

APPLICATION for RESIDENCY

NAME OF COMMUNITY _____
 HOW DID YOU HEAR ABOUT US? _____ LEASE TERM REQUESTED _____
 MOVE-IN DATE REQUESTED _____ APARTMENT SIZE REQUESTED _____

A Holding Fee and/or Application Deposit may be required to reserve an apartment. Upon approval of the application, all lease holders will immediately sign the Rental Agreement. At that time, the Holding Fee/Application Deposit will be credited toward any move-in money required by the Rental Agreement. Once the application has been approved, applicant's failure to sign the Rental Agreement may result in the fee/deposit being retained as liquidated damages and/or to cover expenses incurred. The Holding Fee/Application Deposit will be returned if the application is not approved. Application Fees are non-refundable.

Each applicant will submit a valid social security card and driver's license or government issued photo identification.
 Any applicant without social security number/card may submit Form I-551 or Form I-94.

Applicant Full Name (First, Middle, Last) _____ Lease Holder
 Occupant
 Date of Birth _____ Driver's License #/State _____ Social Security # _____
 Cell Phone # _____ Email Address _____

Other Occupants List each person under age 18 who will live in the apartment. All occupants age 18 or older must submit a separate application.

1) Name _____ Relationship _____ D.O.B. _____ S.S. # _____
 2) Name _____ Relationship _____ D.O.B. _____ S.S. # _____
 3) Name _____ Relationship _____ D.O.B. _____ S.S. # _____
 4) Name _____ Relationship _____ D.O.B. _____ S.S. # _____

EMERGENCY CONTACT (Person age 18 or older to contact in case of emergency – someone not living with you)

Name _____ Relationship _____ Cell Phone # _____
 Address (street, city, state, zip) _____ Work Phone # _____

RESIDENCY (minimum of 2 years history required)

Current Home Address (street, city, state, zip) _____ Rent or Own? _____
 Apt Community/Owner _____ Mgr/Owner Phone _____
 Move-In Date _____ Monthly Rent/Mortgage \$ _____ Reason for Leaving _____

Previous Home Address (street, city, state, zip) _____ Rent or Own? _____
 Apt Community/Owner _____ Mgr/Owner Phone _____
 Move-In Date _____ Monthly Rent/Mortgage \$ _____ Reason for Leaving _____

Have you ever been evicted or asked to terminate a lease? No Yes If yes, explain: _____

EMPLOYMENT

Applicant's Employer _____ Employer's Phone _____
 Employer's Address _____ How Long Employed _____
 Current Position _____ Gross Monthly Income _____

OTHER INCOME _____ /mo. Describe other income: _____

VEHICLES (include recreational vehicles)

Auto Make/Model _____ Year _____ Color _____ Tag # _____ State _____
 Auto Make/Model _____ Year _____ Color _____ Tag # _____ State _____
 Auto Make/Model _____ Year _____ Color _____ Tag # _____ State _____

DESCRIPTION OF ANY ANIMAL WHICH MAY BE IN THE APARTMENT – information on additional animals should be listed on reverse. Breed restrictions may apply.

Name _____ Type (cat, dog) _____ Breed _____ Age _____ Weight _____
 Color _____ City of License _____ License # _____ Date of Last Rabies Vaccine _____
 Is animal housebroken? No Yes

No animal is allowed on the premises without prior written consent from management. A current photo of the animal will be required at move-in.

Virginia residents only – will a visual smoke detector be required in your new home? No Yes

IMPORTANT TO APPLICANT

Lease effective date the 25th or later requires payment of prorated rent as well as the next full month's rent.

The lease effective date is final. If you fail to move in on that date, rent will still be charged from the lease effective date.

I CERTIFY THAT ALL INFORMATION PROVIDED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND AND AGREE THAT FALSE OR MISLEADING INFORMATION MAY RESULT IN DENIAL OF THE APPLICATION OR TERMINATION OF THE RENTAL AGREEMENT. I AUTHORIZE INQUIRIES TO BE MADE BY ALL AVAILABLE MEANS TO VERIFY THE INFORMATION PROVIDED AND TO OBTAIN ANY OTHER INFORMATION, IN OWNER/MANAGEMENT'S SOLE DISCRETION, NECESSARY TO DETERMINE APPROVAL OR DENIAL OF THE APPLICATION. THIS WOULD INCLUDE, BUT NOT BE LIMITED TO, CONSUMER REPORTING AGENCIES, PUBLIC RECORDS, CRIMINAL BACKGROUND CHECK, CURRENT AND PREVIOUS RENTAL REFERENCES, EMPLOYERS AND PERSONAL REFERENCES.

