

## Annandale Apartments Resident Qualification Criteria

All visitors/applicants are required by law to present valid government issued photo identification before viewing apartments and/or applying for residency.

1. Applicants must be 18 years of age or older to apply.
2. Gross monthly income must be 3 times the monthly rental amount. Applicants with an extremely low debt to income ratio and meet credit criteria may qualify at 2.5 times the monthly rent.
3. Persons requiring a co-signer must have an additional application processed on co-signer. All employment and rental verification must be conducted. All co-signers must qualify with 5 times the monthly rent, have no credit issues, and live in the United States.
4. Applicants must have current verifiable employment. Photocopies of last 3 months of earnings are preferred. For new employment, applicant must have written documents from the new employer to confirm employment and pay rate. If self-employed, applicant must provide copies of previous years IRS tax returns and current bank statements that support income stated.
5. Applicant must have 3 years of favorable, verifiable rental and/or mortgage history with no more than 2 late payments and no more than one paid NSF check. In addition, there must be no resident problems, issues, or debts with any prior landlord.
6. Applicant must have good credit which is 75% or more positive credit with no late payments beyond 60 days. Applicants with poor credit records, bankruptcy, repossessions, or first-time renters will be considered depending upon present debts owed and income. A bankruptcy must be discharged with a copy of the discharge papers. Resident must agree to the DepositIQ Agreement or pay agreed upon security deposit.
7. Number of residents per apartment shall be: no more than 2 persons per bedroom plus 1.
  - For 1 Bedroom: 2 persons + 1
  - For 2 Bedrooms: 4 persons + 1
  - For 3 Bedrooms: 6 persons + 1
8. A criminal background check will be conducted on all applicants and occupants 18 years of age and older. Failure to disclose or falsification on application will result in denial. The fact of an arrest or a pending criminal action will not alone be grounds for denial. Any criminal history will be evaluated in consideration of when the crime occurred, what the underlying conduct entailed and/or what the rental applicant has done since the conviction, parole or probation as well as the seriousness of the underlying conviction. Prospects should be aware that, for wellbeing of our residents, applications will likely be denied where the applicant has been convicted of a crime involving violence against person or property, animal cruelty, sexual assault and abuse, arson, homicide, assault and battery, drug manufacturing or distribution
9. Administration Fee and non-refundable application fee must be paid at the time the application is submitted.
10. Pets are not allowed without management's prior written approval. There is a limit of two pets per apartment. No aggressive breeds are allowed. The breeds include but are not limited to Staffordshire Terriers, Pit Bulls, Doberman Pinchers, German Shepherds, Rottweilers, etc. The pet fee for an approved pet is \$350.00 non-refundable per pet. Payment of pet fee is due, in full, along with a picture of the pet, vaccination records and signed pet lease at time of move in. Resident must agree to all pet rules in Pet Lease. All pets over 45 lbs. are restricted to ground floor only.
11. Resident understands that all payments brought into the office must be check or money orders. CASH IS NOT ACCEPTED.
12. Applicants with no social security number will be processed using all information available through credit reporting agencies if such information can be attained. Applicant's passport must be inspected to verify the time spent in the United States is consistent with the residency disclosed on the rental application.
13. Renter's insurance is required at Annandale Apartments as a condition of residency. A minimum liability coverage of \$100,000 must be obtained and kept while residing at our community. Personal property coverage is not required, but highly recommended. Proof of insurance is required at move-in.
14. All prospective residents are screened to meet the above qualifications based on information supplied by sources deemed to be reliable, however there may be occasions wherein limited information is available or supplies to use for screening and events may have occurred since the screening information was obtained. We, therefore, do not warrant representation that these qualifications are absolute for all existing residents. Additionally, management reserves the right to offer residence to corporate companies. Corporate companies may utilize an independent screening process to qualify their occupants.
15. If application is not approved, the administrative fee of \$150.00 will be refunded.
16. If application is approved and applicant has been informed of the approval and applicant cancels, all fees will be forfeited.

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

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

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Cell Phone Number


\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

We are pledged to letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex,

handicap, familial status or national origin. 

**Annandale Apartments  
APPLICATION FORM**

\$50.00 Application Fee  
\$150.00 Admin Fee

Date: \_\_\_\_\_  
Type Apartment: \_\_\_\_\_  
Rent: \$ \_\_\_\_\_  
Lease Term (circle one): 6mth/12mth  
Move-In Date: \_\_\_\_\_

POSITIVE IDENTIFICATION IS REQUIRED

Full Name (first, middle, last): \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Drivers License No.: \_\_\_\_\_ State: \_\_\_\_\_

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Marital Status: \_\_\_\_\_

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**Present Address: (We must verify your past three years of history)**

\_\_\_\_\_  
(Street Address) (City) (State) (Zip Code)

From: \_\_\_\_\_ To: \_\_\_\_\_ Own: \_\_\_\_\_ Rent: \_\_\_\_\_ Home Phone No.: \_\_\_\_\_

Name of Landlord if Renting: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Monthly Payments: \$ \_\_\_\_\_

**-OR-**

Name of Mortgage Holder: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Account Number: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

