that each applicant and adult occupant (including residing children age 18 or older residing with applying resident) meet certain criteria. Before you fill out our Rental Application, we suggest that you review these guidelines to determine whether you meet the requirements. Please note that the term "Applicant" provided below requires that all residents to be identified on the apartment lease. Person(s) desiring to be included to qualify and to be responsible for paying rent must qualify as an applicant. Please note that nothing contained in these requirements shall constitute a guarantee or representation by **FIELDCREST APARTMENTS** prior to these requirements going into effect that the application has been approved. It is the policy of these Apartments and Aronov Realty Management, Inc., not to discriminate against anyone on the basis of race, color, religion, handicap, sex, family status and/or national origin.

ANTICIPATED MOVE-IN DATE: _____ Lease Term Desired: _____ Do you have any Pets? _____

How did you hear about us? Referral _____ (resident or property) Newspaper _____ Signs _____
Apartment Guide _____ Drive-by _____ Internet _____ Yellow Pages _____
Referrals name: _____ Phone #: _____

I. TENANT SELECTION CRITERIA:

1. **Applicant must be age 19 or older.**
2. **Applicant must have a Social Security number or Federal ID number and a valid driver's license.**
3. **Applicant must have sufficient verifiable household income.**
The applicant's monthly household income must be equal to or greater than 3 times the monthly rent or the applicant must have three times the annual rent in secured funds. Verifiable student aid income, court ordered alimony, disability income or child support will be considered as verifiable income with proper documentation. Verification may include paycheck stubs, written verification from income source, or tax returns. If employment is to begin shortly, the employer must submit a "letter of intent".
4. **Good Credit Rating & Criminal Record**
Applicant must consent to allow **Fieldcrest** through its designated agent and its employees, to obtain a consumer report and criminal report and criminal record information on purpose of determining whether to lease an apartment to me/us. We also agree and understand that owner and its agents and employees may obtain additional consumer reports and criminal record reports on each of us in the future to update or review our account. Upon my/our request, owner will tell me/us whether consumer reports criminal record reports were requested and the names and addresses of any consumer reporting agency that provided such reports. By signing below, you thereby acknowledge your receipt of this disclosure and of the disclosure entitled "Summary of Consumer Rights," and you hereby consent to allow us, independently or through its designated agents of **Fieldcrest** may require an additional security deposit based on credit history, debt ratio or other information obtained through our designated agent.
5. **Good Rental Reference**
No formal rental history will be interpreted as good rental history **provided this is the first residence for applicant** (ie, previous home w/ parents, military or dormitory). Double deposit will be required if this is first residence. Formal rental history is defined as information obtained from a mortgage company, property management company, condominium association, or other apartment community for the last six-month period. If renting from a private owner (i.e., single family home or condominium), proof of previous six-months rental payments will be required (copies of checks or money orders only). Good rental history will be interpreted as not more than 2 late payments and not more than one NSF check in a 24-month period.
6. **Foreign Nationals**
Persons of a foreign nation must provide a Federal Social Security number or a verifiable Federal ID number must possess a current passport and a current driver's license and proof of employment.

II. **APPLICATION AUTOMATICALLY DENIED FOR:**

- No verifiable Social Security or Federal ID number.
- Social Security number reported as questionable.
- Any applicant with outstanding debt, eviction or pending eviction from a previous or current landlord.
- Any one reports that the applicant has had poor housekeeping habits from a current or previous residence.
- Any one report that the applicant caused or was involved in disturbances from current or previous residence.

