



Quail Ridge Apartments

Resident Criteria Information

This form is the basic requirements for leasing an apartment at Quail Ridge.
This will help you know what to expect during the Application Process.

1. **Resident History:** Your present and past residences for a three-year period, including amount of rent, payment records, and condition of apartment when vacated.
2. **Employment:** We verify current and past employment for a period of three years, which includes length of time on the job, salary and any anticipated layoffs. If you are self employed or retired, we will require written proof of income. You must earn three times the amount of monthly rent. 1 month of paystubs is required from each applicant.
3. **Credit Report:** Your credit history will be provided to us by a professional credit bureau. At least 50% of current accounts must be in good standing. Management may deny any application based on negative credit history on credit report. Bankruptcies that have not been discharged will result in denial.
4. **Criminal Record:** Your criminal record will be provided to us by a professional criminal records service. Any person residing on property over the age of 18 must complete an application and criminal background investigation.
5. **Roommates:** Roommates are welcome, but each person must qualify individually. Each applicant must complete an individual application and pay a separate application fee.
6. **Pets:** Quail Ridge Apartments is pet friendly. A \$300 pet fee (non-refundable) must be paid for each pet and \$15 per month pet rent. Management can agree to make a payment arrangement, but can only be split into 2 payments. 1st payment will be required to be paid at move in. Breed restrictions do apply. Maximum of 2 pets per apartment.
7. **Co-Signer:** Co-signers are accepted if income is a factor during the application process. Co-signer income must equal 4 times the monthly rent. The co-signer for the original applicant must pay the application fee of \$60.00

Application Fee \$60.00 is required from each person over 18 years of age. Anyone over 18 will be required to be a lease signer. You must place the Security Deposit to hold the unit. If you decide not to give a security deposit at time of submitting an application(s), the apartment will not be secured and could be given to another applicant that has placed a security deposit.

Initials

Rental Application

Applicants Last Name		First		Middle		Social Security #		Date of Birth	
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated				U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No		Drivers License # and State			
Spouse's Last Name		First		M.I.		Spouse's Driver's License		Social Security #	
								Date of Birth	
Other Occupants									
Name				Relationship		Social Security #		Date of Birth	
Name				Relationship		Social Security #		Date of Birth	
Name				Relationship		Social Security #		Date of Birth	
Name				Relationship		Social Security #		Date of Birth	
RESIDENCY INFORMATION									
Present Address					City		State		Zip
<input type="checkbox"/> Rent <input type="checkbox"/> Own		Years at Present Address?		Reason for Moving?		Daytime Phone Number		Home Phone Number	
								e-mail Address	
Name & Address of Present Landlord or Mortgage Company						Phone Number		Monthly Payment \$	
Previous Address, if less than 12 months at Present Address					City		State		Zip
Name & Address of Previous Landlord					Phone Number		Dates of Rental From _____ to _____		
EMPLOYMENT/INCOME INFORMATION									
Present Employer*				Supervisors Name				How Long Employed?	
Business Address				Phone Number		Position/Title		Salary or Hourly Rate \$	
*If self-employed, we must be furnished with the most current annual tax return from you CPA directing the amount of annual income you expect to receive.									
Previous Employer, if less than 12 months at Present				Supervisors Name				How Long Employed?	
Business Address				Phone Number		Position/Title		Salary or Hourly Rate \$	
Spouse's Employer				Supervisors Name				How Long Employed?	
Spouse's Business Address				Phone Number		Position/Title		Salary or Hourly Rate \$	
Other Sources of Income: Enter Total Monthly Amount:\$									
Child Support and/or Alimony \$		Social Security and/or SSI or Disability\$		Retirement Pension\$		Other \$		Describe:	
CREDIT/ CRIMINAL INFORMATION									
Have you or any occupant listed on this application ever (check if "yes"):									
<input type="checkbox"/> Been evicted or been asked to move			<input type="checkbox"/> Broken a rental agreement			<input type="checkbox"/> Declared bankruptcy		<input type="checkbox"/> Been sued for rent	
<input type="checkbox"/> Been sued for property damage				<input type="checkbox"/> Been arrested for a felony, misdemeanor, or sex-related crime that was resolved by conviction, probation, deferred adjudication, court-ordered community supervision, or pretrial diversion.**					
**Please indicate the type of each felony, misdemeanor, and sex-related crime other than those resolved by dismissal or acquittal.									
MISCELLANEOUS INFORMATION									
Number of Vehicles to be parked in community?		Do you have Pets? <input type="checkbox"/> Yes <input type="checkbox"/> No		How many?		Type/Breed/Weight/Age			
Vehicle Type (Make/Model/Year)				Color		License Number		State	
Vehicle Type (Make/Model/Year)				Color		License Number		State	

EMERGENCY INFORMATION		
Emergency Contact Name	Address	Phone Number
Emergency Contact Name	Address	Phone Number

Applicant has submitted a non-refundable APPLICATION AND PROCESSING FEE of \$_____. This fee will be utilized by management to cover the costs for the credit and background check and verification of application information. All fees will be forfeited by Applicant if they choose to cancel this application.

Applicant hereby deposits \$_____ with management as SECURITY DEPOSIT in connection with this rental application to hold Apartment Number_____. Applicant may cancel this application by written notice within 72 hours and receive a full refund of this SECURITY DEPOSIT within 30 days of the cancellation. If the Applicant cancels the application after 72 hours, or refuses to occupy the premises on the agreed upon date, Applicant understands this SECURITY DEPOSIT will be forfeited.

The undersigned warrants and represents the information on this Application to be true and correct. All persons and 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 authorizes Quail Ridge Apartments to release all information contained in this Application on behalf and for the benefit of the undersigned. I understand that Quail Ridge Apartments may obtain a background check, including information as to my credit and criminal history, in connection with my Application and that my Application may be rejected based on information contained in the reports.

Applicant's Signature: _____

Date: _____

Spouse's Signature: _____

Date: _____

Agent Signature: _____

Date: _____

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

The Standard Quail Ridge Apartments Qualifying Criteria includes: a monthly household income that is three times the rental rate; a criminal record free of felony convictions; a "favorable" credit rating from the credit agency; a rental history with reasonable on time payments, no evictions or registered complaints; valid social security number or proof of legal residency for all adults; and no more than two occupants per bedroom. Failure to meet any of these may result in denial of application. Additional standards may be applicable.

FOR OFFICE USE ONLY:

Apartment Size: _____

Date Needed: _____

Floor Preference: _____

Other: _____