

# Application for Residency

(Every additional live-in resident 18 or older as of the lease begin date must submit a separate application and sign the lease )

## APPLICANT

Full Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Home Phone Number (\_\_\_\_\_) \_\_\_\_\_ Cell Phone Number (\_\_\_\_\_) \_\_\_\_\_ Work Phone Number (\_\_\_\_\_) \_\_\_\_\_  
Area Code Area Code Area Code

E-mail Address: \_\_\_\_\_ Gender \_\_\_\_\_ Marital Status \_\_\_\_\_ Smoker

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Proof of Identification: Type \_\_\_\_\_ ID Number \_\_\_\_\_ Issuing State \_\_\_\_\_  
(E.g. Driver's License, Passport, etc.)

How did you hear about us? \_\_\_\_\_

I am applying for the apartment located at: \_\_\_\_\_

## LIST OTHERS WHO WILL RESIDE IN APARTMENT ON A PERMANENT BASIS:

(To be used only for additional live-in residents of apartment under the age of 18 as of the lease commencement date)

| Full Legal Name | Social Security Number | Relationship to Applicant | Date of Birth |
|-----------------|------------------------|---------------------------|---------------|
| _____           | _____                  | _____                     | _____         |
| _____           | _____                  | _____                     | _____         |
| _____           | _____                  | _____                     | _____         |
| _____           | _____                  | _____                     | _____         |
| _____           | _____                  | _____                     | _____         |

## RESIDENCY INFORMATION:

Present Address: \_\_\_\_\_ Apt # \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Area Code

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Rent or Own? \_\_\_\_\_ Dates: From \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_  
Month/Year Month/Year

Landlord/Lender Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Area Code

Previous Address: \_\_\_\_\_ Apt # \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Area Code

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Rent or Own? \_\_\_\_\_ Dates: From \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_  
Month/Year Month/Year

Landlord/Lender Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Area Code

## EMPLOYMENT INFORMATION:

### Current Employer:

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Area Code

Employment Date: From \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ Title \_\_\_\_\_ Gross Annual Salary \$ \_\_\_\_\_  
Month/Year Month/Year

Supervisor Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Area Code

## EMPLOYMENT INFORMATION (cont'd):



**Previous Employer:**

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
*Area Code*

Employment Date: From \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ Title \_\_\_\_\_ Gross Annual Salary \$ \_\_\_\_\_  
*Month/Year Month/Year*

Supervisor Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
*Area Code*

**OTHER INCOME:**

| Type of Income | Source/Bank | Gross Annual Amount |
|----------------|-------------|---------------------|
| _____          | _____       | \$ _____            |
| _____          | _____       | \$ _____            |

**Relative/Emergency Contact (Not Residing With You):**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # (\_\_\_\_) \_\_\_\_\_ Cell Phone # (\_\_\_\_) \_\_\_\_\_ Work Phone # (\_\_\_\_) \_\_\_\_\_  
*Area Code Area Code Area Code*

E-mail Address \_\_\_\_\_

In the event of serious illness, death or other circumstances that would make you unavailable, do you authorize the emergency contact listed above to remove your property from your apartment or the common areas.

*Initial appropriate blank* \_\_\_\_\_ YES \_\_\_\_\_ NO

| VEHICLES: | Make  | Model | Color | License # | State | Year  |
|-----------|-------|-------|-------|-----------|-------|-------|
| _____     | _____ | _____ | _____ | _____     | _____ | _____ |
| _____     | _____ | _____ | _____ | _____     | _____ | _____ |
| _____     | _____ | _____ | _____ | _____     | _____ | _____ |
| _____     | _____ | _____ | _____ | _____     | _____ | _____ |

| PETS: | Name  | Type  | Gender | Mature Weight (lbs.) | Breed | Color | Age   |
|-------|-------|-------|--------|----------------------|-------|-------|-------|
| _____ | _____ | _____ | _____  | _____                | _____ | _____ | _____ |
| _____ | _____ | _____ | _____  | _____                | _____ | _____ | _____ |
| _____ | _____ | _____ | _____  | _____                | _____ | _____ | _____ |
| _____ | _____ | _____ | _____  | _____                | _____ | _____ | _____ |

