

Babcock & Brown Residential APPLICATION FOR RESIDENCY

WELCOME TO OUR COMMUNITY!! PLEASE FILL IN THE BLANKS BELOW. IF YOU NEED ASSISTANCE, PLEASE LET US KNOW.

Full Name:		Birthdate:		Marital Status:	
Social Sec.#:		Driver's License:			
Spouse:		Birthdate:			
Social Sec.#		Driver's License:			
Present Address:		Current Landlord's Name:			
City, State, Zip:		Current Landlord's Phone #:			
Applicant's Current Phone #:		Dates of Residency:		Mo. Pymt:	
E-Mail Address:		Cell Phone Number:			
All other occupants and their birthdays (occupants over age 18 must fill out separate application and are required to sign the lease agreement):					
Name:		B-day: / /		SSN:	
Name:		B-day: / /		SSN:	
Previous Address:		Dates of Residency:		Mo.Pymt:	
City, State, Zip:		Landlord's Name & Phone #:			
Previous Address:		Dates of Residency:		Mo.Pymt:	
City, State, Zip:		Landlord's Name & Phone #:			
<small>(Nearest living relative not residing in this household)</small>					
Emergency Name:		Relation:			
Address:		Emergency phone:			
Employer:(Current)		Employer: (Previous)			
Address & Phone #:		Address & Phone #:			
Supervisor's Name & Phone #:		Supervisor's Name & Phone #:			
How long:		Annual Salary:		How long:	
Position:		Position:			
Spouse's Employer:		How long:		Annual Salary:	
Address:		Position:			
Supervisor's Name & Phone #:					
List all vehicles:		[Note: All vehicles must conform to vehicle policy]			
Year/Make/Model:		Tag #:		State: Color:	
Year/Make/Model:		Tag #:		State: Color:	
Do you have a pet?		What kind?			
Pet Weight:		Pet Name:			
<p>Has anyone listed above ever been convicted of any criminal offense other than a minor traffic violation or is there any criminal charge now pending against any such person listed above including sexual offenses? If answer is "Yes", attach a statement giving full details.</p>					
<p>Please pay the following in separate payments:</p> <p>Processing Fee Applicant has paid the sum of \$ _____ as a NON-REFUNDABLE fee for Owner's cost of processing this applicatic</p> <p>Administrative Fee Applicant also agrees to submit \$ _____ as a NON-REFUNDABLE Administrative Fee in consideration for Owner taking the apartmet off the market while considering the approval of this application. The Administrative Fee will be either (a) credited towards the required Administrative Fee when applicant enters into a lease agreement with the Owner, (b) refunded promptly to Applicant where Applicant is disapproved, or (c) retained by Owner as liquidated damages for Owner's costs and expenses in taking the unit off the market, as well as reletting expenses such as advertising and office overhead where Applicant notifies Owner, in writing, that Applicant wishes to withdraw the application (such notice received by Owner more than twenty-four (24) hours after Owner receives this application) or fails to sign a lease upon being approved.</p> <p>Pets Applicant agrees to pay the following for each pet that will reside in the apartment:NON-REFUNDABLE fee \$ _____ and a monthly pet rent of \$ _____.</p> <p>I certify that the information given herein is complete, true and correct. You are hereby expressly authorized to, and I will assist you in verify the accuracy and correctness of these statements, to communicate with my employer and creditors, to give authorization to complete a full backgrou criminal check, and to procure such other information which you may require to evaluate this application. I have read and understand the policies c the property of the apartment community and shall be kept confidientia</p>					
Applicant(s) Signature: _____		Date: _____		Date: _____	
(Copy of valid driver's license required)					

BABCOCK & BROWN RESIDENTIAL CLIENT SCREENING CRITERIA AND APPLICATION POLICIES

Babcock & Brown Residential conducts business in accordance with all federal, state and local Fair Housing laws. It is our policy to provide housing on an equal opportunity basis to all persons regardless of race, color, religion, sex, national origin, handicap or familial status.

PURPOSE OF THIS DOCUMENT

We offer the following information so that all applicants will have available to them a detailed statement of the rental qualifying policies. Although we have attempted to make this document easy to read, by its nature as a statement of policy, it includes formal language and legal terms. If you have any questions about our policies or about the information in this document, please contact any member of our management team.

HOW TO APPLY TO RENT AN APARTMENT

If you wish to apply for an apartment, you must fully complete an application, pay the required **non-refundable** rental application fee, and pay the required **non-refundable** administrative fee. All applicants are required to sign and date the application. We may make inquiries to verify information provided on your rental application. After approval, you must sign a lease agreement, take occupancy and begin paying rent on the expected move-in date. If the apartment of your choice is unavailable or you cannot take occupancy and pay rent within the allowed time period, you will be placed on a waiting list. We will not hold vacant apartments longer than eight days. We will make every effort to ensure that you are guaranteed the assigned apartment. However, we cannot be held liable for any damages incurred by you due to a current resident holding over. We will try to place you in a comparable apartment depending upon availability.

PHOTO IDENTIFICATION

At the time of application, you will need to show valid identification. This can be state or federally issued. Acceptable identification includes a driver's license, passport, and/or state-issued photo identification card. Applicants must be 18 years of age or older.

CO-SIGNERS

Co-signers will be allowed to help qualify full-time students or persons who have graduated from a college or university within the previous twelve months. Co-signers must complete and submit an application form and are must qualify on all of the criteria listed in this document. Co-signers must be immediate family members (i.e. parents, grandparents, brother/sister) and are expected to sign the lease agreement prior to the applicant(s) moving in. (Out of town co-signers may have the lease faxed to them for appropriate notarized signatures.) Consult your management representative for co-signer application fees.

