

# APPLICATION FOR OCCUPANCY



Each person who is an APPLICANT, GUARANTOR, OR CO-SIGNER must fully complete a SEPARATE application and meet ALL rental qualification requirements for employment (or source of income for paying rent), rental history, credit, and criminal background. A valid government issued photo ID is required with this application and at the time of move-in. A copy of your photo ID will be retained in your resident file.

(Please print and fill all blanks completely)

**To be completed by management**

APT NO \_\_\_\_\_ APT TYPE \_\_\_\_\_ DATE \_\_\_\_\_

MO RENT \$ \_\_\_\_\_ MOVE-IN DATE \_\_\_\_\_ TIME \_\_\_\_\_

SPECIAL \_\_\_\_\_ LEASING CONSULTANT \_\_\_\_\_ LEASE TERM \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_  
 First Middle Last

DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

DRIVER'S LICENSE NO \_\_\_\_\_ STATE \_\_\_\_\_

ARE YOU A UNITED STATES CITIZEN? \_\_\_\_\_ YES \_\_\_\_\_ NO (IF NO, A SUPPLEMENTAL RENTAL APPLICATION FOR NON-U.S. CITIZENS MAY BE REQUIRED)

CELL PHONE # \_\_\_\_\_ WORK PHONE # \_\_\_\_\_ OTHER PHONE # \_\_\_\_\_ E MAIL: \_\_\_\_\_

**OCCUPANTS (must be under 18 years of age):**

Name \_\_\_\_\_ DOB \_\_\_\_\_ Name \_\_\_\_\_ DOB \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Name \_\_\_\_\_ DOB \_\_\_\_\_

**EMERGENCY CONTACT:**

EMERGENCY CONTACT NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_

CELL PHONE # \_\_\_\_\_ WORK PHONE # \_\_\_\_\_ OTHER PHONE # \_\_\_\_\_ E MAIL: \_\_\_\_\_

**A two (2) year residence history is required.**

**PRESENT ADDRESS** \_\_\_\_\_  
 Street Apt. # City State ZIP

DATES FROM / TO \_\_\_\_\_ LANDLORD/MORTGAGE CO: \_\_\_\_\_

LANDLORD/MORTGAGE CO PHONE# \_\_\_\_\_ MONTHLY PAYMENT \$ \_\_\_\_\_ RENT/OWN/OTHER: \_\_\_\_\_

**PREVIOUS ADDRESS** \_\_\_\_\_  
 Street Apt. # City State ZIP

DATES FROM / TO \_\_\_\_\_ LANDLORD/MORTGAGE CO: \_\_\_\_\_

LANDLORD/MORTGAGE CO PHONE# \_\_\_\_\_ MONTHLY PAYMENT \$ \_\_\_\_\_ RENT/OWN/OTHER: \_\_\_\_\_

**A two (2) year employment history is required.**

PRESENT EMPLOYER \_\_\_\_\_ BUSINESS PHONE # \_\_\_\_\_ POSITION \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_  
 Street Suite # City State ZIP

DATES OF EMPLOYMENT \_\_\_\_\_ GROSS MONTHLY INCOME \$ \_\_\_\_\_

PRESENT EMPLOYER \_\_\_\_\_ BUSINESS PHONE # \_\_\_\_\_ POSITION \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_  
 Street Suite # City State ZIP

DATES OF EMPLOYMENT \_\_\_\_\_ GROSS MONTHLY INCOME \$ \_\_\_\_\_

**ADDITIONAL MONTHLY INCOME (IF ANY) \$ \_\_\_\_\_ SOURCE \_\_\_\_\_**

WE DO NOT DISCRIMINATE AGAINST ANY PERSON BASED UPON RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS, OR NATIONAL ORIGIN.

# APPLICATION FOR OCCUPANCY

**VEHICLES:**

YEAR / MAKE / MODEL \_\_\_\_\_ COLOR \_\_\_\_\_ TAG NO. & STATE \_\_\_\_\_ NAME REGISTERED IN \_\_\_\_\_

YEAR / MAKE / MODEL \_\_\_\_\_ COLOR \_\_\_\_\_ TAG NO. & STATE \_\_\_\_\_ NAME REGISTERED IN \_\_\_\_\_

**PETS:**

DO YOU OWN ANY PETS? \_\_\_\_\_ YES \_\_\_\_\_ NO IF YES, HOW MANY? \_\_\_\_\_

BREED / TYPE \_\_\_\_\_ WEIGHT \_\_\_\_\_ AGE \_\_\_\_\_

**SCREENING QUESTIONS:**

You must answer each of these questions. If you answer "Yes" to any of them, you must provide additional details.

