

# HAMILTON POINT

## PROPERTY MANAGEMENT

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### RENTAL QUALIFYING STANDARDS

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**Our property 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, familial status, or any other protected class as defined by state and local jurisdiction.**

**Occupancy Guidelines:** We follow all local city occupancy guidelines.

**Qualification Guidelines:** All non-dependent leaseholders or non-dependent occupants of legal age must fill out an application and are considered to be applicants. An original and valid photo ID is required of all applicants. Each applicant must complete an application in its entirety and all information provided must be true, accurate and complete, as well as verifiable. Income plus verified credit history will be entered into a credit score system, which determines both rental eligibility and security deposit level. Criminal history will be verified and must meet the standards outlined below in order to be eligible to rent. Each applicant's credit and criminal status will be individually evaluated; leaseholders' income will be combined.

**Credit Worthiness:** A credit report will be secured for all leaseholders to verify account credit ratings. The results will be entered into a credit scoring model, which determines 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 for all lease holders is combined and entered into the credit scoring model. Additional sources of income may be considered but all sources must be verifiable.

**Criminal History:** A criminal background check will be conducted for each applicant. The criminal search will be run for all addresses at which the applicant(s) has resided.

**Apartment Availability:** The listing of available apartments to rent is updated as each apartment becomes available. This may occur at varying times throughout the day and accordingly, available listing at business day begin may differ from the available listing at business day end. An apartment become available to lease when Management posts the notice in the computer, which will occur when one or all of the following occurs:

- A written notice to vacate is received
- Keys to apartment are received
- A vacancy has been validated

*Reasons for not approving an application include, but are not limited to: recent bankruptcy, insufficient income, criminal record, household exceeding occupancy limits, and falsification of the application information.*

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(Applicant)

Date

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(Applicant)

Date



**APPLICANT INFORMATION**

FULL NAME: (LAST) \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MIDDLE) \_\_\_\_\_ (Jr. / Sr.) \_\_\_\_\_  
 DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ SEX \_\_\_\_\_ MARITAL STATUS \_\_\_\_\_ (opt)  
 OCCUPATION \_\_\_\_\_ GROSS ANNUAL INCOME (from all sources)\$ \_\_\_\_\_  
 DL # \_\_\_\_\_ STATE \_\_\_\_\_ EMAIL \_\_\_\_\_ CELL PHONE \_\_\_\_\_

VEHI	TYPE	COLOR	MAKE	LICENSE PLATE #	STATE	YEAR

**LIST OTHERS TO RESIDE IN APARTMENT AND CHILDREN WHO WILL VISIT ON A PERMANENT BASIS:**

FULL LEGAL NAME	SS #	RELATIONSHIP	SEX	DOB	ANNUAL INCOME	VISITING ?

**PRESENT ADDRESS: Note: Please provide occupancy history for previous two years**

STREET \_\_\_\_\_ APT# \_\_\_\_\_ HOME PHONE(\_\_\_\_\_) \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ RENT/OWN? MTHLY PMT \$ \_\_\_\_\_  
 DATES(from) \_\_\_\_/\_\_\_\_/\_\_\_\_ (to) \_\_\_\_/\_\_\_\_/\_\_\_\_ LANDLORD PHONE(\_\_\_\_\_) \_\_\_\_\_

**PREVIOUS ADDRESS (If at present address less than two years):**

STREET \_\_\_\_\_ APT# \_\_\_\_\_ HOME PHONE(\_\_\_\_\_) \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ RENT/OWN? MTHLY PMT \$ \_\_\_\_\_  
 DATES(from) \_\_\_\_/\_\_\_\_/\_\_\_\_ (to) \_\_\_\_/\_\_\_\_/\_\_\_\_ LANDLORD PHONE(\_\_\_\_\_) \_\_\_\_\_

**PREVIOUS ADDRESS (If at present address less than two years):**

STREET \_\_\_\_\_ APT# \_\_\_\_\_ HOME PHONE(\_\_\_\_\_) \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ RENT/OWN? MTHLY PMT \$ \_\_\_\_\_  
 DATES(from) \_\_\_\_/\_\_\_\_/\_\_\_\_ (to) \_\_\_\_/\_\_\_\_/\_\_\_\_ LANDLORD PHONE(\_\_\_\_\_) \_\_\_\_\_

**EMPLOYER AT TIME OF MOVE-IN:**

NAME \_\_\_\_\_ START DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
 STREET \_\_\_\_\_ POSITION \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ SALARY \$ \_\_\_\_\_  
 SUPERVISOR/HR CONTACT NAME \_\_\_\_\_ PHONE(\_\_\_\_\_) \_\_\_\_\_

**OTHER INCOME:**

TYPE OF INCOME	SOURCE	GROSS ANNUAL AMOUNT
		\$
		\$

**RELATIVES/EMERGENCY CONTACT (NOT RESIDING WITH YOU):**

(1)NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ CONTACT PHONE(\_\_\_\_\_) \_\_\_\_\_  
 STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 (2)NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ CONTACT PHONE(\_\_\_\_\_) \_\_\_\_\_  
 STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**ARE YOU LEGALLY ELIGIBLE TO LIVE IN THE UNITED STATES: (Please check one)**

Yes, I am a U.S. Citizen  No  
 Yes, I have valid documentation from the U.S. Immigration and Naturalization Service (INS) that allows me to be in the country;  
 List source of documentation \_\_\_\_\_ List \_\_\_\_\_  
 If you have an Individual Tax ID #, please provide in the following space \_\_\_\_\_

**ADDITIONAL INFORMATION: (Check whichever applies)**

I Do Have a Water Bed  I Do Not Have a Water Bed  
 I Do Have a Fish Tank  I Do Not Have a Fish Tank

**PET INFORMATION: ( I Will Not Be Bringing A Pet) ( I Will Be Bringing A Pet):**

TYPE \_\_\_\_\_ BREED \_\_\_\_\_ HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_  
 TYPE \_\_\_\_\_ BREED \_\_\_\_\_ HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_

NOTE: Keeping pets requires consent of management, payment of applicable fees/deposits, and execution of Pet Addendum. Service animals are not considered pets.

The Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988, prohibits discrimination in the rental of housing based on race, color, religion, sex, handicap, familial status or national origin. The Federal Agency, which administers compliance with this law, is the U.S. Department of Housing and Urban Development.

The undersigned applicant and/or co-signer represents that all of the above statements are true and correct and hereby authorizes verification of the above information. If such information proves to be false or misleading, Owner shall have the right to deny this application. The undersigned applicant and/or co-signer hereby consents to allow HPI Amundale Gardens, LLC ("Owner"), itself or through its designated agents or employees, to obtain a consumer report and criminal record and to obtain and verify credit and employment information for the purpose of determining whether to lease an apartment to me. The undersigned applicant or co-signer agrees and understands that Owner and its agents and employees may obtain additional consumer reports and criminal record in the future to update or review my account. Upon my request, Owner will tell me whether consumer reports or criminal records were requested and the names and addresses of any consumer reporting agency that provided such reports. The undersigned applicant and/or co-signer understands that the application fee is non-refundable.

\_\_\_\_\_  
 APPLICANT

\_\_\_\_\_  
 DATE