**NOTE:** Keeping of pet or animal requires consent of management, payment of applicable fees/deposits, and execution of Pet/Animal Addendum. In specific circumstances, certain animals may be kept for limited purposes pursuant to Landlord's policies, such as animals used for individuals with disabilities and official police dogs. For further details, please refer to Landlord's pet and community policies.



*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.

*Certifications for Residency Application*

**Application Fee**

I hereby agree, in the event of the approval of this application, to execute a lease in accordance with the terms set forth in this rental application and my rental liability shall commence pursuant to the terms of the lease. I agree that the **\$125.00** application fee, which is comprised of **\$13.50** to cover Landlord's out-of-pockets costs associated with processing the application and **\$111.50** to cover Landlord's administrative and overhead costs allocable to processing of the application, accompanying this application shall be retained by Landlord to cover Landlord's various costs of evaluating my application, whether or not Landlord approves my application, or whether or not I sign a lease or take possession of an apartment home, and I agree to this amount being retained by Landlord as a reasonable estimate of the actual costs to Landlord to evaluate my application. (I also do not believe the amount of this application fee is an unfair trade practice). I understand that the application fees accompanying this application are non-refundable after I execute this application and will not be applied against the security deposit or any rent payable pursuant to the lease. Landlord and/or agent for Landlord reserve the right to reject this application and to refuse possession of the below-mentioned accommodation.

**Holding Fee**

In addition to the foregoing application fee, I agree that the **\$500.00** holding fee accompanying this application shall be retained by Landlord to hold the unit identified on page three of this application for occupancy by the undersigned upon approval of this application and execution of a lease. If this application is rejected for any reason other than the falsification of information by applicant, the foregoing holding fee shall be refunded to the undersigned. If my application is accepted, but I notify Landlord that I do not desire to lease the unit within 72 hours after Landlord notifies me in person or by telephone that my application has been accepted, then Landlord will refund the holding fee to me. Otherwise, Landlord shall be entitled to retain the holding fee to cover Landlord's various costs of holding such unit for me, and I agree to this amount being retained by Landlord as a reasonable estimate of the actual costs to Landlord to hold the unit for my occupancy. (I also do not believe the amount of this holding fee is an unfair trade practice). I understand that, if I occupy the unit, the foregoing holding fee will be applied against the security deposit, and, if any amount of the holding fee exceeds the amount of the security deposit, such excess shall be applied against the rent payable pursuant to the lease.

**I hereby understand and agree that, by paying the foregoing fees by check, I am authorizing Landlord to use the information on my check to make a one-time electronic payment from my checking account. The electronic payment will be for the amount indicated on my check and may be withdrawn from my bank account as soon as the same day payment is received. I further understand that my check will not be returned by the financial institution but will instead appear under the "Electronic Items" section on my bank statement. It is my obligation to notify Landlord in advance if I choose not to have my check converted into an electronic item.**

**Any unanswered "yes" or "no" question shall result in the denial of your application.**

Have you or any member of your household ever been convicted of or pled guilty or "no contest" to any felony?

Yes  No

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

Yes  No

Have you or any member of your household ever been listed on a registry of sexual offenders?

Yes  No

Have you or any member of your household ever been convicted of or pled guilty or "no contest" to any drug-related criminal offense?

Yes  No

Are you or any member of your household a Specially Designated National or other Blocked Person designated by the United States government as a person who commits or supports terrorism or is involved in international narcotics trafficking?