- ☐ Any one report that the applicant did not abide by the rules and regulations from a current or previous residence.
- ☐ Any one foreclosure of real estate.
- ☐ Any application with bankruptcy history must have a “discharge” status or any bankruptcy where credit has not been reestablished.
- ☐ Any Felony conviction
- ☐ Any terrorism-related conviction
- ☐ Any drug-related conviction
- ☐ Any prostitution-related conviction
- ☐ Any sex-related conviction
- ☐ Any cruelty to animals-related conviction or Misdemeanor conviction involving a crime against persons or property
- ☐ Any of the above related charges resulting in “Adjudication Withheld” and/or “Deferred Adjudication” or Active status on probation or parole resulting from any of the above
- ☐ Falsification of any information on the application

III. OCCUPANCY LIMITS:

One bedroom – Two (2) Occupants Maximum

Two bedrooms - Four (4) Occupants, BUT Maximum of Three (3) Adults, no more than Three (3) non-related persons.

Three bedrooms – Six (6) Occupants, BUT Maximum of Three (3) Adults, no more than Three (3) non-related persons.

• Violating this policy will result in immediate termination of lease.

NEWBORN POLICY:

If you are an occupant and you are pregnant or have a newborn child less than six (6) months at the time of move-in and your newborn child reached the age of twelve (12) months (local and state laws exemption) during the term of your lease you may remain in the unit until your lease expires. Upon expiration of your lease you must do one of the following if the additional occupant breaches the occupancy limit: Move into another available unit of the apartments that have more bedrooms or give a 30-day notice and vacate the premises.

IV. APPLICATION PROCESSING FEE:

Each applicant must submit the sum of **\$50.00**, which is a non-refundable payment for a credit check, criminal background check if applicable to the property, processing charge of this application. Such sum is not a rental payment or security deposit. Management covers cost of processing applications as furnished by the applicant will retain this amount. Any false information will constitute grounds for rejection of this application and forfeiture of the fee.

V. CO-SIGNER/STUDENTS ONLY

A co-signer will be accepted for applicants who do not meet item number three of the Tenant Selection Criteria requiring sufficient verifiable house hold income. Only a relative or employer residing in the same state or a member of the United States armed forces will be considered as guarantor/co-signer. The guarantor/co-signer will be required to complete an application and pay a full application fee. Guarantor/Co-signer must have a gross monthly income of (3) times the monthly rent and meet all other qualifying criteria identified in this screening policy. Co-signer must sign lease.

I. APPLICATION DEPOSIT AGREEMENT – WE DO NOT ACCEPT CASH AND WILL NOT PROCESS CASH.

Applicant has deposited an “Application Deposit” of **\$350.00** in consideration of manager taking the apartment unit off the market while considering approval of this application. The amount of deposit is based on a single or dual income. If applicant is approved and the contemplated lease is entered into, the application deposit shall become the required security deposit. If applicant is approved but fails to promptly enter into the contemplated lease, the application deposit shall be forfeited. The application deposit will be refunded within 24 hours only if the application is not approved. Keys will be furnished only after all parties have properly executed contemplated lease and other rental documents and only after applicable rental and security deposit have been paid. This application is preliminary and does not obligate **FIELDCREST APARTMENTS** or it’s agent to execute a lease or deliver possession of the proposed premises. **THIS DEPOSIT IS NOT RENT AND SHALL NEVER BE APPLIED BY THE LESSEE AS PAYMENT IN WHOLE OR IN PART TO ANY RENTAL PAYMENTS DUE UNDER THIS LEASE.** In the event of any violation of the terms, the LESSOR may retain the Application Deposit which converts to a Security Deposit which may be applied to damages.

II. SECURITY DEPOSIT RETURN:

The LESSOR shall not be obligated to return the Security Deposit unless the following conditions are met:

1. Full term of lease has expired.
2. The LESSEE gave a sixty (60) days advance written notice of move-out to the LESSOR.
3. No damage to property has occurred beyond fair wear and tear.
4. The entire apartment, including range, exhaust fan, refrigerator, bathroom, closets and cabinets are clean.
5. There are no stickers, scratches or holes left on the walls or ceilings.
6. There is no damage to carpet beyond normal wear and tear.
7. There are no unpaid charges.
8. All keys are returned.
9. All debris, rubbish, and discards are removed.
10. A forwarding address is left with management

LESSEE will be responsible for all damages except those items listed by the LESSEE on the move-in form, which is an integral part of lease. DEPOSIT REFUNDS ARE MADE WITHIN 30 DAYS SUBJECT TO THE CONDITIONS STATED AND THE RETURN OF ALL KEYS.

