



## APARTMENT RENTAL APPLICATION

*In order to process an apartment rental application, we will need the following: Application Fee of \$38.00 (per adult), Photo ID or Passport, 2 most recent paystubs, if paid bi-weekly or 4 most recent paystubs, if paid weekly. Other proof of income may be accepted upon review.*

<b>DATE :</b>	<i>(Rental Office Fill Only)</i>
<b>ANTICIPATED MOVE IN DATE:</b>	<b>APARTMENT #</b>
	<b>TYPE:</b>
	<b>RENT \$:</b>
<b>HOW DID YOU HEAR ABOUT US?</b>	<b>LEASE TERM: <u>12 Months</u></b>
<b>LEASING AGENT:</b>	

### PERSONAL INFORMATION

APPLICANT'S LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ M.I \_\_\_\_\_  
 ID TYPE \_\_\_\_\_ ID # \_\_\_\_\_ STATE /COUNTRY \_\_\_\_\_ EXP. DATE \_\_\_\_\_  
 DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_ SOCIAL SECURITY #/ TAX I.D # \_\_\_\_\_  
 PRIMARY PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_  
 PET? \_\_\_\_\_ (IF YES, MUST FILL OUT A PET ADDENDUM UPON APPROVAL) # OF VEHICLE(S) \_\_\_\_\_  
 IN CASE OF EMERGENCY, CALL \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

OTHER OCCUPANTS LIVING WITH YOU – ALL OCCUPANTS OVER 18 YRS MUST FILL OUT A SEPARATE APPLICATION					
NAME		DOB		RELATIONSHIP	
NAME		DOB		RELATIONSHIP	
NAME		DOB		RELATIONSHIP	
NAME		DOB		RELATIONSHIP	

### RENTAL MORTGAGE HISTORY

HAVE YOU LIVED IN OUR COMMUNITY BEFORE? YES / NO  
 IF YES, ADDRESS \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 PRESENT HOME ADDRESS \_\_\_\_\_  
 DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_ MONTHLY PAYMENT \_\_\_\_\_ RENT/ OWN/ FAMILY

LANDLORD/ MORTGAGE HOLDER \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

HAVE YOU EVER BEEN EVICTED FOM ANY LEASE PREMISES? YES / NO

IF YES, EXPLAIN \_\_\_\_\_

**EMPLOYMENT INFORMATION**

**CURRENT EMPLOYER** \_\_\_\_\_ **STUDENT?** \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSITION \_\_\_\_\_ SALARY \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**PREVIOUS EMPLOYER** \_\_\_\_\_ **POSITION** \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSITION \_\_\_\_\_ SALARY \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**ADDITIONAL INCOME-** ADDITIONAL INCOME SUCH AS CHILD SUPPORT, ADDITIONAL EMPLOYEMENT, ALIMONY OR SEPARATE MAINTENCE.

AMOUNT \$ \_\_\_\_\_ PER \_\_\_\_\_ SOURCE \_\_\_\_\_

Applicant hereby authorizes verification of any and all information set forth on this Application, including release of information by any bank or savings and loan, employer (present and former) and any Lender. All such information hereon and released as authorized above, will be kept confidential. APPLICANT REPRESENTS THAT THE INFORMATION SET FORTH ON THIS APPLICATION IS TRUE AND COMPLETE. Material misrepresented on this application will constitute a default under the lease or Rental Agreement between the parties. **CREDIT CHECK Application Fee** – Applicant has submitted the sum of **\$38.00** for each applicant which is a nonrefundable payment for a credit check and criminal background check processing charges, receipt of which is acknowledged by Management. Such sum is not a rental payment or deposit amount. In the event this application is approved or disapproved, this sum will be retained by management to cover the cost of processing the application as furnished by applicant(s). This application must be signed before it can be processed by management.

**Holding Fee (\$100)** – Applicants are required to pay a **\$100** Holding fee to reserve a unit. Upon the approval of the application, the holding fee will transfer and be applied to the Security Deposit Account. At that time, the Applicant will be required to pay the balance of the Security Deposit. If the Applicant is denied, the holding fee will be refunded to the applicant within 30 days of the decision. Applicant acknowledges and understands that the holding fee will be forfeited if the Applicant fails to take possession of the unit after the lease agreement has been signed, Applicant agrees to above terms.

APPLICANT’S NAME (PRINT) \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_



## QUALIFYING CRITERIA

**EQUAL AND FAIR HOUSING** – We do not discriminate on the basis of race, color, religion, sex, disability, familial status or national origin.

**AVAILABILITY** – Applicants for apartment homes will be accepted on a first come, first serve basis and are subject to the availability of the apartment floor plan requested.

**RENTAL APPLICATIONS** – Rental applications must be completed by each applicant (defined as all residents to be identified in the lease as the person or persons responsible for paying the rent). Original Government Issued photo identification is required for all occupants and a copy will be made at move-in and kept in the resident's file. For non-U.S. citizens, we accept the following INS forms: Form I-551 – Permanent Resident Card, Form I-688 – Temporary Resident Card, Form I-688A – Employment Authorization Card, or any INS replacement of these three. It is also required that INS Form I-94 – Arrival / Departure Record be accompanied by a passport and visa from the applicant's home country. Any omissions or falsifications may result in rejection of an application or termination of a lease. All applicants must be a minimum age of eighteen (18) years of age.

**QUALIFYING CRITERIA – In approving an applicant for residency, the following criteria must be met:**

**RENTAL HISTORY** – one year of verifiable history on current and / or previous addresses. Applicant must provide a lease and rental receipts if rental is or was from a private owner. An applicant may not have any unresolved debts to a current or previous landlord / mortgagor. The latter will result in automatic rejection. The following will be cause for rejection as a result of information gathered from prior landlords: repeated disturbance of neighbor's peace; reports of unsavory or illegal activity (drugs, gambling, etc.); damage beyond normal wear and tear; reports of violence or threats to neighbors or landlord; allowing persons not on lease to reside in apartment; failure to give proper notice before moving; failure to make timely and correct rental payments.

