

RENTAL APPLICATION SELECTION CRITERIA

The following information will be taken into consideration as we process all information for your new apartment home. Please be sure to provide all information so that we may insure timely and accurate processing. Each applicant must provide a state-issued photo identification and allow it to be photocopied for our records. **There is a non-refundable application fee due at this time: \$50 per applicant** or \$60 if you are married. This non-refundable fee is payable in personal check, cashier's check, or money order.

One year of verifiable residency will be required so that we may verify the history. Please be sure to provide all resident history consecutively with all the months included. We will need all appropriate telephone numbers, fax numbers, and email addresses if possible. If resident history is questionable, depending on the severity, we may require a co-signer and/or first and last month's rent, or application may be denied. **If there is an eviction or you owe a prior landlord, the application will be denied.**

Credit is required so that we may review payment history. In addition to verifying your credit with CBC credit services we run a criminal background check. If credit has not been established, this will be considered good credit if at least 6 months verifiable rental history has been established. Family members will not be considered rental history unless legal documentation can be provided. If credit is questionable, depending on the severity, we may require a co-signer and/or first and last month's rent, or application may be denied. An open bankruptcy will result in a denied application.

One year of verifiable employment will be required with a gross monthly income of three (3) times the rental amount. If current gross monthly income does not meet the above qualification, or we cannot verify one year of employment, we may require an extra deposit, co-signer/guarantor and/or first and last month's rent.

Applicants who are first-time renters or do not have sufficient income, may qualify by having the lease guaranteed by a co-signer/guarantor. The co-signer/guarantor must have an excellent credit rating, with a gross monthly income of five (5) times the rental amount, to be considered. The co-signer/guarantor must complete and sign a lease agreement. The co-signer/guarantor must be a family member of the applicant. The co-signer/guarantor will be held responsible for the entire rent and other costs, such as damages, as long as you live at this property, even if you have roommates. An application fee of \$50 will be required. The co-signer can live out of state, but all paperwork must be notarized and sent back to the property prior to the move-in date.

An applicant may be denied occupancy for the following reasons:

- Falsification of application by any applicant.
- Incomplete application by any applicant.
- Insufficient income (total of all applicants).
- Criminal felony history
- Poor credit history of any applicant (credit reports are obtained).
- Poor rental profile of any applicant (rental history reports are obtained). Rental history of: Non-payment or frequent late payment of rent, eviction, drug use (suspected or confirmed), poor housekeeping, poor supervision of applicant's children, unruly or destructive behavior by applicant, applicant's children or applicant's guest, violence to persons or property by applicant, applicant's children or applicant's guest.

A security deposit is required to hold the apartment you have chosen. This deposit will hold the apartment up to 30 days depending on the available unit. The deposit is refundable if for some reason you do not qualify, but is non-refundable if you cancel after 24-hours of notification that you were approved.

A pet deposit of \$300 per pet is required to be paid before your pet(s) can be moved into your apartment. 1/2 of the deposit is a non-refundable pet fee. We do not accept payments for this deposit. There is a two (2) pets per apartment maximum and a 25-lb limit per pet. No exceptions.

I acknowledge that I had an opportunity to review the property's rental selection criteria, which includes reasons why my application may be denied, such as criminal history, credit history, current income, and rental history. I understand that if I do not meet the property's rental selection criteria or if I fail to answer any question or give false information, the property may reject the application, retain all application fees, administrative fees, and deposits as liquidated damages for its time and expense, and terminate my right of occupancy.

Applicant Date

Applicant Date



Property Staff Date

Rental Application for Residents and Occupants

*Each co-applicant and each occupant 18 years old and over must submit a separate application.
Spouses may submit a single application.*



Date when filled out: _____

ABOUT YOU Full name (exactly as on driver's license or govt. ID card) _____

Your street address (as shown on your driver's license or government ID card): _____

