

# Riverstone Residential Group

## RENTAL QUALIFYING STANDARDS

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Riverstone Residential Group does business in accordance with the Fair Housing Act. We provide equal housing and service for all people regardless of race, color, religion, sex, national origin, handicap or familial status.

**Occupancy Guidelines:** No more than two individuals per bedroom may occupy an apartment unit, plus one infant per bedroom up to the age of 18 months at the time the lease is signed.

**Qualification Guidelines:** All non-dependent leaseholders or non-dependent occupants of legal age must fill out an application and are considered to be applicants. Credit history, income/employment, and criminal history are verified for all applicants. All information provided must be accurate and complete, as well as verifiable. All verified information is entered into a scoring system that determines rental eligibility, as well as security deposit level. Each applicant's credit, criminal and income/employment information will be individually scored, with leaseholders' income combined for scoring. All occupants of legal age must be a leaseholder unless dependency status can be verified. **In addition to the above, all Station Nine lease holders must be over the age of 22 upon execution of the lease contract. Co-signers and guarantors will not be accepted.**

**Credit Worthiness:** A credit report will be secured for all leaseholders to verify account credit ratings. The results will be put into a scoring model to determine applicant eligibility to rent and security deposit level. Unfavorable accounts which will negatively influence this score include, but are not limited to: collection, charge off, repossession and current delinquency.

**Income/Employment:** Gross annual income will be verified for all leaseholders using a payroll check stub that is to be no older than 30 days. Annual rent as a percent of leaseholder(s) annual income will be calculated and this amount cannot exceed 35%. Additional sources of income may be considered. If self employed or primarily commission-based, a copy of the previous two years' tax return will be required.

**Criminal History:** A search will be conducted for each applicant's criminal history. A criminal background check will be run for all addresses at which the applicants have resided over the past 24 months. The application will be rejected for any of the following criminal related reasons that have occurred within the ten (10) years prior to the application date:

- Felony conviction • Any terrorist related conviction
- Any illegal drug related conviction
- Any prostitution related conviction
- Any sex related conviction
- Any cruelty to animals related conviction
- Misdemeanor conviction involving crime against persons or property
- Any of the above related charges resulting in "Adjudication Withheld" and/or "Deferred Adjudication"
- Active status on probation or parole resulting from any of the above

*Reasons for not approving an application include, but are not limited to: bankruptcy within the past two years, insufficient income, unpaid judgements, eviction, outstanding rent debt, criminal record, household size exceeding occupancy limits, and falsification of the application information.*

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**Owners and Management reserve the right to change rental qualification standards at any time without notice.**

Effective March 3, 2004



# RIVERSTONE

RESIDENTIAL

## RENTAL APPLICATION (Conventional)

(Each person over 18 and not a dependent must submit a separate application)

**To be completed by Owner or Owner's Representative:**

COMMUNITY NAME: \_\_\_\_\_  
APT. NO. ASSIGNED: \_\_\_\_\_ M-IN DATE: \_\_\_\_\_ LEASE TERM: \_\_\_\_\_  
STREET ADDRESS OF APT. NO. \_\_\_\_\_  
RENTAL RATE OFFERED: \_\_\_\_\_  
CONCESSION OFFERED: \_\_\_\_\_  
DATE COMPLETED APPLICATION RECEIVED: \_\_\_\_\_  
DATE APPLICANT NOTIFIED OF APPROVAL/DENIAL: \_\_\_\_\_ PROPERTY REP.: \_\_\_\_\_

### GENERAL INFORMATION ON APPLICANT

First Name (Full Legal Name) Middle Initial Last Name Social Security Number  
Present Street Address City State Zip Telephone No. Email  
Date of Birth Drivers License No. and State OR Govt. Issued Photo ID No.  
Have you ever been known under any other names or aliases? Yes No  
If Yes, please list: \_\_\_\_\_  
List States resided in for the past 10 years from this application date: \_\_\_\_\_  
List Counties/Parishes resided in for the past 10 years from this application date: \_\_\_\_\_  
How did you hear about us? \_\_\_\_\_  
**(If Locator Service, please list company and Agent's Name)**