Yes  No

If yes to any of the above questions, please explain, providing the location, date and nature of the offense:

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I have read the foregoing, certify that the information herein is TRUE and CORRECT, that this application is submitted for the purpose of 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.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Management Representative Signature \_\_\_\_\_ Date \_\_\_\_\_



The application information that you provide may be used to obtain a tenant screening report. The name and address of the consumer reporting agency or agencies that will be used to obtain such reports are:

RealPage, Inc.  
4000 International Parkway  
Carrollton, TX. 75007  
PH. (866)934-1124

Pursuant to federal, state, and local law:

1. If the person requesting the information takes adverse action against a prospective tenant on the basis of information contained in a tenant screening report, such person must notify the tenant that such action was taken and supply the name and address of the consumer reporting agency that provided the tenant screening report on the basis of which such action was taken.
2. Any prospective tenant against whom adverse action was taken based on information contained in a tenant screening report has the right to inspect and receive a free copy of such report by contacting the consumer reporting agency.
3. Every tenant or prospective tenant is entitled to one free tenant screening report from each national consumer reporting agency annually, in addition to a credit report that should be obtained from [www.annualcreditreport.com](http://www.annualcreditreport.com).
4. Every tenant or prospective tenant may dispute inaccurate or incorrect information contained in a tenant screening report directly with the consumer reporting agency.

**FOR COMMUNITY ADMINISTRATIVE PURPOSES:**

Check if on Wait List    Wait List Expiration Date (*if needed*) \_\_\_\_\_    Requested Move-In Date \_\_\_\_\_

Community # \_\_\_\_\_    Community Name: \_\_\_\_\_

Address: \_\_\_\_\_    Unit # \_\_\_\_\_

Application Submitted Date and Time \_\_\_\_\_    Application Result: \_\_\_\_\_

Date Applicant Notified of Result: \_\_\_\_\_    Who Notified the Applicant of Result: \_\_\_\_\_

Notification Method: \_\_\_\_\_



**❑ Consent to Consumer Report and Background Check**

This is to inform applicant that, as part of Landlord's procedure for processing applicant's application, an Investigative Consumer Report may be prepared whereby information is obtained through personal interviews with applicant's landlord, employer, or others with whom applicant is acquainted. This also is to inform applicant that, as also set forth in the lease applicant will execute if applicant's application is approved by Landlord, similar Investigative Consumer Reports may be prepared in the future after applicant has executed the lease and become a resident or has vacated the property which is the subject of this agreement. These inquiries include information as to applicant's character, general reputation, personal characteristics, mode of living and credit report. The federal Fair Credit Reporting Act requires Landlord to provide to applicant additional information about the nature and scope of the investigation if applicant provides Landlord with a written request within a reasonable time. Landlord has attached a summary of applicant's rights under the Fair Credit Reporting Act.

I, \_\_\_\_\_, the undersigned applicant authorize Landlord, or its affiliate, agent, attorney or assign to order and review one or more consumer reports relating to me (including, but not limited to, credit history, rental history (including with other properties owned by property owners affiliated with Landlord), and criminal history). I further authorize Landlord, or its affiliate, agent, attorney or assign to order or prepare, and review, investigative consumer reports relating to me. I understand and authorize Landlord, or its affiliate, agent, attorney or assign to continue to obtain or prepare consumer reports and investigative 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 Landlord, or its affiliate, 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 Landlord, or its affiliate, agent, attorney or assign 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.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

SSN \_\_\_\_\_ Date \_\_\_\_\_



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 from 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 reinsert 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 as 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've 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<br>Consumer Response Center - FCRA<br>Washington, DC 20580<br>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<br>Compliance Management, Mail Stop 6-6<br>Washington, DC 20219<br>800-613-6743 |
| Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)                    | Federal Reserve Board<br>Division of Consumer & Community Affairs<br>Washington, DC 20551<br>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<br>Consumer Programs<br>Washington, DC 20552<br>800-842-6929                                  |
| Federal credit unions (words "Federal Credit Union" appear in institution's name)   | National Credit Union Administration<br>1775 Duke Street<br>Alexandria, VA 22314<br>703-518-6360                           |
| State-chartered banks that are not members of the Federal Reserve System  | Federal Deposit Insurance Corporation<br>Division of Compliance & Consumer Affairs<br>Washington, DC 20429<br>800-934-FDIC |
| Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission                   | Department of Transportation<br>Office of Financial Management<br>Washington, DC 20590<br>202-366-1306                     |
| Activities subject to the Packers and Stockyards Act, 1921  | Department of Agriculture<br>Office of Deputy Administrator - GIPSA<br>Washington, DC 20250<br>202-720-7051                |



