



RENTAL APPLICATION

STATEMENT OF RENTAL POLICY

Thank you for choosing an apartment home managed by HomeCorp Management. In order for someone to establish residency within our community, we require that each **applicant** meet certain criteria. Before you apply to rent an apartment, please take a moment to review and sign our rental policy.

1.) **Occupancy Guidelines:**

- One Bedroom - 2 Occupants Maximum
- Two Bedroom - 4 Occupants Maximum
- Three Bedroom - 6 Occupants Maximum

2.) **Employment and Income Requirements:** Applicant must have a verifiable monthly gross income of at least 3 times the amount of the rental rate. Verification of income must include recent paycheck stubs and/or W2 forms. Self-employed or retired applicants must provide a financial statement from a CPA or previous year's tax statement. Active-duty military personnel must provide a copy of his/her LES and orders. Co-signors may be accepted only if income requirements are not sufficient. Co-signers must have a verifiable monthly gross income of at least 5 times the amount of the rental rate.

3.) **Rental History:** Applicant must provide current verifiable rental history. An application will not be approved if there is any outstanding balance to an apartment community or mortgage company. All applicants must have an acceptable rental history with no prior evictions and history of default in lease obligations or community policies. Should you have a balance or if you failed to fulfill a lease contract with another apartment community, a written statement from the rental, management, or mortgage company will need to be provided stating the balance has been paid.

4.) **Credit Report:** Credit will be judged on a scoring system by RealPage, Inc. The scoring scale is subject to change at any time. In the event the credit scoring is not acceptable for full approval, the application may be conditionally approved with additional deposit and/or documentation.

5.) **Criminal History:** An application will not be approved if he or she has been convicted of criminal offenses involving, but not limited to, homicide, rape, robbery, assault, drug trafficking, and/or distribution of any illegal substance. This requirement does not constitute a guarantee or representation that residents or occupants residing within our community have not been convicted of a felony.

6.) **Security Deposit:** A security deposit in the amount of \$250.00 will be required to hold an apartment for up to 10 business days. The security deposit shall be refunded upon denial of application. If applicant cancels the application by written notice within 72 hours, a full refund of security deposit will be processed within 30 days of cancellation. If a cancellation occurs after 72 hours, or if applicant refuses to occupy the premises on the agreed upon date, the security deposit will be forfeited. Additionally, a \$50.00 non-refundable application fee, per applicant, is required to complete the rental application. The deposit must be paid in a separate check or money order from the application fee.

7.) **Pet Fee:** Only two (2) pets per apartment are allowed. There is a \$400.00 (for pets up to 40 lbs.) and \$600.00 (for pets over 40 lbs. and less than 1 year of age) **non-refundable** fee to be paid upon any housing of a pet. Breed restrictions apply. The pet fee is due on the move-in date. **All dogs must complete a DNA test within 5 days of their move in date. A DNA sample must be collected in the presence of the Lessor's agent and provide the collected material to the Lessor's agent. If you have more than 1 dog, the dogs must be separated from all dogs and cannot have food or water for 1 hour prior to the test. Note "pet sitting" is prohibited, all pets must be registered with our office prior to their arrival.**

8.) **Renters Insurance:** Renters Insurance is required before occupying the apartment. Proof of coverage must list the apartment address and apartment number. Minimum coverage of \$100,000 liability and \$10,000 contents is required. An agent can assist in obtaining renters insurance.

9.) **General Applicant Requirement:** All applicants must be at least 18 years of age. Any occupant 18 years or older will be screened as a lease holding resident and must sign the lease agreement.

10.) **Equal Housing Opportunity:** Title viii, section 804 of the Civil Rights Act of 1968 states that it is unlawful to discriminate against any person making application for rental housing, with regard to race, religion, color, sex, national origin, familial status or handicapped status.

I have read and understand the rental policies listed above:

_____	_____
Applicant Signature	Date
_____	_____
Co-Applicant Signature	Date
_____	_____
Manager/Leasing Consultant	Date





RENTAL APPLICATION

APPLICANT:

Full Legal Name: _____

Current Address: _____

Cell: _____ Work: _____

Email: _____

SSN # _____ Date of Birth _____

Driver's License # _____

State Issued _____

Rental History: (check if you own your home)

Current Landlord: _____

Manager/Contact: _____

Phone Number: _____ Fax # _____

Move in Date: _____ Rent Amount \$ _____

Previous Rental History (if less than 2 years at current address):

Landlord: _____

Manager/Contact: _____

Phone Number: _____ Fax # _____

Move in Date: _____ Rent Amount \$ _____

Employment Information:

Current Employer: _____

Address: _____

Position/Title: _____

Supervisor: _____ Phone # _____

Employment Date: _____ Salary: _____

Any Additional Income: _____

Source: _____

Vehicle Information:

Make _____ Model _____

Year _____ Color _____

License Plate Number _____ State _____

CO-APPLICANT (if applicable):

Full Legal Name: _____

Current Address: _____

Cell: _____ Work: _____

Email: _____

SSN # _____ Date of Birth _____

Driver's License # _____

State Issued _____

Rental History: (check if you own your home)

Current Landlord: _____

Manager/Contact: _____

Phone Number: _____ Fax # _____

Move in Date: _____ Rent Amount \$ _____

Previous Rental History (if less than 2 years at current address):

Landlord: _____

Manager/Contact: _____

Phone Number: _____ Fax # _____

Move in Date: _____ Rent Amount \$ _____

Employment Information:

Current Employer: _____

Address: _____

Position/Title: _____

Supervisor: _____ Phone # _____

Employment Date: _____ Salary: _____

Any Additional Income: _____

Source: _____

Vehicle Information:

Make _____ Model _____

Year _____ Color _____

License Plate Number _____ State _____

Other Persons who will occupy Apartment:



Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____

Name Phone Numbers Relationship

Emergency Contact #1: _____

Emergency Contact #2: _____

Key Release: In the event of serious illness, death, or other circumstances that would make you unavailable, the emergency contact can remove your property from your unit or the common areas. Applicant Initials: _____

Pets:

Type: _____ Breed: _____ M/F: _____ Age: _____ Weight: _____ Name: _____ Color _____

Type: _____ Breed: _____ M/F: _____ Age: _____ Weight: _____ Name: _____ Color _____

SECURITY DEPOSITS: Applicant has herewith deposited as a security deposit or hold fee the sum of \$_____, the receipt of which is hereby acknowledged. The Security Deposit or hold fee shall be refunded upon denial of this application. I understand I may cancel this application by written notice within 72 hours and receive a full refund of this security deposit or hold fee within 30 days of the cancellation. If I cancel after 72 hours or refuse to occupy the premises on the agreed upon date, I understand the security deposit or hold fee will be forfeited to Management.

PET POLICY: Applicant must pay an additional sum of \$400 per pet (up to 40 lbs.) or \$600 per pet (over 40 lbs.) prior to occupying premises, and upon execution of a pet agreement. This amount is strictly a Pet Fee and is **NONREFUNDABLE**. NO EXCEPTIONS. LIMIT OF 2 PETS. Certain restrictions may apply. If you do not register your dog with the DNA Collection Kit at move-in, you are subject to a \$300 fine each month until you are brought into compliance. If you move in, and LATER get a dog and fail to register your dog within 5 days of ownership with the DNA Pet ID kit, you are subject to a \$300 fine. Applicant agrees to adhere to all pet policies and fines outlined in pet addendums.

EQUAL HOUSING OPPORTUNITY: Title viii, section 804 of the Civil Rights Act of 1968 states that it is unlawful to discriminate against any person making application for rental housing, with regard to race, religion, color, sex, national origin, familial status, or handicapped status.

APPLICATION FEE: An Application fee of \$50.00 per applicant is required to process this application **Non-refundable** Fee. The application fee and security deposit is due with application in order to process. No application fee will be accepted without security deposit and application paperwork. Security deposit and application fee(s) must be paid in separate checks or money orders.

I LEARNED OF THESE APARTMENTS FROM: _____

DO YOU HAVE A MOTORCYCLE?: _____ BOAT/TRAILER/RV?: _____ WATERBED?: _____

DO YOU NEED A WASHER/DRYER (\$50.00 PER MONTH)? _____ GARAGE (\$125.00 PER MONTH)? _____

DESIRED MOVE IN DATE: _____ DESIRED LEASE TERM: _____ DESIRED APARTMENT SIZE: _____

APPLICANT: _____ CO-APPLICANT: _____ DATE: _____

By signing above, I hereby authorize permission to obtain credit history, criminal history, and rental history for all applicants included on this application.

COMMUNITY AGENT: _____ APARTMENT NUMBER: _____



Rental Verification Form

I/We hereby authorize the release of all rental history information regarding residency of my current and/or previous rental, at the location specified below:

Date: _____

Current Landlord Name: _____

Current Landlord Contact Information: _____

Apartment Number: _____

Residents Name: _____

Resident Signature: _____

To be completed by the person verifying residency:

Dates of Residency: _____ Rental Amount: _____

What was Included in Rent? _____

How Many Late Payments: _____ #NSFs: _____ # of Dispossessory Warrants: _____

Any Lease Violations or Complaints? _____ If yes, please explain: _____

Did They Have Any Pets? _____ If yes, what kind/how many? _____

Has Notice Been Given: _____ Would you lease to applicant again? _____

Damages Upon Move Out: _____

Name (Please Print) Date Preparer's

Signature Job Title Preparer's

We would like to thank you in advance for your assistance.

Upon completion, please fax back to 478-254-8506 or email to leasing@wemblyatoverlook.com

Wembly at Overlook

PAYMENT AUTHORIZATION FORM

I (we) hereby authorize Wembly at Overlook to initiate debit entries to my (our) account indicated below, and to debit or credit the same such account. If this item is returned unpaid, I authorize an additional returned item fee of the maximum amount allowed by the state to be charged to this account.

Checking or Savings Account

Type of Account	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		
Depository Financial Institution Name			
Name on Account			
Routing Number		Account Number	

Or Credit Card Account

Card Type	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover		
Name on Card			
Credit Card Billing Address			
Card Number			
Expiration Date		CVV	

Payment Setup Information

Amount \$		Transaction Date	
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Authorization

This authorization is to remain in full force and effect for the number of payments authorized above or until Wembly at Overlook has received written notification from me (or us) of its termination, in such time and such manner as to afford Wembly at Overlook a reasonable opportunity to act on it.

Name		Apartment #	
ID#		State	
Signature			
Date			

OFFICE USE ONLY

Community Agent Name	
Date Processed	

REMINDER!

**DO NOT FORGET
DOCUMENTATION OF INCOME
MUST BE PROVIDED WITHIN 24
HOURS OF SUBMITTING YOUR
APPLICATION. WE ARE UNABLE
TO SECURE AN APARTMENT
HOME WITH AN INCOMPLETE
APPLICATION.**