### GENERAL INFORMATION ON ADULT DEPENDENT (if applicable)

First Name (Full Legal Name) Middle Initial Last Name Social Security Number  
Present Street Address City State Zip Telephone No. Email  
Date of Birth Drivers License No. and State OR Govt. Issued Photo ID No.  
List States resided in for the past 10 years from this application date: \_\_\_\_\_  
List Counties/Parishes resided in for the past 10 years from this application date: \_\_\_\_\_

### EMPLOYMENT HISTORY ON APPLICANT

Name of Present Employer  
Employer's Street Address City State Zip Telephone No. Email  
Position Held with Present Employer Gross Monthly Income Length of Employment  
Supervisor's Name Telephone Number  
*If current employment is less than 6 months, please complete previous employment.*  
Name of Previous Employer  
Previous Employer's Street Address City State Zip Telephone No. Email  
Position Held with Previous Employer Gross Monthly Income Length of Employment  
Previous Supervisor's Name Telephone Number

### CREDIT HISTORY

Do you have any other non-work income you want considered (alimony, child support, investments)? Yes No  
If yes, please explain: \_\_\_\_\_  
Have you or any other prospective residents ever owned a home? Yes No



**RENTAL AND CRIMINAL HISTORY - List a minimum of 24 months of rental/mortgage history.**

Name of Present Landlord	Monthly Rental Rate	Date Moved In	Date Moved Out
Street Address	City State Zip	Telephone No.	
Name of Previous Landlord (Immediately prior to the Present Landlord) (If Applicant and Applicant's Spouse are completing this Application, name all Landlords for both parties)	Monthly Rental Rate	Date Moved In	Date Moved Out
Street Address	City State Zip	Telephone No.	

Have you or any other occupants listed on this Application ever (check if applicable); you represent the answer is "No" to any item not checked below:

been evicted or asked to move out? broken a rental agreement or lease contract? been or are currently delinquent to a previous landlord? declared bankruptcy; if so, when?: been convicted for either a felony, a sex-related offense or a misdemeanor? If yes, please explain:	received deferred adjudication for either a felony, a sex related offense or a misdemeanor? If yes, please explain:  been arrested for any crime which has not been fully adjudicated (by dismissal, acquittal, deferred adjudication or conviction)? If yes, please explain:
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**OTHER OCCUPANTS (list all persons not signing this Application who will be listed on the lease)**

Name	Social Security Number	Relationship to Applicant
Date of Birth	Drivers License No. and State OR Govt. Issued Photo ID No.	M / F Sex
Name	Social Security Number	Relationship to Applicant
Date of Birth	Drivers License No. and State OR Govt. Issued Photo ID No.	M / F Sex
Name	Social Security Number	Relationship to Applicant
Date of Birth	Drivers License No. and State OR Govt. Issued Photo ID No.	M / F Sex

**ANIMALS**

Do you or any other prospective resident or occupant have an animal? Yes No If yes, please list:

Type	Breed	Weight	Color	Age	Name
Type	Breed	Weight	Color	Age	Name

**YOUR VEHICLE(S)** If Applicant will be parking a vehicle on the property, please provide the following information:

Vehicle Type (car, motorcycle, truck)	Make of Vehicle	Model	Year	State/License Plate No.
Vehicle Type (car, motorcycle, truck)	Make of Vehicle	Model	Year	State/License Plate No.

**EMERGENCY** In case of emergency, notify (preferably a relative over the age of 18 years):

Name	Relationship	Address	Home Phone No.	Work Phone No.
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In the event that the Applicant becomes a resident in Owner's apartment community, Applicant's execution of this Application shall authorize the Owner, in the event of the Applicant's death to: (i) grant to the person designated above access to the Applicant's unit at a reasonable time and in the presence of the Owner or the Owner's agent; (ii) allow this person to remove any of the Applicant's property or any other contents found in the Applicant's unit or any of Applicant's property located in the mailbox, storerooms or common areas; and (iii) refund the Applicant's security deposit, less lawful deductions, to this person. Applicant also authorizes the Owner to allow this person access to remove all contents of the unit as well as property in the mailbox, storerooms and common areas in the event that Applicant becomes seriously ill.

