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 65% 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 65% 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).

7/2014
### APPLICATION FOR LEASE

(Please Print)

**FOR OFFICE USE ONLY:**

- Size __________
- Address __________
- Apt # __________
- Desired Move-In Date __________
- Rent of $ __________ per month including __________ but excluding __________ for a period of __________

**SPECIAL:**

**APPLICANT INFORMATION:**

Are you currently living at an Apartment Services, Inc. Community? Y _____ N _____ (If unsure, please check with Agent)

- Name ____________________________ (First) ____________________________ (Middle Initial) ____________________________ (Last)
- SS # ____________________________
- Driver’s License Number ____________________________ State ____________________________ Birth Date __________
- Home Phone ____________________________ Cell Phone ____________________________ Email ____________________________

How did you hear about our community?

- I am an United States Citizen by birth or naturalized citizen.
- I have valid immigration status. If this is the case, you are required to provide Apartment Services, Inc. with, but not limited to, any or all of the following: a valid passport, Visa, social security number or I-94 form

Do you contemplate or expect any additional occupants within the next 12 months? Y _____ N _____ (If yes or unsure, discuss procedure with Agent. ___________)

**CURRENT RESIDENCE:**

- Current Address __________ Apt. # __________
- City, State, Zip ____________________________
- Owners Name ____________________________
- Phone # ____________________________
- How Long ____________________________ Present Rent $ __________
- Do you have a pet? Yes _____ No _____
- Type ____________________________ Weight __________ lbs. Breed ____________________________

**PREVIOUS RESIDENCE:**

(Complete ONLY if current residence is less than 2 years)

<table>
<thead>
<tr>
<th>Address ____________________________ Apt. # __________</th>
<th>City, State, Zip ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owners Name ____________________________</td>
<td>Telephone # ____________________________ Supervisor ____________________________</td>
</tr>
<tr>
<td>Phone # ____________________________</td>
<td>Position ____________________________ Start Date ____________________________</td>
</tr>
<tr>
<td>How Long ____________________________</td>
<td>Rent $ __________</td>
</tr>
</tbody>
</table>

**CURRENT EMPLOYMENT:**

<table>
<thead>
<tr>
<th>Current Employer ____________________________</th>
<th>Address ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>City, State, Zip ____________________________</td>
<td>Telephone # ____________________________ Supervisor ____________________________</td>
</tr>
<tr>
<td>Position ____________________________ Start Date ____________________________</td>
<td>Salary (Mo.) $ __________ Salary (Yr.) $ __________</td>
</tr>
<tr>
<td>Are you a full time undergraduate (12 credits or more) student? Y _____ N _____</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If current 2nd Employer, please fill in below:</th>
<th>Name of Employer ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address ____________________________________</td>
<td>City, State, Zip ____________________________</td>
</tr>
<tr>
<td>Owners Name ____________________________</td>
<td>Telephone # ____________________________ Supervisor ____________________________</td>
</tr>
<tr>
<td>Phone # ____________________________</td>
<td>Position ____________________________ Start Date ____________________________</td>
</tr>
<tr>
<td>How Long ____________________________</td>
<td>Rent $ __________</td>
</tr>
</tbody>
</table>

**OTHER INCOME PER MONTH:**

- Court Ordered Child Support $ __________
- Social Security $ __________
- Bank Account $ __________
- Pension/Retirement $ __________
- Other $ __________
Name of closest Relative (in case of emergency) ____________________________

Relationship ____________________________ Telephone ____________________________

Address __________________________________________________________________________________________

City ____________________________ State ____________________________ Zip ____________________________

Do you have Renter’s Insurance? ________ If yes, name of Company ____________________________

The Management Company is responsible only for the premises and does not carry insurance for the resident’s personal property

VEHICLE INFORMATION:

Type __________ Make __________ Model __________ Year __________ State __________

Type __________ Make __________ Model __________ Year __________ State __________

Type __________ Make __________ Model __________ Year __________ State __________

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 Section 203(a) of the Real Property Article, and these regulations, 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 resident any fees other than a security deposit as defined by Section 8-203(a) of the Real Property Article, 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 no later than 15 days following the date of occupancy, or the written communication, by either party to the other of a decision that no residency 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 prospective resident making application.

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.  Experian
Consumer Relations  475 Anton Blvd.
7300 Westmore Road, Suite 3  Costa Mesa, CA 92626
Rockville, MD 20850-5223  Phone: (714) 830-7000 or (888) 397-3742
Phone (888) 333-2413  https://www.experian.com/freeze/center.html

BY SIGNING I ATTEST I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OUTLINED ABOVE:

Must be signed in the Leasing Center

(Applicant Signature) ____________________________ DATE ____________________________

$_________ paid as a non-refundable Application Fee (Applicant Initial) ____________________________

FOR OFFICE USE ONLY:

$_________ Rent Application fee received by: ____________________________

$_________ Security Deposit (if qualified) Circle one: Cash  Check  Money Order  Receipt #: ____________________________

$_________ Total

7/2014