CREDIT HISTORY

Applicants are required to have favorable credit ratings in order to be approved for an apartment. An extensive, negative credit history is grounds for the denial of an application. Babcock & Brown Residential uses information obtained from a consumer credit reporting agency. In keeping with our policy of confidentiality and privacy, we do not discuss individual credit reports with an applicant. If you would like to discuss or dispute anything in your credit report, you will need to contact the credit bureau that issued the report. We will provide you with the name and address of that credit bureau.

RENTAL HISTORY

Babcock & Brown Residential requires two years' favorable rental and/or mortgage history. Applicants must supply verifiable landlord or mortgage holder references. Negative rental history includes, but is not limited to, the following: NSF checks, late payments, noise complaints, unfulfilled lease term, foreclosure, eviction, unpaid balances, and damages to the premises.

INCOME/EMPLOYMENT

Applicants must provide proof of current employment as well as employment for the previous year. Salary must be verified with each employer by copies of check stubs showing year-to-date salary and taxes, or by showing the last year's W2. All additional sources of income must also be verified. If you are self-employed or retired, you must provide proof of income by furnishing copies of federal income tax returns for the previous year and/or other verifiable documentation acceptable to us.

MITIGATING CIRCUMSTANCES

At times mitigating circumstances might allow an applicant that does not meet credit, rental or income criteria to be approved. Poorly rated accounts with a zero balance, voluntary repossessions, and poorly rated accounts that are a result of a contested divorce are some examples of mitigating circumstances. A security deposit from \$200 up to two (2) month's rent or some portion thereof might be required. (If an applicant declines this request, the application is therefore denied and the administrative fee will be refunded accordingly.)

CRIMINAL OFFENSES

Babcock & Brown Residential attempts to provide a safe living environment for all its clients. Any applicant/occupant that has been convicted of a criminal offense may be denied residency. These offenses include but are not limited to: murder, drug activity, sexual offenses, breaking and entering and assault with a deadly weapon. Not noting any of the listed offenses on the application will be grounds for immediate eviction.

RENTERS INSURANCE

Babcock & Brown Residential requires evidence of renters insurance prior to any resident taking possession of an apartment. Residents are required to have \$300,000 of personal liability coverage, and we strongly recommend (but do not require) personal contents coverage of at least \$20,000. Insurance coverage may be obtained from any insurance company licensed to issue such coverage in the State in which the apartment community is located. Policies must state that the insurance carrier will provide us at least 10 days' prior written notice of cancellation or non-renewal of the coverage. We request that we be named as "interested party" with respect to the required coverage. We will provide you full terms of the insurance requirement prior to lease signing.

LEASING POLICY INFORMATION

Before you submit your application for approval, please take time to read the following information to help you in making your decision. We have prepared a list of some of the more important policies that we feel you should understand prior to submitting your application. Please review and contact any member of our management team if you have any questions about our policies or about the information in this document.

Application Fee

This is a non-refundable processing fee.

Administrative Fee

A one-time fee is charged to cover certain services provided by our lease agreement.

Securing an Apartment

To secure an apartment or to put one on a priority waiting list you must submit, in separate payments, a non-refundable administrative fee and a non-refundable application fee. The administrative fee is non-refundable if you cancel your application after twenty-four (24) hours regardless of the reason. We will make every effort to ensure that you are guaranteed the assigned apartment. However, we cannot be held liable for any damages incurred by you due to a current client holding over. We will try to place you in a comparable apartment depending upon availability.

Utilities

The water, sewer, electricity, garbage, gas, cable and telephone expenses are the client's responsibility and must be put into your name prior to move in as we will have the services taken out of our name prior to your move in.

Water/sewer may be submetered at the client's expense. Please consult your on-site team for any possible garbage and water/sewer fees.

Pets

All pets must be registered with the management office immediately. We only allow 2 pets per apartment, and their weight must total no more than 100 lbs in aggregate. We do not accept Pit Bulls, Akitas, or Rottweilers due to their aggressive nature. All fees and pet rent are required to be paid prior to move-in.

Vehicles

We do not allow certain types of vehicles such as trailers, construction vehicles, or any vehicles larger than 17' long, 6' wide and 6 1/2' high. Boats and RV's are subject to restrictions pursuant to the property's vehicle policy. If you own one of these vehicles, you are responsible for asking for a copy of our policy to determine if it is permissible. Please see the on-site team for specific details and fee structures. Vehicles must be in operable condition and must comply with our vehicle policy. Any vehicle that does not comply will be tagged and given twenty-four (24) hours to be repaired or removed or it will be towed at the vehicle owner's expense.

Grilling

Gas and charcoal grills are prohibited on the property. Unauthorized grills will be removed and disposed of by management.

Lease Terms

Your rent due at move-in will be pro-rated based on the current calendar month. If your current lease expires and no renewal or extension more than three months has been signed, you will be considered as being on a 60-day option. The rate will then be current market rent plus \$150.

Satellite Dishes

Satellite dishes may be installed under the conditions of our lease agreement and/or separate Satellite Dish Agreement. Please ask the office team for more details. Any satellite dish found not adhering to the requirements will be disposed of by management. Client will be responsible for any damage done to the property.

We realize there are a lot of policies, but we feel we must inform you of them up front. If you have any questions regarding these or any other items about our community, please do not hesitate to contact one of our office team and they will be happy to assist you. Again, thank you so much for choosing our community and we look forward to serving you.

ACKNOWLEDGMENT

By signing below, each applicant agrees to having read the aforementioned screening criteria and leasing policy information, and agrees to abide by Babcock & Brown Residential's requirements.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____