1. Have you or anyone who will be living in the apartment ever been evicted or a defendant in an eviction action? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Have you or anyone who will be living in the apartment ever been asked to move out prior to the lease expiration or moved from a dwelling before the lease expiration without the owner's prior consent or knowledge? \_\_\_\_\_ Yes \_\_\_\_\_ No
3. Is any apartment community or previous landlord attempting to collect money from you or anyone who will be living in the apartment? \_\_\_\_\_ Yes \_\_\_\_\_ No
4. Has a Bankruptcy ever been filed or discharged by you or anyone who will be living in the apartment? \_\_\_\_\_ Yes \_\_\_\_\_ No
5. Have you or anyone who will be living in the apartment ever been convicted, charged, arrested, indicted, plead guilty or no contest or received deferred adjudication or probation to felonies or misdemeanors related to Crimes against a Person, Drug offenses, Theft by Check, Worthless Check, Sexual offenses, Terroristic offenses, Prostitution offenses, Weapons offenses or Cruelty to Animals? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please provide additional details explaining any questions to which you answered "Yes": \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*MANAGEMENT RESERVES THE RIGHT TO ACCEPT / REJECT THIS APPLICATION BASED ON THE NATURE OF THE CRIME*

**CONSENT TO CREDIT AND CRIMINAL BACKGROUND CHECKS**

I hereby make application for occupancy of the described apartment unit on the terms specified. The deposit money accompanying this application is to be returned or processed for refund immediately if application is not approved or if said application is withdrawn within three (3) days of the above date. After said 3-day period this deposit is non-refundable. Any non-refundable fees (such as application fees and administrative fees) are immediately non-refundable once they are paid. If this application is approved, I agree to enter into a Residential Lease Agreement for the apartment unit, terms and rental as outlined herewith. If I refuse to enter into a Residential Lease Agreement when offered by the Management the deposit made herewith shall be retained by the Management as liquidated damages. At the time the Residential Lease Agreement is executed, the Good Faith Deposit made herewith will be applied to and become a part of the Security Deposit in accordance with the terms specified therein. The balance of any Security Deposit, Miscellaneous Fees, and the first month's rent will become due at that time.

Management uses an empirically derived, statistically sound, credit scoring system to evaluate your consumer credit report. Credit scoring is based on real data and statistics, so it treats all applicants objectively. Your consumer credit report contains information about your bill-payment history, the number and type of accounts that you have late payments, collection actions, outstanding debt, and the age of your accounts. Using a statistical program, we compare this information to the credit performance of other applicants with similar profiles which allows us to predict how likely it is that you will pay your rent in a timely manner and fulfill your other lease obligations.

Based upon your credit score, your application will be accepted, rejected or accepted on the condition that an additional security deposit is paid. **Final approval is contingent upon our review of the Provence Real Estate application, proof of monthly income, and other supporting documents.** If we are unable to verify your income, or your income is contrary to your income stated on your application, our acceptance of your application will be withdrawn. If your application is rejected or is accepted with conditions, you will be given the name, address, and telephone number of the consumer reporting agencies that provided your consumer information to us. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of their credit report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration.

I hereby consent to allow Provence Real Estate, LLC through its designated agent and its employees, to obtain and verify my credit information; conduct a landlord-tenant court records search; conduct a multi-state sex offender registry search, and to obtain and verify my criminal background history, for the purpose of determining whether or not to lease to me an apartment. I understand that should I lease an apartment, Provence Real Estate, LLC and its agent shall have a continuing right to review my criminal background history, credit information, rental application, payment history and occupancy history for account review purposes and for improving application methods. If you take occupancy and your account becomes delinquent, your information may be shared with a collection agency and / or credit bureau.

**I affirm the above information to be true and correct. All persons and / or firms named above may freely give any requested information concerning me, and I hereby waive all right of action for any consequence resulting from such information.**

Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



## STATEMENT OF RENTAL POLICY

**EQUAL HOUSING OPPORTUNITY:** Provence Real Estate, LLC is an equal housing opportunity provider. This community does not discriminate on the basis of race, color, sex, national origin, religion, disability, or familial status. Provence Real Estate, LLC fully supports and complies with the Federal Fair Housing Act and all local and state laws regarding fair housing.

