



Apartment Association of North Carolina
RESIDENT APPLICATION FOR OCCUPANCY

Name of Community: The Legends (hereinafter "Management") Date: March 11, 2010

Apartment/Address of Property for Occupancy: 2101 21st St. SE

Expected Occupancy Date: Lease Term: Mo. Rental Rate:

PART 1 (PLEASE PRINT CLEARLY)

Applicant: Home Tel: Work Tel:

Cell: Date of Birth (mm/dd/yyyy) Social Security #

Driver's License # State Email Address:

Co-Applicant/Spouse: Home Tel: Work Tel:

Cell: Date of Birth (mm/dd/yyyy) Social Security #

Driver's License # State Email Address:

Have you or your co-applicant/spouse ever been convicted by a court of law? YES NO

If yes, please explain:

Have you or your co-applicant/spouse ever been convicted for any felony offense? YES NO

If yes, please explain:

Total number of persons who will occupy apartment (including applicants):

OTHER OCCUPANTS:

1) Full Name Age DOB Relationship 3) Full Name Age DOB Relationship

2) Full Name Age DOB Relationship 4) Full Name Age DOB Relationship

In case of emergency notify (other than occupants): Tel:

Mailing address of emergency contact:

Do you have any pets? If so, please specify type(s)/breed(s): Weight(s):

PART 2 RESIDENCE HISTORY FOR LAST THREE YEARS (LIST CURRENT FIRST, THEN PREVIOUS)

Street Address, City, State & Zip:

Landlord/Mortgage Co.: Tel: How Long? Mo. Rent/Pmt.:

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Landlord/Mortgage Co.: Tel: How Long? Mo. Rent/Pmt.:

**PART 3 EMPLOYMENT FOR LAST THREE YEARS (LIST CURRENT FIRST, THEN PREVIOUS)**

**APPLICANT:**

Company Name: \_\_\_\_\_ Address, CSZ: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Length of Employment: \_\_\_\_\_ Monthly Income: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Tel: \_\_\_\_\_

Company Name: \_\_\_\_\_ Address, CSZ: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Length of Employment: \_\_\_\_\_ Monthly Income: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Tel: \_\_\_\_\_

**CO-APPLICANT/SPOUSE:**

Company Name: \_\_\_\_\_ Address, CSZ: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Length of Employment: \_\_\_\_\_ Monthly Income: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Tel: \_\_\_\_\_

Company Name: \_\_\_\_\_ Address, CSZ: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Length of Employment: \_\_\_\_\_ Monthly Income: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Tel: \_\_\_\_\_

**OTHER INCOME?** If so, please provide the following information:

Source: \_\_\_\_\_ Amt. per month: \_\_\_\_\_ (Please provide documentation)  
*(NOTE: Sources of additional income will NOT be considered, unless applicant(s) provide documentation that establishes such income.*

**PART 4 VEHICLE IDENTIFICATION**

Make/Model/Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_ County/State: \_\_\_\_\_

Make/Model/Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_ County/State: \_\_\_\_\_

**APPLICATION FEE**

Applicant(s) has submitted the sum of \$ \_\_\_\_\_ ("application fee") with this application. Applicant(s) understand and agree that this application shall not be considered by management until the application fee is paid. Applicant(s) understand and agree that the application fee is used by management for the payment of processing of this application, which includes costs for verifying the authenticity of the information provided and to obtain or otherwise procure information regarding applicant's credit history, criminal background, and rental references. As such, applicant(s) understand and agree that the application fee is nonrefundable. Applicant(s), by signing this application for occupancy, represent that the information provided herein is true and correct to the best of their knowledge. In the event that management discovers that any information provided herein is false, resident understands and agrees that management may, at management's sole option, reject this application and immediately rescind any current or future agreement with applicant(s).

**OTHER FEE(S)**

List and describe: \_\_\_\_\_

**APPLICATION(S) RELEASE AND AUTHORIZATION**

By signing this application for occupancy, the undersigned applicant(s) authorize management to obtain a consumer credit report and any other information necessary in management's sole discretion to assist in the evaluation of this application for occupancy. Applicant(s) understand and agree that any such information obtained by management may include, but is not limited to, applicant's credit history, criminal record, evidence of any civil litigation and civil judgments, records of arrest, past rental history, employment history, salary information and history, vehicle records, driver's license records, driving history, or any other information. Applicant(s) release management, its principals, investors, employees, agents, vendors, the owner(s) of the community or property generally described in this application, and any furnisher or supplier of information related to this application from any and all liability in the procurement, use, distribution, and possession of all obtained information. Applicant(s) also understand and agree that the information provided in this application and other consumer reports, to include credit reports, criminal records, evidence of any civil litigation, and civil judgments, records of arrest, past rental history, employment history, salary information/history, vehicle records, driver's license records, driving history, or any other information may be provided to state, local, and/or federal government agencies. Any disposal of information received by management shall be done in accordance with 16 CFR part 682 and N.C. Gen. Stat. § 75-64, *et seq.*

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CO-APPLICANT'S/SPOUSE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



Apartment Association of North Carolina
APPLICATION VERIFICATION

THIS SIDE OF APPLICATION IS FOR OFFICE USE ONLY.