**EMPLOYMENT** – Each applicant must have MD (Maryland) verifiable current employment and 6 months to one year of employment history or a verifiable source of income. Self-employed individuals must provide a financial statement from a CPA or previous year's tax return.

**INCOME** – Gross income per house hold be at least 2 1/2 times the amount of market rent. If not verifiable by their employer **Gates of Cipriano** will require a copy of the previous year's tax return filed with the IRS or the past six (6) months of paycheck stubs or bank statements. Fixed monthly obligations must not exceed 60% of income. Each roommate will be responsible for the entire rental payment and each must execute the lease agreement. No partial or split payments will be accepted.

INITIAL \_\_\_\_\_

**GUARANTOR** – A guarantor must complete an application and meet all leasing criteria and must make at least 4 times the apartment rental rate in monthly verifiable income.

**CREDIT** – Each applicant's credit report will be requested and processed. Accounts must be in good standing with creditors. All applicants must score above the established level to be approved. In the course of bankruptcy, good credit must be established since the bankruptcy discharge date.

**CRIMINAL HISTORY** – A criminal background check will be performed on all occupants age 18 and over. Applications will be rejected for any felony convictions. Additionally, any applicant convicted of any sexual crimes, weapon charges, crimes against persons or crimes related to the sale or manufacture of a controlled substance will be declined.

**OCCUPANCY** – No more than two occupants per bedroom in each floor plan. The following are the requirements:

One Bedroom – Two (2) Persons

Three Bedrooms -- Six (6) Persons

Two Bedrooms – Four (4) Persons

**APPLICATION FEE** – A non-refundable \$38.00 application fee will be submitted by each applicant.

**HOLDING FEE** - A nonrefundable \$100.00 good faith deposit fee will be submitted by applicant.

**RENTAL PAYMENTS** – Rent is due on the 1st day of each and every calendar month and late after the 5th. There is a late fee of 5% for any rent paid after the 5th day of each calendar month. No partial payments and only one check per apartment for the full rental amount due will be accepted. Checks, cashier’s checks or money orders are the requested forms of payment. All returned checks will assess an NSF fee of \$75.00 After one (1) NSF is tendered, the lease will continue on a money order or cashier’s check basis for the remainder of their residency.

**WATER ITEMS** – Waterbeds and aquariums are only permitted with management’s written approval. Gates of Cipriano requires proof and verification of renter’s insurance specifically outlining coverage for these items. This proof of renter’s insurance coverage will be required prior to signing your lease agreement.

INITIAL \_\_\_\_\_

**PETS** – Pets are prohibited, except within the restrictions of the community and with the management’s written approval. There is a non-refundable pet fee (\$300.00 per pet; limit two pets per apartment) and additional monthly pet fee of \$35.00. All pet owners must follow leash law. The maximum pet weight limit is 60lbs at maturity. ***We do not accept certain breeds of dogs or mixes of the following breeds including: Akita, Alaskan malamute, American Staffordshire terrier, Bull Terrier, Chow, Doberman pinscher, German shepherd, Great Dane, Husky, Pit Bull, Rottweiler, and St. Bernard. Snakes, spiders, ferrets and iguanas are NOT allowed due to liability reasons.***

I HAVE READ AND AGREED TO THE ABOVE CRITERIA FROM WHICH MY APPLICATION WILL BE APPROVED.

APPLICANT’S NAME (PRINT) \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**AUTHORIZATION TO CHECK CREDIT AND CRIMINAL BACKGROUND CHECK AFFIDAVIT**  
**(ADDENDUM TO APPLICATION)**

I, \_\_\_\_\_, the undersigned (applicant), freely and voluntarily Authorize verification of any and all information set forth on documentation relating to this application, including release of any other information relating to this application, including release of information by any creditor or employer. In addition, I voluntarily consent to a criminal background investigation and release of any information pertaining to arrest or conviction and hereby authorize **Gates of Cipriano** to obtain my consumer credit file from any source necessary.

The applicant understands and hereby acknowledges that the information referred to above, or certain portions thereof, may be protected from disclosure without this signed authorization by federal and state laws.

Applicant represents that the information set forth on this document or any other document related to this application is true and complete. The applicant understands that this is an official document governed by state and federal laws.

APPLICANT’S NAME (PRINT) \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**YOU MUST COMPLETE THIS PORTION OF THE AFFIDAVIT. PLEASE WRITE CLEARLY.**

SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_

MAIDEN NAME OR ALIAS (IF APPLICABLE) \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**CRIMINAL BACKGROUND CHECKLIST**

The following convictions reported on the criminal background checklist will result in automatic denial of your application:

Any Felony Convictions (time limit 10 years from the disposition date)

Any Terrorism-related Convictions (time limit 10 years from the disposition date)

Any Prostitution-related Convictions (time limit 10 years from the disposition date)

Any Sex-related Convictions (no time limit)

Any Misdemeanor Crimes against person (time limit 10 years from the disposition date)

Any of the above-related charges resulting in "Adjudication Withheld" and / or "Deferred Adjudication" – Felonies only.

Active Status on probation or parole resulting from ANY of the above.

Any of the above-related charges and / or warrants showing as pending and / or awaiting a disposition.

Management makes every reasonable effort to attempt to verify each applicant's criminal background history with information provided by applicant. Management cannot guarantee all background checks will disclose all potential criminal history. Therefore, management may not be held liable for information not discovered during investigation.

APPLICANT'S NAME (PRINT) \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

LANDLORD/AGENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