III. PET PROVISIONS INCLUDED IN OUR LEASE:

A. The term "pet" includes domestic animals. Birds, ferrets, and lizards must be approved and caged at all times. PIT BULLS, CHOWS, ROTTWEILERS, and DOBERMANS ARE NOT ALLOWED.

B. Pets are not allowed unless the provisions stated herein are met.

1. The Lessee agrees to provide a photograph of the pet and only the pet described and named below and which has been approved by the Manager can occupy the premises. No additional or different pet is authorized under this lease agreement.
2. Size may not exceed 20 inches high or 1-25 pounds in weight for a non-refundable pet fee in the amount of \$200 per pet. (Limit 2)
Size may not exceed 30 inches high or 26-50 pounds in weight for a non-refundable pet fee in the amount of \$300. (Limit 1)
Size may not exceed 30 inches high or 51-80 pounds in weight for a non-refundable pet fee in the amount of \$400. (Limit 1) ****Permission must be given by management for pets 51-80 pounds in weight.****
This fee is for the privilege of having a pet, not to cover damages. **COST OF DAMAGE SHALL BE CHARGED TO THE RESIDENT.**
3. The LESSEE agrees that the pet will be kept inside the apartment at all times except when on a leash and accompanied by the LESSEE.
4. The LESSEE agrees that if the pet becomes annoying, bothersome, or in any way a nuisance to other LESSEES or to the apartment operation, the LESSEE will immediately upon notice from the LESSOR remove the pet from the premises or vacate the apartment. In such event, LESSEE shall continue to pay rent and to comply with all other terms and conditions of this lease.
5. The maximum number of pets cannot exceed two (2).
6. LESSEE agrees to dispose of pet waste after each walk

Type of pet: _____ Weight: _____ Height: _____
Breed: _____ Color: _____ Tag #: _____

Type of pet: _____ Weight: _____ Height: _____
Breed: _____ Color: _____ Tag #: _____

X. DRUG FREE ADDENDUM: WE ARE WORKING WITH THE FEDERAL GOVERNMENT TO PROVIDE DRUG-FREE HOUSING FOR EVERYONE. Our lease includes language to substantiate this provision.

XI. GRILLS ARE NOT ALLOWED.

XII. RENTAL CONCESSIONS AUTHORIZATION:

I (We) acknowledge that a concession of _____ in the value of \$ _____ is being given as an incentive to lease the above referenced apartment. In order to receive the full benefit of concession, I HAVE BEEN INFORMED THAT IF THE LEASE IS NOT FULLFULLED FOR ANY REASON, I (WE) MUST REPAY THE CONCESSION.

Auto Information:

Year & Make _____ Color _____ License No. & State _____ Registered to _____

Year & Make _____ Color _____ License No. & State _____ Registered to _____

ONLY TWO (2) AUTOMOBILES PER APARTMENT ALLOWED (Initial Here _____)

Give Description & Tag Numbers of Any Boat, Motorcycle, Camper, Van, etc. You May Own

Emergency Contact:

1. Name Address Phone No. ()

City State Zip

2. Name Address Phone No. ()

City State Zip

AUTHORIZATION AND ACKNOWLEDGEMENT:

Applicant acknowledges that he/she is at least 19 years of age, can read and write and is of sound mind.

I/We authorize _____ to verify the above information by all available means. The owner/manager/agent is not required to re-verify or investigate findings. This is to certify that the information is true and correct to the best of my/our knowledge and if any information is found to be untrue or misrepresented, the property owner is entitle to reject this application and retain all fees and deposits as liquated damages for our time and expense.

