



APARTMENT SERVICES, INC.

APPLICATION FOR LEASE (PLEASE PRINT)

OFFICE USE ONLY

Community: _____

Applicant
Guarantor

Application Number: _____

Information as it appears on Government Issued Photo ID (i.e. Driver's License):

(First)

(MI)

(Last)

Expiration date of ID: ____/____/____

DOB: ____/____/____

Social Security Number ____ - ____ - ____

Phone number (____) ____ - ____

Email address _____

Work number (____) ____ - ____

Excluding yourself, who will be living in the home? _____

Name _____	DOB: ____/____/____	Relationship: _____
Name _____	DOB: ____/____/____	Relationship: _____
Name _____	DOB: ____/____/____	Relationship: _____
Name _____	DOB: ____/____/____	Relationship: _____
Name _____	DOB: ____/____/____	Relationship: _____
Name _____	DOB: ____/____/____	Relationship: _____
Name _____	DOB: ____/____/____	Relationship: _____

Do you contemplate any additional people living with you within the next 12 months? Yes No

How did you hear about us? _____

Are you a United States Citizen by birth or a naturalized citizen? Yes No

***If not, you are required to provide Apartment Services, Inc. with, but not limited to, any or all of the following: a Social Security Number or a valid Passport, Visa and I-94 form.**

Do you currently live at an Apartment Services, Inc. Community? Yes No
(If unsure, please check with agent.)

Are you a fulltime (12 credits or more) undergraduate student? Yes No

Do you have a pet? Yes No

Cat Dog Breed _____ Weight _____ lbs.

Current Address _____ Apt. # _____

City _____ State _____ Zip _____ How Long? _____

Previous Address _____ Apt. # _____
(If current address is less than 2 years.)

City _____ State _____ Zip _____





APARTMENT SERVICES, INC.

APPLICATION FOR LEASE (PLEASE PRINT)

Applicant's last name: _____ OFFICE USE ONLY

Application # _____ OFFICE USE ONLY

READ CAREFULLY BEFORE SIGNING

I hereby affirm that my answers to the foregoing questions are true and correct, and that I have not knowingly withheld any fact or circumstance, which would, if disclosed, affect my Application unfavorably. As an inducement to enter into the Lease, I authorize the Landlord and/or its Agents to verify any information contained in this Application and to obtain investigative consumer/credit reports including information as to my character, general reputation, personal characteristics and mode of living. I release all concerned from any liability in connection with any information they give. I further authorize, in the event of any default under the terms of a Lease, the procurement of consumer/credit reports to assist in the collection of any outstanding obligations. I understand that as part of this investigation, a visit to my present residence may occur. I have also been advised that I have the right, under the Fair Credit Reporting Act, to make a written request, within a reasonable time, for a complete and accurate disclosure of the nature and scope of the investigation requested.

If a landlord requires from a prospective tenant any fees other than a security deposit as defined by MD Code Real Property Section 8-203(a) of this subtitle, and these fees exceed \$25, then the landlord shall return the fees, subject to the exceptions below, or be liable for twice the amount of the fees in damages. The return shall be made not later than 15 days following the date of occupancy or the written communication, by either party to the other, of a decision that no tenancy shall occur. The landlord may retain only that portion of the fees actually expended for a credit check or other expenses arising out of the application, and shall return that portion of the fees not actually expended on behalf of the tenant making application. This section does not apply to any landlord who offers four or less dwelling units for rent on one parcel of property or at one location, or to seasonal or condominium rentals.

Apartment Services, Inc. may utilize a third party consumer reporting agency, CoreLogic SafeRent, to determine whether an applicant qualifies for a rental home. If, as an applicant, you have questions about the processing of your application or the subsequent decision, it is necessary that you contact CoreLogic SafeRent directly. Their contact information is below. If you have placed a CREDIT FREEZE or FRAUD ALERT on your Experian credit report, your application will be declined unless you have contacted Experian to have your credit report unlocked. Contact information for Experian Credit Agency is listed below.

CoreLogic SafeRent, Inc.
Consumer Relations
7300 Westmore Road, Suite 3
Rockville, MD 20850-5223
Phone: (888) 333-2413

Experian
475 Anton Boulevard
Costa Mesa, CA 92626
Phone: (714) 830-7000 or (888) 397-3742
<https://www.experian.com/freeze/center.html>

Applicant's signature _____ Must Be Signed In Leasing Center

Date: _____ / _____ / _____

OFFICE USE ONLY BELOW THIS LINE

Please fill in the following information as it appears on their Income Verification (i.e. paystub, job letter, W2 etc.)