Driver's license # and state: _____
OR govt. photo ID card #: _____

Former last names (maiden and married): _____

Your Social Security #: _____

Birthdate: _____ Height: _____ Weight: _____

Sex: _____ Eye color: _____ Hair color: _____

Marital Status: single married divorced widowed separated

Are you a U.S. citizen? Yes No Do you or any occupant smoke? yes no

Will you or any occupant have an animal? yes no

Kind, weight, breed, age: _____

Current home address (where you now live): _____

City/State/Zip: _____

Home/cell phone: (____) _____ Current rent: \$ _____

Email address: _____

Name of apartment where you now live: _____

Current owner or manager's name: _____

Their phone: _____ Date moved in: _____

Why are you leaving your current residence? _____

Your previous home address: _____

City/State/Zip: _____

Apartment name: _____

Name of above owner or manager: _____

Their phone: _____ Previous monthly rent: \$ _____

Date you moved in: _____ Date you moved out: _____

YOUR WORK Present employer: _____

Address: _____

City/State/Zip: _____

Work phone: (____) _____

Position: _____

Your gross annual income is over: \$ _____

Date you began this job: _____

Supervisor's name and phone: _____

Previous employer: _____

Address: _____

City/State/Zip: _____

Work phone: (____) _____

Position: _____

Gross annual income was over: \$ _____

Dates you began and ended this job: _____

Previous supervisor's name and phone: _____

YOUR CREDIT HISTORY Your bank's name, city, state: _____

List major credit cards: _____

Other non-work income you want considered. Please explain: _____

Past credit problems you want to explain. (Use separate page.)

WHY YOU APPLIED HERE Were you referred? Yes No.
If yes, by whom:

Name of locator or rental agency: _____

Name of individual locator or agent: _____

Name of friend or other person: _____

Did you find us on your own? Yes No *If yes, fill in information below:*

On the Internet Stopped by Newspaper (name): _____

Rental publication: _____

Other: _____

YOUR RENTAL/CRIMINAL HISTORY Check only if applicable. Have you, your spouse, or any occupant listed in this Application ever: been evicted or asked to move out? moved out of a dwelling before the end of the lease term without the owner's consent? declared bankruptcy? been sued for rent? been sued for property damage? been charged, detained, or arrested for a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime that was resolved by conviction, probation, deferred adjudication, court-ordered community supervision, or pretrial diversion? been charged, detained, or arrested for a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime that has not been resolved by any method? Please indicate below the year, location and type of each felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. *You represent the answer is "no" to any item not checked above.* _____

YOUR SPOUSE Full name: _____

Former last names (maiden and married): _____

Spouse's Social Security #: _____

Driver's license # and state: _____
OR govt. photo ID card #: _____

Birthdate: _____ Height: _____ Weight: _____

Sex: _____ Eye color: _____ Hair color: _____

Are you a U.S. citizen? Yes No

Present employer: _____

Address: _____

City/State/Zip: _____

Work phone: (____) _____

Position: _____

Date began job: _____ Gross annual income is over: \$ _____

Supervisor's name and phone: _____

OTHER OCCUPANTS Names of all persons under 18 and other adults who will occupy the unit without signing the lease. Continue on separate page if more than three.

Name: _____ Relationship: _____

Sex: _____ DL or govt. ID card # and state: _____

Birthdate: _____ Social Security #: _____

Name: _____ Relationship: _____

Sex: _____ DL or govt. ID card # and state: _____

Birthdate: _____ Social Security #: _____

Name: _____ Relationship: _____

Sex: _____ DL or govt. ID card # and state: _____

Birthdate: _____ Social Security #: _____

YOUR VEHICLES List all vehicles owned or operated by you, your spouse, or any occupants (including cars, trucks, motorcycles, trailers, etc.). Continue on separate page if more than three.

Make and color of vehicle: _____

Year: _____ License #: _____ State: _____

Make and color of vehicle: _____

Year: _____ License #: _____ State: _____

Make and color of vehicle: _____

Year: _____ License #: _____ State: _____

EMERGENCY Emergency contact person over 18, who will not be living with you:

Name: _____

Address: _____

City/State/Zip: _____

Work phone: (____) _____ Home phone: (____) _____

Relationship: _____

AUTHORIZATION I or we authorize (owner's name) _____

Rowan Park at Kanis

to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

Applicant's signature _____

Spouse's signature _____

Applicant must also sign on the next page of this Application.

Contemplated Lease Contract Information

To be filled in only if the Lease Contract is not signed by resident(s) at time of application for rental.