Each co-applicant(s) must submit a separate application(s).

Applicant's Signature _____ Co-Applicant Signature _____

Lease Application Addendum

1. **Have you or a member of your household ever been convicted of or pleaded guilty or “No Contest” to any Felony? Any Drug or Sexual Offense?**

Yes No

2. **Have you or any member of your household ever been convicted of or plead guilty or “No Contest” to Cruelty to Animals?**

Yes No

If Yes, Please explain. Providing the Location, Date and Nature of the Offense:

By signing this Addendum to your lease application, you declare that all of your responses are true and complete, authorizing the Lessor or the Lessor’s appointed agent to verify this information. Any “Yes” response, or any false statement on this addendum to the application will lead to rejection of your application and/or immediate termination of your lease.

Signature

Date

Signature

Date

Signature

Date

FIELDCREST APARTMENTS

31 Trillium Circle
Dothan, Alabama 36301-7622
334 792-9700 or 800-807-1009
Fax 334 677-1049

Date: _____

EMPLOYER _____ PHONE # _____
_____ FAX # _____

INCOME VERIFICATION

To Whom It May Concern:

The person listed below has applied for residency at Fieldcrest Apartments.
It is our policy to verify all income.

Please fill in below and return to us via fax to **334 677-1049**, at your earliest possible convenience.

It would be extremely helpful, if possible, to return to us today.

Thank you in advance for your cooperation.

Barbara Rosin
Manager

Applicant's Name: _____ SS# _____

(circle one)

The above person has a (yearly-monthly-weekly-hourly) income, before taxes of
\$ _____.

I, _____ hereby authorize verification of the above information.
(print applicant's name)

APPLICANT'S NAME

DATE

VERIFIER'S SIGNATURE & TITLE

DATE

RENTAL HISTORY REQUEST

TO: _____
(landlord/apt.complex)

FAX # : _____

Phone # : _____

RENTAL HISTORY FOR: _____

Address: _____

LENGTH OF LEASE: _____

WAS LEASE SATISFIED: _____

WAS 30-DAY NOTICE GIVEN?: _____

NSF?: _____ LATE?: _____

MOVE-IN DATE?: _____ MOVE-OUT DATE?: _____

OWE MONEY?: _____

WOULD YOU RENT TO THIS RESIDENT? _____

I, _____ give my permission for Fieldcrest Apartments to obtain the above information.

APPLICANT'S SIGNATURE: _____

VERIFIED BY: _____ **DATE:** _____

Please complete at your earliest convenience and return via fax to 334-677-1049.
If you have any questions, please call 1-800-807-1009.

FIELDCREST APARTMENTS
"Other Residents" Information Form

Apt. # _____

Full Name: _____

SS# _____ Birthdate _____

Drivers License # _____ State _____

Present Employer _____

Position: _____

Employer's Phone # _____

Emergency Contact:

Name: _____

Address _____

Phone Numbers: Work _____ Home _____

If resident is 19 or older a background check will be ran.

I, _____ give Fieldcrest Apartments permission to run a background check.

SIGNATURE: _____

**Please include a copy of drivers license or government issued identification card.

TO PROCESS YOUR APPLICATION, WE NEED THE FOLLOWING INFORMATION:

(make sure that your application is complete & signed)

- 1) Which floor plan you prefer & do you want an upstairs or downstairs**
- 2) Length of lease, 6 or 12 month**
- 3) Move in date, exact date that you want to pick up keys**
- 4) Application fee \$50 (check or money order only)
Separate check or m.o. for security deposit \$350**
- 5) Copy of your drivers license or government issued,
picture i.d.**
- 6) Income verification – just one of the following:**
 - a) The Income Verification form we attached to the application (completed & signed)**
 - b) Offer letter or any letter signed by your supervisor & on their letterhead stating your rate of pay**
 - c) A current check stub**

