

Elmtree Properties

Rental Criteria

These criteria are established without regard to race, color, religion, sex, familial status, handicap or national origin.

Application Fees & Security Deposits

Application fees and security deposits will be accepted by cashier's check or money order only. Leaseholders and all occupants 18 years and older must submit a separate application. A **NON-REFUNDABLE** application fee of \$45.00 per 18 and older occupant is required to process the application. The security deposit will be refunded upon NON-APPROVAL no later than 30 days after notice of non-approval is given. A valid, picture identification is required to process the application. **THE SECURITY DEPOSIT OF \$350.00 WILL NOT BE REFUNDED AFTER 24 HOURS REGARDLESS OF THE SITUATION.**

Occupancy Ratios

- 1 Bed: 2 Persons + a newborn up to 12 months
- 2 Bed: 4 Persons + a newborn up to 12 months
- 3 Bed: 6 Persons + a newborn up to 12 months

Employment & Job Stability

Current leaseholder must have a minimum of three months employment with current job.

Income

Leaseholder must have income equal to a minimum of 3 times the amount of rent. Roommates must qualify individually for the smallest one bedroom apartment. 30 days of paycheck stubs must be provided.

Rental History

More than 3 late payments within the past 12 months will be an automatic denial. An applicant who meets all other qualifications may be disqualified based on a poor reference from a current or previous landlord. An applicant with a history of NSF checks may be subject to all payments by cashier's check or money order.

Credit History

Medical and student loan debts are excluded. Bad debts and evictions pertaining to rental property, which are still open due to non-payment, will be unacceptable and an automatic denial. Open Chapter 13 Bankruptcy in the past 24 months will be automatic denial. Chapter 13 prior to the last 24 months will require a waiver from the trustee's office and an additional deposit.

Criminal Records

ANY FELONY CONVICTION WILL RESULT IN AUTOMATIC DENIAL REGARDLESS OF TIME FRAME OR OCCURANCE. MISDEMEANOR CONVICTIONS ASSOCIATED WITH DRUGS OR VIOLENCE AGAINST ANOTHER PERSON IS AN AUTOMATIC DENIAL.

I understand these criteria and attest that I am eligible for residency at Misty Hollow Apartments.

Prospect Signature

Date

Prospect Signature

Date

Agent Signature

Date

TENANT RELEASE AND CONSENT FORM

I/We _____, the undersigned hereby authorize all persons or companies in the categories listed below to release without liability, information regarding employment, income and/or assets to _____ (Owner or Agent) for purposes of verifying information on my/our apartment rental application.

INFORMATION COVERED

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include, but are limited to: personal identity, employment, income and assets; medical or child care allowances. I/We understand that this authorization cannot be used to obtain any information about me/us that is not pertinent to my eligibility for and continues participation as a Qualified Tenant.

GROUPS OR INDIVIDUALS THAT MAY BE ASKED

The groups or individuals that may be asked to release the above information include, but are not limited to:

Past and Present Employers
Previous landlords (including
Public Housing Agencies)
Support and Alimony Providers

Welfare Agencies
State Unemployment Agencies
Social Security Administration
Medical and Child Care Providers

Veterans Administration
Retirement Systems
Banks and other
Financial Institutions

CONDITIONS

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file and will stay in effect for twelve months from the date signed. I/We understand I/We have a right to review this file and correct any information that is incorrect.

SIGNATURES

Applicant/Resident	(Print Name)	Date
Co -Applicant/Resident	(Print Name)	Date
Adult Household Member	(Print Name)	Date
Adult Household Member	(Print Name)	Date

NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. IF A COPY OF A TAX RETURN IS NEEDED, IRS FORM 4506, A REQUEST FOR COPY OF TAX FORMS MUST BE PREPARED AND SIGNED SEPARATELY.

ELM TREE PROPERTY MANAGEMENT

Application for Occupancy

(This application is confidential and retained in your file)

Applicant Information

Name:

Date of birth:

SSN:

Phone:

Current address:

City:

State:

Zip Code:

(please circle) Own Rent

Monthly payment or rent:

How long?

Previous address:

City:

State:

Zip Code:

(please circle) Owned Rented

Monthly payment or rent:

How long?

Employment Information (for the last 2 years)

Name of Company:

Name of Company:

Employer address:

Employer address:

City, State, Zip:

City, State, Zip:

Phone:

Phone:

Position:

How long:

Position:

How long:

Monthly Income:

Supervisor:

Monthly Income:

Supervisor:

Emergency Contact

Name of a person not residing with you:

Address:

City:

State:

Zip Code:

Phone:

Relationship:

Co-Applicant Information, if Married

Name:

Date of birth:

SSN:

Phone:

Current address:

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?

Co-Applicant Employment Information (for the last 2 years)

Name of Company:

Name of Company:

Employer address:

Employer address:

City, State, Zip:

City, State, Zip:

Phone:

Phone:

Position:

How long:

Position:

How long:

Monthly Income:

Supervisor:

Monthly Income:

Supervisor:

Residence history (for last 2 years)

Present Address:		Previous Address:	
Phone:	How Long:	Phone:	How Long:
Landlord Name:	Rent:	Landlord Name:	Rent:
Phone:		Phone:	
Reason for leaving:		Reason for leaving:	

Transportation

Make _____ Model: _____ Tag #/ST: _____ Do you have any recreational Vehicles, boats, motor homes?
Make _____ Model: _____ Tag #/ST: _____ If yes, please specify: _____

Occupants

Name	Sex	Date of Birth M/D/Y	Relationship

Do you have any pets? _____ If yes, describe: _____

Breed /Gender /Weight /Color/Name _____ Breed /Gender /Weight /Color/Name _____

I LEARNED OF THIS PROPERTY FROM: _____

Have you ever been convicted of a felony: _____

Applicant has submitted the sum of \$40.00 which is non-refundable payment for a credit check and processing charge, receipt of which is acknowledged by management. Such sum is not rental payment, security deposit or payment of administrative fee. This sum will be retained by management to cover the cost of processing this application as furnished by the applicant. I certify that the information given herein is complete, true and correct. You are hereby expressly authorized to verify the accuracy and correctness of these statements, to communicate with the employer and creditors, and to procure such other information which you now require to evaluate this application. I hereby deposit \$_____ with management as a good faith deposit in connection with this rental application. If my application is accepted, I understand this deposit will be applied toward payment of my security deposit \$_____ which is due in full prior to taking possession of the property. If management accepts my application, I agree to execute management's usual rental agreement on or before the occupancy date set out in this application. If for any reason management decides to decline my application, then management will refuse this deposit to me in full. In the event the application is approved and applicant fails or refuses to enter into the contemplated lease, owner shall retain the said deposit as liquidated damages to cover the cost of taking and preserving this application and removing the premises from the market and holding same for applicant. This application is made with the understand that it is subject to acceptance by the owner and subject to execution by an officer of said company and delivery of a lease coverage said premises. Please allow a minimum of 5 to 7 days to process your application for both credit and character references. Applicant further agrees that the signing of this application does not continue an obligation on the part of the Landlord lease agreement by both parties. I, the undersigned, hereby acknowledge that I have read, fully understand and agree to the above terms and conditions.

Applicant's Signature _____ Date: _____

Accepted By _____ Date _____ Manager Approval _____ Date _____