CURRENT EMPLOYMENT:		2nd EMPLOYMENT:	
Name of Employer _____		Name of Employer _____	
Address _____		Address _____	
City _____ State _____ Zip _____		City _____ State _____ Zip _____	
Start date _____ / _____ / _____		Start date _____ / _____ / _____	
Monthly Salary \$ _____		Monthly Salary \$ _____	
OTHER INCOME:			
Source: _____		Monthly Income \$ _____	
Source: _____		Monthly Income \$ _____	

Address applying for _____ Apt. # _____

Size _____ Market Rent / Reduction Rent \$ _____ / \$ _____

Desired Move-In Date _____ / _____ / _____ Special: _____

Nonrefundable application fee paid \$ _____ Receipt #: _____

Leasing professional signature _____ Date: _____ / _____ / _____

Final review of application prior to processing initial _____ Date: _____ / _____ / _____



Resident Selection Criteria

Equal Housing Statement: Apartment Services does NOT discriminate on the basis of race, color, sex, religion, handicap/disability, familial status, sexual orientation, national origin, ancestry, age, marital status, medical condition or any arbitrary basis.

The following qualification standards will be required from every prospective resident:

Qualifying Standards:

Identification: All applicants must present a valid, unexpired state or other government issued photo identification in order to view the community.

Application to Lease:

- An *Application to Lease* must be completed and maintained for each applicant 18 years or older who will be living in the home. The only exception would be an applicant who is 18 years or older and is living with a legal guardian or parent.
- Each applicant must provide a valid, unexpired state or other government issued photo identification (Excluding Military Identification) and may be required to provide additional information if requested.
- Applicants that have not been issued a social security card will be required to provide proof of legal immigration status (Unexpired I-94 Form, Visa and Passport). Additional documentation may be required.
- Current residents of an Apartment Services community should advise Leasing Staff if applying, for additional information.

Screening: Apartment Services utilizes a third party agency, CoreLogic SafeRent to process applications using a scoring system called ScorePLUS. ScorePLUS reviews information including but not limited to; bill-paying history, the number and type of accounts you have, collection actions, outstanding debt, income, and the number of inquiries in your consumer credit report. Your ScorePLUS score is a mathematical analysis of information found in your credit report, application, and previous rental history. Any declined applicants will receive an *Adverse Action* letter indicating that negative records were found and the contact information of the agency that provided those records.

Income: Applicants' weekly gross salary must be equal to at least 72% of the monthly rent except when other state or federal standards apply. Proof of income must be dated within the last sixty (60) days. Acceptable income verification required may include, but is not limited to; one (1) current paystub or a letter (on company letterhead) from current employer indicating salary and hours worked; previous year W-2 and/or profit and loss statement if self-employed; 1099 Form; proof of government assistance including social security, disability or housing voucher; retirement or pension income; investment income; bank statements; court ordered child support with receipt verification, unemployment with receipt verification or alimony with receipt verification. All income must be in US dollars. Unfortunately, we cannot count cash assistance, student loans, private loans or funds for non occupants or leaseholders as income verification.

Criminal: Any conviction reported to a sex offense database will be cause for rejection.

Guarantors: Guarantors will be accepted for all applicants that are lacking sufficient income or credit as noted above or applicants that are full time students (12 credits per semester or more) applying at specifically approved communities. Weekly gross salary must be equal to at least 72% of the monthly rent except when other state or federal standards apply. The guarantor must reside in the United States of America and meet all other qualifying standards. Guarantor Lease and Application signatures must be notarized if not signed at Leasing Center.

Occupancy: Occupancy limit is two people per bedroom. Unborn or children under 2 years of age are not included. Defined active adult communities do not allow any occupants under the age of 18 years old and any leaseholders under the age of 55 years.

Pets: Pets are permitted only with prior written approval from Management.

All lessees are jointly and severally liable for the financial obligations of the lease; therefore, all persons, 18 years of age and older (except adults living with a legal guardian or parent) who will be residing in a residence must be a leaseholder. These criteria apply unless superseded by state or federal laws. Emancipated minors, by court order, may be considered for residency (court order required).