

RENTAL APPLICATION REQUIREMENTS

Complete and Sign the Application – Fill out and sign the application. By completing and signing the lease application, the applicant(s) authorize to verify credit history and run a criminal background check, as well as an income and rental history verification.

Required Documents

Identification Verification: All applicants must provide a legible copy of 2 government issued photo I.D. (e.g. Driver's License, Passport, Permanent Resident Card, Military ID, etc.).

Income Verification: To verify your income, we require:

A – If you work for a company:

- Employment Letter on employer's letterhead verifying length of employment and annual income for past 2 years. (If it is new employment)
- Copy of your 2 most recent pay stubs

B – If you are self-employed or commission based:

- Copy of your federal income tax return for the past 2 years (including all schedules, W2 & 1099 forms)

Required Fees

Application Fee: A non-refundable application fee of **\$50.00** per adult occupant 18 years or older, except as prohibited by law, is required with the submission of application(s).

Holding Deposit: A rent deposit of **\$500.00** is required to hold a particular apartment for the applicant. This holding deposit may be requested prior to credit investigation, at time of application, or after applicant is approved. The applicant acknowledges that said rent deposits shall be forfeited if the application for tenancy is cancelled for any reason by the applicant. In the event the landlord, for any reason, does not approve this application, the application fee shall be retained and the rent deposit returned to the Applicant.

Application Fee(s) and Holding Deposit are made payable to: _____

Documents should be submitted with the application. However, if you do not have the documents readily available, you must securely email them to: leasing@stonegatebuildings.com. Please be sure to include the rental property address, unit, and your full name when sending the email.

PLEASE KEEP IN MIND THAT IF YOU ONLY SUBMIT AN APPLICATION FEE, THE UNIT IS STILL ON THE MARKET AND WE MAY ACCEPT ANOTHER APPLICATION. HOLDING DEPOSITS ARE REQUIRED TO HOLD THE APARTMENT OFF THE MARKET FOR 3 DAYS.

If the application is approved, please be prepared to sign a lease within 3 business days. You will be required to deliver two (2) separate bank checks, or money orders – one for the first months rent and the other for the security deposit. You must bring these checks to the lease signing.

Please make all checks payable to: _____.

DATE _____

COMMUNITY: _____
SOURCE: _____

RESIDENTIAL LEASE APPLICATION

UNIT # _____ APT TYPE _____ DESIRED LEASE START _____ MONTHLY RENT \$ _____

NAME _____ SSN # _____ DATE OF BIRTH _____

EMAIL _____ PHONE # _____ STATE D.L.# _____

OCCUPANT(S)

NAME _____ SSN # _____ DATE OF BIRTH _____

NAME _____ SSN # _____ DATE OF BIRTH _____

NAME _____ SSN # _____ DATE OF BIRTH _____

NAME _____ SSN # _____ DATE OF BIRTH _____

PRESENT ADDRESS

STREET ADDRESS _____ CITY/STATE/ZIP _____

MONTHLY RENT _____ LEASE TERM _____

LANDLORD

NAME _____ ADDRESS _____ PHONE # _____

PREVIOUS ADDRESS

STREET ADDRESS _____ CITY/STATE/ZIP _____

MONTHLY RENT _____ LEASE TERM _____

PREVIOUS LANDLORD

NAME _____ ADDRESS _____ PHONE # _____

EMPLOYMENT

NAME OF COMPANY _____ TITLE/OCCUPATION _____

ADDRESS _____ CITY/STATE/ZIP _____

YEARS WITH COMPANY _____ SALARY _____ MONTHLY WAGES _____

SUPERVISOR NAME _____ PHONE _____

PREVIOUS EMPLOYMENT (If PRESENT EMPLOYMENT is less than 2 years)

NAME OF COMPANY _____ TITLE/OCCUPATION _____

ADDRESS _____ CITY/STATE/ZIP _____

YEARS WITH COMPANY _____ SALARY _____ BONUS _____

SUPERVISOR NAME _____ PHONE _____

EMERGENCY CONTACT NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____

RELATION: _____ PHONE: _____

PETS Are you applying for consent to have a pet? NO YES Breed: _____ Weight: _____

DISCLOSURES

The Civil Rights Act of 1968, as amended by the Fair Housing Act Amendments of 1988, prohibits discrimination in housing based on race, color, national origin, religion, sex handicap, or familial status. The management of this property is committed to complying with the letter and spirit of the laws, which provide an equal housing opportunity to all. The federal agency, which administers compliance with the fair housing laws, is the United States Department of Housing and Urban Development.

