

APT NO. \_\_\_\_\_ APT. TYPE \_\_\_\_\_  
 MONTHLY RENT \_\_\_\_\_ MOVE-IN DATE \_\_\_\_\_  
 SOURCE \_\_\_\_\_ PRO-INS \_\_\_\_\_  
 LEASE DATES FROM \_\_\_\_\_ TO \_\_\_\_\_  
 CONCESSION AMOUNT \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

DATE \_\_\_\_\_  
 (Each prospective leaseholder or occupant of legal age must submit separate applications.)

### APPLICATION FOR RESIDENCY

<b>APPLICANTS INFORMATION</b>	APPLICANT'S NAME _____ DATE OF BIRTH _____ SS# _____ <small style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>First Middle Last</span> </small> APPLICANT'S EMAIL ADDRESS _____ MARITAL STATUS _____ DRIVER'S LICENSE NO. _____ STATE _____ SPOUSE'S NAME _____ DATE OF BIRTH _____ SS# _____ <small style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>First Middle Maiden</span> </small> SPOUSES DRIVER'S LICENSE NO. _____ STATE _____ SPOUSE'S EMAIL ADDRESS _____ OTHER OCCUPANTS: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Name _____</td> <td style="width: 20%;">Date of Birth _____</td> <td style="width: 20%;">Relationship _____</td> <td style="width: 20%;">Name _____</td> <td style="width: 20%;">Date of Birth _____</td> <td style="width: 20%;">Relationship _____</td> </tr> <tr> <td>Name _____</td> <td>Date of Birth _____</td> <td>Relationship _____</td> <td>Name _____</td> <td>Date of Birth _____</td> <td>Relationship _____</td> </tr> </table>	Name _____	Date of Birth _____	Relationship _____	Name _____	Date of Birth _____	Relationship _____	Name _____	Date of Birth _____	Relationship _____	Name _____	Date of Birth _____	Relationship _____						
Name _____	Date of Birth _____	Relationship _____	Name _____	Date of Birth _____	Relationship _____														
Name _____	Date of Birth _____	Relationship _____	Name _____	Date of Birth _____	Relationship _____														
<b>RESIDENT HISTORY</b>	PRESENT ADDRESS _____ <small style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>Street Apt. # City State Zip</span> </small> DATES: FROM-TO _____ MONTHLY PAYMENT _____ PRESENT HOME PHONE NO. _____ PRESENT APT. NAME/LANDLORD/MORTGAGE CO. _____ PHONE _____ <input type="checkbox"/> RENT <input type="checkbox"/> OWN REASON FOR MOVING _____ MOVING FROM: <input type="checkbox"/> APT. <input type="checkbox"/> CONDO <input type="checkbox"/> HOME <input type="checkbox"/> TOWNHOUSE <input type="checkbox"/> OTHER REASON FOR LEASING HERE _____ PREVIOUS ADDRESS _____ <small style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>Street Apt. # City State Zip</span> </small> PREVIOUS APT. NAME OR LANDLORD _____ ADDRESS _____ PHONE NO. _____ DATE FROM: _____ TO _____ MONTHLY PAYMENT _____ REASON FOR MOVING _____ HAVE YOU EVER BEEN EVICTED FROM ANY LEASED PREMISES? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN _____																		
<b>EMPLOYMENT</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">PRESENT EMPLOYER _____</td> <td>POSITION _____</td> </tr> <tr> <td>BUSINESS ADDRESS _____ <small style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>Street City State Zip</span> </small></td> <td>BUSINESS PHONE NO. _____</td> </tr> <tr> <td>SUPERVISOR _____</td> <td>EMPLOYED FROM: _____ TO _____</td> </tr> <tr> <td>PREVIOUS EMPLOYER _____</td> <td>POSITION _____</td> </tr> <tr> <td>BUSINESS ADDRESS _____ <small style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>Street City State Zip</span> </small></td> <td>BUSINESS PHONE NO. _____</td> </tr> <tr> <td>SUPERVISOR _____</td> <td>EMPLOYED FROM: _____ TO _____</td> </tr> <tr> <td>SPOUSE'S EMPLOYER _____</td> <td>POSITION _____</td> </tr> <tr> <td>BUSINESS ADDRESS _____ <small style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>Street City State Zip</span> </small></td> <td>BUSINESS PHONE NO. _____</td> </tr> <tr> <td>SUPERVISOR _____</td> <td>EMPLOYED FROM: _____ TO _____</td> </tr> </table>	PRESENT EMPLOYER _____	POSITION _____	BUSINESS ADDRESS _____ <small style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>Street City State Zip</span> </small>	BUSINESS PHONE NO. _____	SUPERVISOR _____	EMPLOYED FROM: _____ TO _____	PREVIOUS EMPLOYER _____	POSITION _____	BUSINESS ADDRESS _____ <small style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>Street City State Zip</span> </small>	BUSINESS PHONE NO. _____	SUPERVISOR _____	EMPLOYED FROM: _____ TO _____	SPOUSE'S EMPLOYER _____	POSITION _____	BUSINESS ADDRESS _____ <small style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>Street City State Zip</span> </small>	BUSINESS PHONE NO. _____	SUPERVISOR _____	EMPLOYED FROM: _____ TO _____
PRESENT EMPLOYER _____	POSITION _____																		
BUSINESS ADDRESS _____ <small style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>Street City State Zip</span> </small>	BUSINESS PHONE NO. _____																		
SUPERVISOR _____	EMPLOYED FROM: _____ TO _____																		
PREVIOUS EMPLOYER _____	POSITION _____																		
BUSINESS ADDRESS _____ <small style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>Street City State Zip</span> </small>	BUSINESS PHONE NO. _____																		
SUPERVISOR _____	EMPLOYED FROM: _____ TO _____																		
SPOUSE'S EMPLOYER _____	POSITION _____																		
BUSINESS ADDRESS _____ <small style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>Street City State Zip</span> </small>	BUSINESS PHONE NO. _____																		
SUPERVISOR _____	EMPLOYED FROM: _____ TO _____																		
<b>INCOME</b>	<b>TOTAL ANTICIPATED INCOME FROM DATE OF MOVE-IN THROUGH THE NEXT 12 MONTHS</b> *ANNUAL SALARY (INCLUDING FEES, TIPS, COMMISSION AND BONUSES) _____ ANNUAL SALARY (SPOUSE) _____ + _____ **ADDITIONAL ANNUAL INCOME (CHILD SUPPORT, PARENTAL SUPPORT, ETC.) _____ + _____ SOURCE _____ TOTAL ANTICIPATED INCOME _____ = _____ *IF SELF EMPLOYED, WE MUST BE FURNISHED WITH A NOTARIZED STATEMENT FROM YOUR CPA OR ATTORNEY FOR THE AMOUNT OF INCOME YOU EXPECT TO RECEIVE. **YOU MUST FURNISH US WITH A NOTARIZED STATEMENT OF THIS INCOME.																		
<b>BANK</b>	CHECKING ACCOUNT NO. _____ BANK NAME AND BRANCH _____ SAVINGS ACCOUNT NO. _____ BANK NAME AND BRANCH _____																		
<b>VEHICLE</b>	YEAR, MAKE & MODEL _____ COLOR _____ TAG NO. & STATE _____ REGISTERED TO _____ YEAR, MAKE & MODEL _____ COLOR _____ TAG NO. & STATE _____ REGISTERED TO _____ ADDITIONAL VEHICLES _____ GIVE DESCRIPTION & TAG NUMBERS OF ANY BOAT, MOTORCYCLE, CAMPER, VAN, ETC. YOU MAY OWN _____																		
<b>PET</b>	DO YOU OWN ANY PETS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, HOW MANY? _____ KIND _____ WEIGHT _____ COLOR _____ AGE _____ KIND _____ WEIGHT _____ COLOR _____ AGE _____																		
<b>MISC.</b>	EMERGENCY CONTACT: NAME _____ RELATIONSHIP _____ ADDRESS _____ PHONE NO. _____																		
<b>APPLICATION FEE</b>	Applicant has submitted the sum of \$ _____ which is a non refundable payment for a credit check and processing charge of this application. Such sum is not a rental payment or security deposit. Once this application is submitted, this amount will be retained by management to cover the cost of processing application as furnished by the applicant; any false information will constitute grounds for denial of application.																		