**AUTHORIZATION:** Applicant represents that all of the above information is true and complete and authorizes the verification of same and the performance of a credit check on Applicant as appropriate by all available means. In the event that Applicant provides any false or misleading information in this Application, Owner shall have the right to automatically reject this Application and the Application Deposit and Administrative Fee will be automatically forfeited by the Applicant. Applicant further acknowledges that an investigative consumer report includes information as to character, general reputation, personal characteristics, and mode of living, whichever are applicable, of the Applicant may be made and that any person on which an investigative consumer report will be made has the right to request a complete and accurate disclosure of the nature and scope of the investigation requested and also has the right to request a written summary of the person's right under The Fair Credit Reporting Act. Applicant hereby authorizes the Owner or the Owner's Agent to obtain and hereby instructs any consumer reporting agency designated by Owner or Owner's Agent to furnish a consumer report under The Fair Credit Reporting Act to Owner or Owner's Agent to use such consumer report in attempting to collect any amount due and owing under this Application, the Applicant's lease (to be executed after Application approval) or for any other permissible purpose.

**APPLICATION DEPOSIT AND NON-REFUNDABLE FEES:**  
 Simultaneously with the execution of this Application, Applicant has paid:

Application Deposit (the "Application Deposit")	\$ 200.00	Check Number	_____
Non-Refundable Application Fee	\$ 50.00	Check Number	_____
Administrative Fee (Property Specific)	\$ 150.00	Check Number	_____
Total	\$ 400.00		

Applicant acknowledges that Owner's acceptance of Applicant as a resident at the property is conditional upon: (i) Owner's approval of this Application; and (ii) receipt of an executed Apartment Lease Agreement from Applicant. In the event any of these conditions have not been met, Owner shall have no obligation to lease to Applicant. The Application Deposit is not considered a security deposit under this Application or applicable law. The Application Deposit will either be: (i) credited to the required security deposit pursuant to an Apartment Lease Agreement executed by Applicant; (ii) refunded to Applicant as provided herein; or (iii) retained by Owner as liquidated damages as provided herein.

**Application Deposit Credited to Security Deposit**  
 In the event that this Application is approved by Owner and Applicant meets all other conditions of occupancy, executes an Apartment Lease Agreement with Owner as and when required by Owner, the Application Deposit shall be credited towards the security deposit identified in the Lease.



Application Deposit Refunded and Administrative Fee Returned  
If this Application is denied, the Application Deposit and Administrative Fee will be refunded to Applicant within 30 days of submitting application.

Application Deposit and Administrative Fee Retained by Owner  
Owner shall be entitled to retain the Application Deposit and Administrative Fee as liquidated damages; in which case, all further obligations to lease the premises to Applicant shall be terminated if: (i) the Application is withdrawn, for any reason, after signing this Application; or (ii) the Application is accepted, but Applicant does not sign an Apartment Lease Agreement as and when required by Owner; or (iii) if the Applicant has provided false or misleading information within this Application. For the purposes of this provision, if the Applicant is required to pay an additional Application Deposit in order to qualify for occupancy, the Application shall be deemed conditionally accepted prior to the payment of such additional Application Deposit and the failure to pay the additional Application Deposit will entitle Owner to retain the originally paid Application Deposit, even if the Application is subsequently rejected by the Applicant's failure to pay the required additional Application Deposit.

Dated effective on the date Owner or Owner's representative has received a completed Application from Applicant, as indicated above.

**OWNER:**

\_\_\_\_\_ APARTMENTS

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

Name Printed: \_\_\_\_\_

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

**APPLICANT:**

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

Name Printed: \_\_\_\_\_

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



## APPLICANT CONSENT

The undersigned applicant(s) hereby consent to allow Station Nine Apartments, itself or through its designated agents or employees, to obtain a consumer report and criminal record information on each of us and to obtain and verify each of our credit and employment information for the purpose of determining whether to lease an apartment to me/us. We also agree and understand that owner and its agents and employees may obtain additional consumer reports and criminal record reports on each of us in the future to update or review our account. Upon my/our request, owner will tell me/us whether consumer reports or criminal record reports were requested and the names and addresses of any consumer reporting agency that provided such reports.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date