Our company seeks to lease our apartment homes at the most competitive rates obtainable in each community's housing market. This is done by comparative pricing, negotiated rents, and pricing incentives to obtain the highest rental income possible for the owners of our properties. There may be price differences as to the effective rental rates obtained by our residents depending on the leasing or marketing program then in effect and the time and date on which they visited the community or applied for residency.

**APPLICANTS AND OCCUPANTS:** An applicant must be 18 years of age or older to qualify as a Resident. All individuals 18 years of age or older must complete an application and be listed as a "Resident" on the lease agreement. All individuals 17 years of age or younger must be listed on the application and lease agreement as an "Occupant".

**IDENTIFICATION:** Valid government issued photo identification is required for all applicants. Non-U.S. citizens are required to submit INS documents for verification. Acceptable forms include:

- Form I-551 Permanent Resident Card
- Form I-688 Temporary Resident Card
- Form I-688A Employment Authorization Card
- Or any INS replacement of these three (It is also required that INS Form I-94 Arrival/Departure record be accompanied by a passport and visa from the applicant's home country)

**CREDIT REPORT:** Each applicant's credit report will be requested and processed. This community uses a statistical credit scoring model to evaluate your consumer credit report. Credit scoring is based on real data and statistics, so it treats all applicants objectively. Your consumer credit report contains information about you and your credit experiences, such as your bill-payment history, the number and type of accounts that you have, late payments, collection actions, outstanding debt, rental history, and the age of your accounts. Based upon your credit score, your application will be accepted, rejected, or accepted on the condition that an additional security deposit be paid. If your application is rejected or is accepted with conditions, you will be given the name, address and telephone number of the consumer reporting agencies, which provided your consumer information. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration.

**RENTAL HISTORY:** Unresolved debts to a current or previous landlord will result in an automatic decline, unless a community has a Rental Collections Addendum to the Statement of Rental Policy.

**INCOME VERIFICATION:** If your application is accepted or accepted with conditions you must provide the following income verification prior to move-in. Verification must substantiate income information provided on the application and may include, but is not limited to the following:

- Two most current pay stubs from current employer
- Offer letters from employer
- Two most current bank statements
- Pension fund payments/401k/investment fund accounts
- Court ordered alimony or child support payments
- Proof of government payments (welfare, disability, social security, etc.)
- Proof of retirement income
- Proof of self-employment income (prior year's tax return, financial statements, bank statements, etc.)
- Proof of student loan

If we are unable to verify your income or your income is contrary to your lease application, our acceptance of your lease application will be withdrawn. *Individuals applying for an apartment with a community that has a specific Regulatory Agreement will be required to meet additional guidelines.*

**CRIMINAL BACKGROUND HISTORY:** All Applicants and occupants 18 years of age or older who will be occupying an apartment must meet the applicable criminal background qualification criteria and consent to a criminal background check. Each of the applicants and occupants 18 years of age or older who will be occupying the apartment must score a "pass" on their criminal background check.

If your application is rejected based on the discovery of public records that indicate an unacceptable criminal background, you will be given the name, address and telephone number of the consumer reporting agency that provided the criminal background report. An applicant rejected based on such a criminal background report, is encouraged to obtain a copy of the report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration. **Our policy of performing criminal background screening during the application process does not constitute a representation, warranty, or guaranty that all other residents and occupants living in the apartment community have no criminal histories.**

**CO-SIGNERS/GUARANTORS:** A co-signer or guarantor **may** be permitted only if the applicant(s) occupying the apartment meet(s) one of the following criteria:

- The applicant previously submitted an application which was "Declined" due to credit scoring. A co-signer or guarantor is not permitted if the applicant's application was "Declined" due to outstanding rental debt or a criminal offense.
- The applicant is a full or part-time student who does not meet the income requirements. Student status must be verified by providing a class schedule, financial aid letter, or letter from registrar's office stating the specific term the student is enrolled.
- The applicant is an individual on a fixed income such as Social Security, Supplemental Security Income, or Disability Insurance. Source of income must be verified with documentation.

**In the event a co-signer/guarantor is permitted, the co-signer or guarantor must:**

- Be either a parent or relative of the applicant they are co-signing/guaranteeing for, and must complete an Application for Occupancy.
- Meet all income requirements and qualifying criteria. An application processed with a co-signer or guarantor must be accepted **without** conditions.
- Guarantors must sign the Guaranty of Lease, but will not be a leaseholder.
- Co-signers must sign the lease and will have the same rights as a leaseholding resident.