CONSENT TO CONSUMER REPORT AND BACKGROUND CHECK

I authorize the landlord or its agent, attorney or assign to order and review one or more consumer reports relating to me (including, but not limited, credit history, rental history (including with other properties owned by property owners affiliated with Landlord), and criminal history). I further authorize the landlord, its agent, attorney or assign to order or prepare, and review, investigate consumer reports relating to me. I understand and authorize the landlord, its agent, attorney or assign to continue to obtain or prepare consumer reports and investigate consumer reports on me both during the duration of any lease or agreement I may enter into as a result of this application and at any time thereafter, including for the purposes of collection of amounts I may owe under any lease or other agreement. I further authorize and direct all employers, financial institutions, banks, creditors, residential managers / landlords to release any and all information relating to me to the landlord or its agent, attorney or assign. I acknowledge that I have received a summary of my rights under the Fair Credit Reporting Act.

I further understand and authorize the landlord to obtain and use consumer report information relating to me (including, but not limited to, a credit score) for the purpose of conducting research into statistical credit models and evaluating the performance of various scoring models and sources of consumer reporting information, including, but not limited to, criminal conviction and skip tracing / eviction databases. YES

The sum of \$50 is required for an application fee and is not refundable.

HOLDING FEES Some properties may require a rent deposit to hold a particular apartment for Applicant. This holding rent deposit may be requested prior to investigation, at time of application, or after applicant is approved. The Applicant acknowledges that said holding deposits shall be forfeited if the Application for tenancy is cancelled for any reason by the Applicant. In the event the landlord, for any reason, does not approve this Application, the investigation fee shall be retained and the rent deposit returned to the Applicant. **The sum of \$500 is required as holding deposit and is refundable if applicant is denied.**

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer-reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.

You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.

You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.

Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot insert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

You can dispute inaccurate items with the source of the information. If you tell anyone -- such a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you have notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.

Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.

Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4367 (Toll-Free)
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250

Have you ever been evicted, broken a lease, declared bankruptcy, or any litigation including foreclosures and judgements? NO YES If yes please describe details and dates: _____

Have you or any member of your household ever been convicted of or pled guilty or "no contest" to a sexual offense? NO YES Describe: _____

Have you or any member of your household ever been listed on a registry of sexual offenders? NO YES Describe: _____

Have you or any member of your household ever been convicted of or pled guilty or "no contest" to any drug-related offense? NO YES Describe: _____

AUTHORIZATION TO RELEASE INFORMATION

I have read the foregoing; certify that the information herein is TRUE and CORRECT, that this application is submitted for inducing approval of this application on my behalf. By signing this application, I authorize Landlord or agent for Landlord to verify any information contained herein. Any "yes" response to the personal and criminal history questions above, or any false statement on the application, will lead to the rejection of my application and / or immediate termination of my lease. Further, if I subsequently am involved in conduct which would result in a "yes" response to any of the questions set forth above (even after I sign the lease and take possession of the apartment home), I understand that Landlord may terminate the Lease. I hereby acknowledge and agree to the above statements and authorize any / all persons / entities contacted by or on behalf of the landlord to provide and verify any information requested. A copy of this Authorization shall have the same effect as an original and shall be relied upon accordingly.

I understand that the \$50.00 application fee is non-refundable.

APPLICANT PRINTED NAME

DATE

APPLICANT SIGNATURE

DATE

For Office Use Only:

PLEASE DO NOT WRITE BELOW THIS LINE

COMMUNITY _____

DATE AND TIME APPLICATION WAS TAKEN _____

APPROVED/DENIED _____ DATE _____

REVIEWED BY _____