## RESIDENT SELECTION CRITERIA

### Overall Standards

Fair Housing: This community does not discriminate on the basis of race, color, sex, religion, handicap, familial status, sexual orientation, national origin or any other class protected by applicable law.

Occupancy Standards: No more than two people per bedroom may occupy the apartment, unless there are special circumstances approved by Landlord. Infants up to twenty-four (24) months old are not considered for occupancy purposes.

Identification: All visitors must present a valid driver's license or other U.S. or state-government issued photo identification in order to view the community. Non-U.S. citizens must present a valid passport or valid visa.

### Application Standards and Process

Application for Residency: An Application for Residency must be completed for each applicant who will be living in the apartment and who has reached the age of majority under state law, which in most states is 18 years or older. Application fees, if applicable, will be collected before an application can be processed.

Investigations Standards: Landlord (or its designates) may conduct an investigation of applicant, including thorough personal interviews with applicant's current and/or prior landlord(s), employer(s), and/or others with whom applicant is acquainted. These inquiries may include information regarding applicant's character, general reputation, personal characteristics, mode of living, credit report, and criminal background. Landlord will attach a summary of applicant's rights under the Fair Credit Reporting Act to applicant's application.

Income History: Except for applicants who receive or who will occupy an apartment unit that receives subsidies or voucher assistance, applicants must have a gross income source that can be verified and meets the minimum income requirements for the apartment being leased which are determined by multiplying the monthly rent by a specified factor of months as determined by the community. Applicants may be required to provide income verification, including but not limited to a pay stub, a letter from an employer, the most recent W2, the most recent tax return and/or certified verification from company accountant or bank. In instances where sufficient income requirements cannot be met, this community may elect to accept pre-paid rent or a co-signer. In instances where sufficient income requirements cannot be met because of the applicant's disability, the community will accept, at the applicant's option, either pre-paid rent or a co-signer if requested by the applicant.

Credit History: Aimco may investigate and verify credit history. Landlord evaluates credit history information with a scoring method that weighs the indicators of future rent payment performance, but Landlord retains the right to reject an application no matter an applicant's ultimate scoring. An unsatisfactory credit report can disqualify an applicant from renting an apartment, including one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies. If an applicant is rejected for poor credit history, the applicant will be given the name, address and telephone number of the credit reporting agency that provided the credit report but not be told the content of the credit report. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency, correct any erroneous information that may be on the report, and resubmit an application.

Criminal History: Applicants, occupants and co-signers will not be accepted if they do not satisfy the criminal history inquiries required by or background investigation allowed by the residency application. However, Landlord does not guarantee or represent that residents and/or occupants currently residing at the community qualify under the criminal background criteria required by the residency application. Aimco maintains a strict policy prohibiting registered sex offenders from residing within our communities. This community reserves the right to investigate lists of registered sex offenders in any manner including online, in newspapers or by contacting state agencies.

Rental History: Information regarding payment and rental history of each applicant will be collected to verify tenancy. Any applicant who has been previously evicted by a court of law will not be accepted.

Employment History: Aimco may confirm employment and reported salary level.

### Co-Signers(s):

In the event that a co-signer is required, he/she must complete an Application for Residency and meet the Resident Selection Criteria. A co-signer will be fully responsible for the rent obligations of the Lease Agreement if the occupying resident(s) defaults.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