VERIFIED BY \_\_\_\_\_

ALL INFORMATION WILL BE CHECKED OUT THOROUGHLY BY COMPLETING THE FORM BELOW. THE PERSON OBTAINING THE INFORMATION WILL INITIAL THE "BY" COLUMN. AFTER THE VERIFICATION IS COMPLETE IT WILL BE GIVEN TO THE MANAGER FOR FINAL APPROVAL.

PART 1 RESIDENT CHECK table with columns: PAYMENT HISTORY, RENT AMOUNT, LENGTH OCCUPANCY, NOISE COMPLAINTS, NOTICE GIVEN, DEPOSIT REFUNDED?, CONDITION, PERSON GIVING INFORMATION, BY. Rows A, B, C.

PART 2 EMPLOYMENT CHECK table with columns: DATE START, DATE END, SALARY, TITLE, SATISFACTION, PERSON GIVING INFORMATION, BY. Rows A, B.

SPOUSE'S EMPLOYMENT table with columns: DATE START, DATE END, SALARY, TITLE, SATISFACTION, PERSON GIVING INFORMATION, BY. Rows A, B.

PART 3 BANK REFERENCES table with columns: CHECKING/SAVINGS, DATE OPENED, RATING, RANGE, PERSON GIVING INFORMATION, BY. Rows A, B.

OPEN CREDIT REFERENCES table with columns: BALANCE, HIGH, RATING, PERSON GIVING INFORMATION, BY. Rows A, B, C.

TRANSPORTATION table with columns: FINANCE THRU, AMOUNT PAYMENT, PAYMENT HISTORY, PERSON GIVING INFORMATION, BY. Rows A, B.

EVALUATION

USE THE FOLLOWING FORMULA FOR DETERMINING WHETHER OR NOT APPLICANT MEETS MINIMUM INCOME REQUIREMENTS. RENT X VARIABLE + MONTHLY DEBT LOAD = TOTAL MINIMUM INCOME REQUIRED, WHICH MUST BE LESS THAN THE GROSS MONTHLY INCOME (INCOME BEFORE TAXES.) VARIABLE AS SPECIFIED BY THE REGIONAL MANAGER.

Table for calculating current obligations: CAR PAYMENT(S), BANK LOAN(S), OTHER INSTALLMENT DEBT, OTHER, TOTAL (MONTHLY DEBT LOAD). Includes RENTAL RATE and formulas for X VARIABLE and PLUS MONTHLY DEBT LOAD.

Table for income calculation: HEAD OF HOUSEHOLD GROSS MONTHLY INCOME + SPOUSE'S GROSS MONTHLY INCOME = TOTAL GROSS MONTHLY INCOME.

NOTE: IF "A" IS GREATER THAN "B" THIS APPLICATION IS AUTOMATICALLY REJECTED. IF "B" IS GREATER THAN "A" THE APPLICATION MAY BE APPROVED SUBJECT TO THE INFORMATION RECEIVED FROM THE VERIFICATION OF THE OTHER PORTIONS OF THE APPLICATION.

APPLICATION MEETS MINIMUM INCOME REQUIREMENTS: YES ( ) NO ( ) IN THE EVENT OF ROOMMATES EACH ROOMMATE MUST BE RESPONSIBLE FOR \_\_\_\_\_ OF THE RENTAL RATE.

FINAL CHECK LIST

- 1. HAS APPLICANT SATISFACTORILY MET HIS OBLIGATIONS TO PREVIOUS LANDLORDS? YES( ) NO( )
2. IS EMPLOYMENT INFORMATION VERIFIED AS STATED? YES( ) NO( )
3. IS APPLICANT IN GOOD STANDING ON OPEN CREDIT REFERENCES? YES( ) NO( )
4. DOES APPLICANT MEET MINIMUM INCOME REQUIREMENTS? YES( ) NO( )
5. HAS ALL INFORMATION ON THIS APPLICATION BEEN VERIFIED TO BE CORRECT AS APPLICANT STATED? YES( ) NO( )

APPLICATION: APPROVED [ ] DISAPPROVED [ ]

DATE \_\_\_\_\_ RESIDENT MANAGER \_\_\_\_\_ PROPERTY MANAGER \_\_\_\_\_