The Arkansas Multi-Family Housing Association Lease Contract to be used must be the latest version published by the association unless an earlier version is initiated by resident(s) and attached to this Application. The blanks in the Lease Contract will contain the following information:

- Names of all residents who will sign Lease Contract _____
- _____ ;
- Name of Owner/Lessor **Rowan Park at Kanis** _____
- _____ ;
- Property name and type of dwelling (bedrooms and baths) _____
- _____ ;
- Complete street address **1000 Kirby Road** _____
- City/State/Zip **Little Rock, AR 72211** _____ ;
- Names of all other occupants not signing Lease Contract (persons under age 18, relatives, friends, etc.) _____
- _____ ;
- Total number of residents and occupants _____ ;
- Beginning date and ending date of Lease Contract _____
- _____ ;
- Total security deposit \$ _____ ; Animal deposit \$ _____ ;
- Other fees \$ _____ ;
- Total monthly rent for dwelling unit \$ _____ ;
- Rent to be paid at (check one) on-site manager's office or at _____ ;

- Prorated rent for: first month or second month \$ _____ ;
- Monthly rental due date **1st** _____ ;
- Late charges due if rent is not paid on or before the **5th** _____ ;
- Initial late charge \$ _____ ; Daily late charge \$ **0.00** _____ ;
- Returned-check charge \$ **25.00** _____ ;
- (Check one): furnished or unfurnished;
- Utilities paid by owner (check all that apply): electricity, gas, water, wastewater, trash, cable TV, master TV antenna;
- You are (check one): required to purchase personal liability insurance or not required to purchase personal liability insurance;
- Agreed reletting charge \$ **0.00** _____ ;
- Special provisions regarding parking, storage, etc.: (see attached page if necessary): _____

Application Agreement

1. **Lease Contract Information.** The Lease Contract contemplated by the parties is attached or, if no Lease Contract is attached, the Lease Contract will be the current Lease Contract noted above. Special information and conditions must be explicitly noted on an attached Lease Contract or in the Contemplated Lease Contract Information above.
2. **Application Fee (nonrefundable).** You have delivered to our representative an application fee in the amount indicated below, and this payment partially defrays the cost of administrative paperwork. It's nonrefundable.
3. **Application Deposit (may or may not be refundable).** In addition to any application fee, you have delivered to our representative an application deposit in the amount indicated below. The application deposit is not a security deposit. However, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR it will be refunded under paragraph 10 if you are not approved; OR it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraph 6 or 7.
4. **Approval When Lease Contract Is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.
5. **Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
6. **If You Fail to Sign Lease Contract After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.
7. **If You Withdraw Before Approval.** You and any co-applicant may not withdraw your application or the application deposit. If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.
8. **Completed Application.** An Application will not be considered "completed" and will not be processed until all of the following have been provided to us (unless checked): a separate Application has been fully filled out and signed by you and each co-applicant; an application fee has been paid to us; an application deposit has been paid to us. If no item is checked, all are necessary for the Application to be considered completed.
9. **Nonapproval.** We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.
10. **Refund after Nonapproval.** If you or any co-applicant is disapproved or deemed disapproved under paragraph 9, we'll refund all application deposits within 30 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
11. **Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 6, 9, or 10 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next day.
12. **Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
13. **Keys or Access Devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents referred to in the Lease Contract; and (2) all applicable rents and security deposits have been paid in full.
14. **Receipt.** Application fee (nonrefundable): \$ _____
Application deposit (may or may not be refundable): \$ _____
Other move-in fees (may or may not be refundable): \$ _____
Total of above application fee and application deposit: \$ _____
Total amount of money we've received to this date: \$ _____
15. **Signature.** Our representative's signature is consent only to this Application Agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.

Acknowledgment. You declare that all your statements on the first page of this Application are true and complete. You authorize us to verify same through any means. If you fail to answer any question or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

If you're seriously ill or injured, what doctor may we notify? (We're not responsible for providing medical information to or calling doctors or emergency personnel.)

Doctor's Name: _____ Doctor's Phone: (_____) _____

Important medical information about you in an emergency: _____

Applicant's Signature: _____ Date: _____

Signature of Spouse: _____ Date: _____

Signature of Owner's Representative: _____ Date: _____

FOR OFFICE USE ONLY

1. Apt. name or dwelling address (street, city) **Rowan Park at Kanis** _____ Unit # or type: _____
2. Person accepting application: _____ Phone: (_____) _____
3. Person processing application: _____ Phone: (_____) _____
4. Date that applicant or co-applicant was notified by telephone, letter, or in person of acceptance or nonacceptance: _____ (Deadline for applicant and all co-applicants to sign lease is three days after notification in person or by telephone, five days if by mail.)
5. Name of person(s) who were notified (at least one applicant must be notified if multiple applicants): _____
6. Name of owner's representative who notified above person(s): _____