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**Previous Address:**

\_\_\_\_\_  
(Street Address) (City) (State) (Zip Code)

From: \_\_\_\_\_ To: \_\_\_\_\_ Own: \_\_\_\_\_ Rent: \_\_\_\_\_ Home Phone No.: \_\_\_\_\_

Name of Landlord if Renting: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Monthly Payments: \$ \_\_\_\_\_

**-OR-**

Name of Mortgage Holder: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

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**Employment:**

Name of Employer: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Address) (City) (State) (Zip Code)

Position: \_\_\_\_\_ Supervisors Name: \_\_\_\_\_

Are you subject to transfer? \_\_\_\_\_ Annual Salary: \$ \_\_\_\_\_ Phone No.: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ How Long? \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Spouse/Roommate Information:**

Spouse/Roommate's Name (first, middle, last): \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Drivers License No.: \_\_\_\_\_ State: \_\_\_\_\_

**Present Address: (We must verify your past three years of history)**

\_\_\_\_\_  
(Street Address) (City) (State) (Zip Code)

From: \_\_\_\_\_ To: \_\_\_\_\_ Own: \_\_\_\_\_ Rent: \_\_\_\_\_ Home Phone No.: \_\_\_\_\_

Name of Landlord if Renting: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Monthly Payments:\$ \_\_\_\_\_

**-OR-**

Name of Mortgage Holder: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Account Number: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

**Previous Address:**

\_\_\_\_\_  
(Street Address) (City) (State) (Zip Code)

From: \_\_\_\_\_ To: \_\_\_\_\_ Own: \_\_\_\_\_ Rent: \_\_\_\_\_ Home Phone No.: \_\_\_\_\_

Name of Landlord if Renting: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Monthly Payments:\$ \_\_\_\_\_

**-OR-**

Name of Mortgage Holder: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Length:** \_\_\_\_\_

Annual Salary: \_\_\_\_\_

**Additional Occupants:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Total Occupants: \_\_\_\_\_

**Number of Motor Vehicles:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag Number: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag Number: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag Number: \_\_\_\_\_

**Pet Information:**

Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_ Color: \_\_\_\_\_

Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_ Color: \_\_\_\_\_

**Nearest Relative Not Living With You:**

(Name)	(Relationship)	(Phone Number)
(Street Address)	(City)	(State) (Zip Code)

**In Case Of Emergency: ( One for applicant and one for spouse/roommate)**

(Name)	(Relationship)	(Phone Number)
(Street Address)	(City)	(State) (Zip Code)

(Name)	(Relationship)	(Phone Number)
(Street Address)	(City)	(State) (Zip Code)

PLEASE READ THE FOLLOWING CAREFULLY

I (we) certify that the above information is true and correct, to the best of my (our) knowledge. I (we) understand that you will retain this application whether or not it is approved. You are authorized to check my credit, employment, character, general reputation, personal references and if deemed necessary, a criminal investigation. I (we) further certify that I (we) am (are) adults (over the age of 18) and I (we) understand the importance of accurate information. I (we) further understand that the approval of this application is based all in part on the information contained herein. Should this application be approved and a lease contract be executed, I (we) further understand that this application is made part of the lease and if later, it is determined that the information provided herein was incorrect, said incorrect information shall be grounds for termination of the remainder of the lease contract.

I (WE) AGREE TO ALLOW LESSOR TO VERIFY THE ABOVE INFORMATION AND TO CHECK SOURCE DEEMED PERTINENT IN REGARD TO ACCEPTING THE APPLICATION. IN THE EVENT THE APPLICANT DOES NOT ACCEPT THE APARTMENT AFTER BEING APPROVED BY THE LESSOR, THIS DEPOSIT SHALL BE FORFEITED AS LIQUIDATED DAMAGES. THIS DEPOSIT WILL BE REFUNDED IN FULL IF THE APPLICATION IS NOT ACCEPTED. THE INFORMATION GIVEN ABOVE HAS NOT BEEN FALSIFIED.

I (we) agree to pay \$\_\_\_\_\_ as a non-refundable application fee for processing the application forms and for the credit and criminal background reports.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
APPLICANT SIGNATURE

DO NOT WRITE BELOW THIS LINE

APPLICANT:

Approved: \_\_\_\_\_ By: \_\_\_\_\_

Unapproved: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Annandale Apartments

## Authorization for Release of Information

I hereby authorize Annandale Apartments and their agents to receive any credits and/ or criminal history report information pertaining to me which may be in the files of any credits reporting agency or state or local criminal justice agency and I release all parties from liability for issuing such information. I also authorize you to release to all Federal, State and Local law enforcement agencies any confidential information about me you receive or otherwise have.

Full Name: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver License No.: \_\_\_\_\_ State: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse/Roommate Full Name: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver License No.: \_\_\_\_\_ State: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EQUAL HOUSING:**

We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.

**MARKETING DISCLAIMER:**

For Marketing Purposes Only. All renderings, floor plans, features and photography are artist's depictions only. Features, pricing and dimensions shown herein are subject to change without notice. All dimensions are approximate. Developer reserves the right to modify or adjust prices and/or specifications without notice