APPLICANT SIGNATURE _____ DATE OF APPLICATION _____

BEFORE SUBMITTING, PLEASE REVIEW YOUR APPLICATION CAREFULLY TO VERIFY THAT ALL QUESTIONS HAVE BEEN ANSWERED.





DF MULTIFAMILY
BY DRUCKER + FALK

COMMUNITY SELECTION GUIDELINES

NAME OF COMMUNITY _____

Drucker & Falk is proud of its reputation for courteous service, its concerns for the needs of its clients and its adherence to all Federal, state and local laws including those which prohibit discrimination against any person based on race, sex, religion, color, familial status, national origin or handicap.

Each individual age 18 or older who wishes to reside in the apartment will submit a separate Application for Residency and provide a valid social security number and driver's license or government issued photo identification or passport. If an individual does not have a Social Security number, Form I-551 (green card) or Form I-94 plus the corresponding passport and Visa may be used in place of a social security number. Inquiries will be made regarding an applicant's credit history, employment history, public records information and previous rental and housing information. This information will determine if the applicant will be accepted for an apartment at our community.

EMPLOYMENT/INCOME: Gross monthly income must meet the requirement established by the community for which the application is submitted (may vary based on income to debt ratio). Income/employment may be verified by one or more of the following: verified in writing by employer on our form; most recent consecutive paystubs covering a minimum 30-day period; letter of intent from employer (work start date no later than two weeks from lease effective date); W-2 or tax return for previous year.

RENTAL HISTORY: Two years of residential history will be verified on each applicant. Applicant must have been a lease holder or mortgagee for any reference to be valid. References should reflect the applicant's ability and willingness to make timely payments as required by the lease and comply with lease terms and community policies and guidelines. An unfavorable rental reference (non-compliance with community policies) or a reference which reports more than 3 late payments and/or returned checks in the most recent 12-month period will result in automatic denial of an application.

CREDIT: The applicant's credit history will be obtained from a national credit reporting agency. Credit history should positively reflect the applicant's ability and willingness to make payments as required by the lease. A lack of credit history may be considered a negative factor. Negative housing credit history will result in automatic denial of an application.

GUARANTOR: In some instances, the application can only be approved with payment of additional deposit or with a guarantor. For guarantors, the guarantor will complete the Apartment Lease Guaranty form and be qualified in the same manner as the applicant with the exception that a different income to rent ratio will be required. Income and credit must be verifiable in the United States.

PUBLIC RECORDS/CRIMINAL BACKGROUND INFORMATION: A public records search will be conducted on each adult occupant. Any one or more of the following will result in automatic denial of the application.

- Felonies and/or misdemeanors involving convictions, probation, deferred adjudication, or pending cases for Weapons, Violence, Crime/Injury to Persons or Sexual Offenses.
- Felonies including convictions, probation, deferred adjudication, or pending cases for Theft of Property, Damage to Property, or Drug Violation with less than 10 years since completion of sentence.
- Misdemeanors including convictions, probation, deferred adjudication, or pending cases for Theft of Property, Damage to Property, or Drug Violation with less than 7 years since completion of sentence.

OCCUPANCY GUIDELINES:

Households with all individuals over age 18

- *One Bedroom -- 2 occupants
- *Two Bedroom -- 2 occupants
- *Three Bedroom -- 3 occupants

Households with one or more individuals under age 18

- *One Bedroom -- 2 occupants
- *Two Bedroom -- 4 occupants, maximum of 2 adults
- *Three Bedroom -- 6 occupants, maximum of 3 adults

Family members under 12 months of age at the time of lease signing will not be considered an occupant for purposes of this standard. Should the individual reach the age of 12 months during the lease term, the household will be required upon the expiration of their current lease to either transfer to a larger apartment at the community which meets the guidelines or give notice to vacate at the end of the lease term.

PETS: For those communities that accept pets, prior written approval by management (standard pet agreement) plus payment of any required fees and/or deposits, is necessary before the animal can be brought onto the property (either permanently or temporarily). Consult with your Leasing Professional for any breed or size restrictions or limitation on the number of pets.

LIABILITY INSURANCE: Residents may be required to maintain liability coverage in an amount not less than \$100,000 for the entire period of occupancy. Please be aware that our community insurance policy does not cover damage by fire, water, or any other cause to a resident's personal property (ex: clothes, furniture, electronics, etc.) located in the apartment or anywhere on the community property. Each resident is responsible for obtaining insurance coverage for their personal property.

Providing accurate and up-to-date information during the application process is very important to timely review of the application. Fraudulent information will result in denial of an application.

I have read the information provided above and understand the processing method of my application.

Applicant Signature _____

Date of Application _____

THANK YOU FOR CHOOSING OUR COMMUNITY FOR YOUR NEW APARTMENT HOME