## APPLICATION FOR OCCUPANCY

**OCCUPANCY POLICY:** This policy has been approved by the GA Commission on Equal Opportunity for use only at properties managed by Provence Real Estate, LLC until further notice by the Commission. No more than two (2) persons per bedroom or sleeping space shall be permitted to occupy an apartment. A child or infant who is under the age of twelve (12) months (including an unborn child) at the time of leasing or renewing an existing lease will not be counted in determining the maximum number of persons who may occupy an apartment.

The exception of not counting an infant under the age of twelve months only applies to one child, and does not apply when there is more than one child under the age of twelve months (such as twins, triplets, or two or more children under age twelve months). At the time of renewal, a child who is at least twelve (12) months old will be counted as an additional person for purposes of determining the maximum occupancy allowed. If there are two (2) or more children under the age of twelve (12) months, then they will be considered as additional persons under the standard. Two persons who wish to rent a one-bedroom apartment are allowed to do so even though the mother is pregnant and will deliver during the lease term. Two persons who wish to rent a one-bedroom apartment and already have a child who is under twelve (12) months of age at the time of leasing or renewal are allowed to do so.

Residents who have exceeded the occupancy restriction are not required to "upgrade" (move to a larger apartment) until the end of their current lease or renewal term (not including any month to month automatic renewal extensions).

### Maximum Occupancy Allowed

One Bedroom: 2 persons plus one infant under the age of twelve (12) months  
Two Bedrooms: 4 persons plus one infant under the age of twelve (12) months  
Three Bedrooms: 6 persons plus one infant under the age of twelve (12) months

**RENTER'S INSURANCE:** Residents are required to purchase and maintain a renter's insurance policy which insures the residents' personal property and provides minimum liability coverage of \$100,000 for damages to the apartment or building. Some communities also require a minimum coverage for contents, and automobile insurance which provides the minimum liability coverage required under state law, as well as both collision and comprehensive coverage for damages to or theft of resident's car. Resident acknowledges that he/she has been advised to obtain renter's insurance and further acknowledges that the Provence Real Estate, LLC is **not responsible** for any personal belongings that are damaged due to disaster or incident that may occur in their apartment including but not limited to fire, storm damage, car damage, break-ins, flooding, falling trees or limbs, roof leaks and sewer back-ups. Resident further acknowledges that they are solely responsible for obtaining, making payment for, and maintaining coverage of renter's insurance during their occupancy.

**VEHICLES:** Parking is permitted as follows: Only one vehicle per licensed Resident is allowed (as space permits within the community). Additional parking spaces may be rented if available. Boats, trailers, commercial vans and campers are not permitted to be parked on the property at any time except, if available, in designated parking areas only. Unightly or inoperable vehicles are not permitted and may be towed at owner's expense by management. Such unsightly or inoperable vehicles are determined at the sole discretion of management. Each applicant agrees to be bound by and sign all addenda to the lease that pertain to parking rules and regulations.

**PETS:** Pets are prohibited unless applicants comply with the following regulations and obtain management's express written approval. Pet Agreement must be signed and followed. Limit of **2** pet(s) per apartment. Pets shall not exceed **100** pounds at full maturity. Pets must be commonly recognized as an accepted a domestic pet. Pets must be spayed or neutered. Residents are responsible for having dogs leashed at all times and cleaning up after their pets. A pet deposit and/or fee of \$\_\_\_\_\_ is due prior to a pet entering an apartment and monthly pet fees may be established.

### To be completed by management

Good Faith Deposit Paid by _____	Apt # _____	in the amount of \$ _____	on _____
Non-Refundable Application Fee Paid by _____	Apt # _____	in the amount of \$ _____	on _____
Non-Refundable Administrative Fee Paid by _____	Apt # _____	in the amount of \$ _____	on _____

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent for Management

\_\_\_\_\_  
Date

**APPLICANT: PLEASE DO NOT WRITE BELOW THIS LINE**

THIS APPLICATION FORM RECEIVED BY (NAME) \_\_\_\_\_ DATE \_\_\_\_\_

THIS APPLICATION  APPROVED

NOT APPROVED

MANAGER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Applicant Notified By \_\_\_\_\_ Date / Time Notified \_\_\_\_\_