The undersigned warrant(s) and represent(s) the information on this rental application to be true and correct. All persons and/or firms named may freely give any requested information concerning me and I hereby waive all right of action for any consequence resulting from such information. The undersigned applicant(s) hereby consent to allow management, its agents, successors and assigns, to obtain a consumer report and criminal record information to verify each consumer, employment, and criminal background for the purpose of determining whether to lease an apartment to me/us. I/we also agree and understand that management, its agents, successors and assigns may obtain additional consumer reports and criminal record reports on me/us in the future to update or review our account. Upon my/our written request, management 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. The undersigned applicant hereby authorizes manager to release any and all information contained in this application on behalf and for the benefit of the undersigned applicant.

I hereby deposit the following with management as a good faith deposit in connection with this application for residency:

	Required Amount	Amount Paid	Date Paid	Amount Paid	Date Paid
Security Deposit	\$ _____	\$ _____	_____	\$ _____	_____
Other Deposit	\$ _____	\$ _____	_____	\$ _____	_____
Non Refundable Administrative Fee	\$ _____	\$ _____	_____	\$ _____	_____
Non Refundable Pet Fee	\$ _____	\$ _____	_____	\$ _____	_____
Total	\$ _____	\$ _____	_____	\$ _____	_____

If my application is accepted, I understand the security deposit will become my refundable security deposit upon meeting the terms of the lease and the community rules and regulations. If for any reason, management decides to decline my application, then management will refund this good faith deposit to me in full. **If I fail to cancel this application in writing within 72 hours of submission, or if this application is approved and I fail to occupy the premises on the agreed upon date except for delay caused by construction or the holding over of a prior resident, I understand that management will assess damages against the deposit for the amount of rental lost or any expenses incurred due to my cancellation. As those costs are difficult to ascertain, I agree to forfeit the refundable portion of the security deposit, other deposit, and any non-refundable fees as liquidated damages for the apartment I agreed to occupy.**

I have also read and received a copy of the Riverstone Residential Group Rental Qualifying Standards.

Applicant's Signature \_\_\_\_\_ Spouse's Signature \_\_\_\_\_

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

**THE LEASE AGREEMENT WILL NOT BECOME EFFECTIVE UNTIL THIS APPLICATION IS APPROVED BY MANAGEMENT.**

TITLE VIII of the CIVIL RIGHTS ACT of 1966 makes discrimination based on race, color, religion, sex, family status, or national origin illegal in connection with the rental of most housing. The Federal agency which administers compliance with this law concerning this company: Department of Housing and Urban Development.

EQUAL CREDIT OPPORTUNITY ACT The Federal Equal Credit Opportunity act prohibits creditors from discriminating against credit applicants on the basis of sex or marital status. The Federal agency which administers compliance with this law concerning this company: Equal Credit Opportunity, Federal Trade Commission, Washington, D.C. 20580.



**THIS PORTION OF APPLICATION IS FOR OFFICE USE ONLY  
CALCULATION OF ELIGIBLE INCOME – Only for those residents with assets**

- (a) TOTAL ANTICIPATED ANNUAL INCOME (FROM FRONT OF FORM) \$ \_\_\_\_\_ (a)
- TOTAL AMOUNT OF ASSETS \$ \_\_\_\_\_
- (b) FOR LOWER INCOME APPLICANTS, WHEN TOTAL ASSETS ARE LESS THAN \$5000 GO TO (c).  
IF THE ASSETS ARE GREATER THAN \$5000, ENTER 6.5% OF THE ASSET HERE, THEN GO TO (c) \$ \_\_\_\_\_ (b)
- OR**
- (c) ENTER AMOUNT OF INCOME EXPECTED DURING THE NEXT 12 MONTHS FROM THE ASSETS, AND ENTER HERE (lower and eligible applicants) \$ \_\_\_\_\_ (c)
- (d) TAKE THE LARGER FIGURE OF EITHER (b) OR (c) AND ADD TO THE AMOUNT SHOWN IN (a), THEN ENTER NEW TOTAL HERE. **GRAND TOTAL** \$ \_\_\_\_\_ (d)
- (e) WHEN THE RESIDENT FIRST GAVE US HIS ANTICIPATED ANNUAL INCOME FIGURE, DID HE INCLUDE ANY OF THE ASSET INCOME? IF SO, SUBTRACT THE AMOUNT HE ALREADY TOLD US ABOUT FROM YOUR GRAND TOTAL. \$ \_\_\_\_\_ (e)
- (f) ENTER THE **REVISED GRAND TOTAL** IN THIS SPACE. \$ \_\_\_\_\_ (f)

COMPLETED BY: \_\_\_\_\_ DATE \_\_\_\_\_

**APPLICATION VERIFICATION**

**RESIDENCE HISTORY**

Name of Landlord	Payment History	Rent Amount	Length of Occupancy	Any Complaints	Notice Given?	Deposit Refunded?	Condition	Person Giving Information	By

**EMPLOYMENT CHECK**

Employer	Date Started	Date Ended	Salary	Satisfaction	Reason for Leaving	Title	Person Giving Information	By

**SPOUSE'S EMPLOYMENT**

Employer	Date Started	Date Ended	Salary	Satisfaction	Reason for Leaving	Title	Person Giving Information	By

**BANK REFERENCES**

Date Opened	Rating	Range	Person Giving Information	By

**CREDIT BUREAU INFORMATION**

**ATTACH CREDIT REPORT TO APPLICATION**

PROPOSED MOVE-IN DATE \_\_\_\_\_  APPROVED  DISAPPROVED

**NOTIFICATION:** DATE APPLICANT & CO-APPLICANTS WERE NOTIFIED OF  APPROVED, OR  DECLINED \_\_\_\_\_

BY  TELEPHONE  LETTER, COPY ATTACHED, OR  IN PERSON

NAMES OF PERSONS TO WHOM ABOVE NOTIFICATION WAS GIVEN (ALL CO-APPLICANTS ARE TO BE NOTIFIED):

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

NAME OF OWNER'S REPRESENTATIVE WHO GAVE ABOVE NOTIFICATION \_\_\_\_\_

IF THIS APPLICATION WAS DENIED, SEND THE APPLICANT THE FORM LETTER STATING THE NAME AND ADDRESS OF THE PERSON OR REPORTING AGENCY THAT VERIFIED THE APPLICATION TO COMPLY WITH THE FAIR CREDIT REPORTING ACT.

YES  NO DATE \_\_\_\_\_ MANAGER'S SIGNATURE \_\_\_\_\_

IF THIS APPLICATION WAS DENIED, WHAT WAS THE BASIS FOR REFUSAL?

- UNFAVORABLE CREDIT REPORT
- UNFAVORABLE REPORT FROM PREVIOUS LANDLORD
- UNFAVORABLE EMPLOYMENT REFERENCES
- INCORRECT INFORMATION SUBMITTED ON APPLICATION
- NUMBER OF OCCUPANTS \_\_\_\_\_
- NUMBER OR SIZE OF PETS \_\_\_\_\_
- OTHER (SPECIFY) \_\_\_\_\_

# Riverstone Residential Group

## RENTAL QUALIFYING STANDARDS

---

**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.*

---

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

Effective March 3, 2004

