



APPLICATION FOR RESIDENCY

Each person over 18 must submit a complete and separate application.

Information contained within and gathered in association with this application is considered **CONFIDENTIAL**.

Applicant Qualification Standards & Availability Statement

Central Bethany Development DBA South Parc at Bethany, LLC does business in accordance with the Fair Housing Act. All occupants over the age of 18 must qualify. All non-dependent leaseholders or non-dependent occupants of legal age must fill out an application and are considered to be applicants. Each applicant must complete an application in its entirety and all information provided must be true, accurate and complete, as well as verifiable. Qualification is determined using a credit analysis model, income verification, and criminal background history. Resident history may be evaluated based upon the outcome of credit analysis. Each applicants credit and criminal status will be individually evaluated; leaseholders income will be combined for credit scoring.

Occupancy Guidelines: The maximum occupancy standards are listed below. There are no exceptions.

Studio: 2	Two Bedroom: 5	Four Bedroom: 9
One Bedroom: 3	Three Bedroom: 7	

Credit Analysis: A credit report will be secured and evaluated for all leaseholders.

Bankruptcy: Any bankruptcy in applicant's history must be cleared by the court before applicant can be considered.

Income/Employment: Gross annual income for all leaseholders is combined and entered into the credit-scoring model for each applicant. Additional sources of income may be considered. Individuals will meet a minimum monthly income of **3.0** times the monthly rental amount. Guarantors, if required, will meet a minimum monthly income of **5.0** times the monthly rental amount.

Income must be verified by the following or any reasonable written form of 3rd party income verification:

- **Pay Stubs**
 - 30 days worth of income with at least the two most recent stubs.
 - Consecutive stubs allow us to verify the consistency of the income verified to ensure that we are not basing the annual figure on a "sign on" bonus or similar.
- **Bank Statements**
 - Most recent statements showing balances on each of the statements of at least a 12 month lease term of the predetermined minimum factor of gross monthly rent.
 - Example: With a rent of \$900 and a required factor of 3, the required balance on each statement should be \$32,400 (\$900 x 3 = \$2,700 x 12).
- **Offer Letter**
 - May be used if dated within the last 30 days and is signed by the employer making the offer.
 - Emailed offer letters will not be acceptable as no signature will be available and alteration of such emails is possible.
 - Income from the offer letter that can be considered toward the require factors are:
 - Base Salary
 - 80% of a bonus "potential"
 - Mileage allowances that are a predetermined figure
 One time moving expenses, "sign on" bonuses, etc. will not be considered as income as they are not a form of "steady" income.
- **Government Funding (pension, disability, unemployment, social security, etc.)**

Government funding may be considered as income as long as there is proof that it will be available for at least the next 12 months.
- **Tax Returns**

Tax returns may be used as long as they are for the most recent tax season.
- **Exceptions and Additions:**
 - Prospects who are receiving income from a friend or a relative must provide a NOTARIZED letter from the source outlining a monthly amount and an expiration date showing when the cash flow will end.
 - Corporations or employers that will pay for Apartments must provide a letter of responsibility and fill in a separate





corporate application.

- If one or more applicants does not have a valid Social Security Number and/or has recently been issued a Social Security Number that is not connected or related to a credit bureau, there may be an additional deposit of one month's rent required as long as all other screening criteria have been satisfied.

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 over the previous 24 months. If the applicant has been convicted of a felony, the application will be rejected. The application will also be rejected for any of the following reported criminal related reasons that have occurred within the seven (7) 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

Rental History: If the applicant has an eviction on their record, the application will be rejected. Rental history for the past 24 consecutive months may be evaluated based on the outcome of the credit analysis. Any negative findings could result in a denial of application for residency.

Additional Deposits for Credit/Foreclosures and Guarantors: An additional deposit may be required based on the outcome of the credit analysis, evidence of a Foreclosure, income verification, or rent history of the applicant(s). However, a guarantor may only be added when the primary applicant(s) does not meet the income requirement, but passes all other criteria.

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 becomes available to lease when Management receives a notice to vacate, and/or receives the keys, and/or validates a vacancy.

(Signed/Applicant)

Date





South Parc @ Bethany

APPLICATION FOR RENTAL

Notice: All adult applicants (18 years or older) must complete a separate application for rental.

The undersigned hereby makes application to rent _____, located at _____, beginning on _____, at a monthly rent of \$ _____.

APPLICANT INFORMATION				
LAST NAME	FIRST NAME	M.I.	SSN	DRIVER'S LICENSE #
BIRTH DATE	HOME PHONE ()	WORK PHONE ()	EMAIL	
HOW DID YOU HEAR ABOUT THIS APARTMENT COMMUNITY?				
CURRENT ADDRESS				
STREET ADDRESS		CITY	STATE	ZIP
DATE IN	DATE OUT	LANDLORD NAME		LANDLORD PHONE ()
MONTHLY RENT \$	REASON FOR LEAVING			
PREVIOUS ADDRESS				
STREET ADDRESS		CITY	STATE	ZIP
DATE IN	DATE OUT	LANDLORD NAME		LANDLORD PHONE ()
MONTHLY RENT \$	REASON FOR LEAVING			
OTHER OCCUPANTS				
LIST NAMES AND BIRTH DATES OF ALL ADDITIONAL OCCUPANTS 18 YEARS OR OLDER				
LIST NAMES AND BIRTH DATES OF ALL DEPENDANTS 18 YEARS OR YOUNGER				
PETS & LIQUID-FILLED FURNITURE				
PETS?	DESCRIBE			
LIQUID-FILLED FURN.?	DESCRIBE			
EMPLOYMENT & INCOME INFORMATION				
1. OCCUPATION		EMPLOYER/COMPANY		MONTHLY SALARY \$
EMPLOYER ADDRESS		CITY	STATE	ZIP
SUPERVISOR NAME		SUPERVISOR PHONE ()	START DATE	END DATE
2. OCCUPATION		EMPLOYER/COMPANY		MONTHLY SALARY \$
EMPLOYER ADDRESS		CITY	STATE	ZIP
SUPERVISOR NAME		SUPERVISOR PHONE ()	START DATE	END DATE
1. OTHER INCOME DESCRIPTION				MONTHLY INCOME \$
2. OTHER INCOME DESCRIPTION				MONTHLY INCOME \$





EMERGENCY CONTACT			
1. NAME	ADDRESS	PHONE ()	RELATIONSHIP
2. NAME	ADDRESS	PHONE ()	RELATIONSHIP
PERSONAL REFERENCES			
1. NAME	ADDRESS	PHONE ()	RELATIONSHIP
2. NAME	ADDRESS	PHONE ()	RELATIONSHIP
BACKGROUND INFORMATION			
HAVE YOU EVER:	Filed for bankruptcy?	Willfully or intentionally refused to pay rent when due?	
	Been evicted from a tenancy or left owing money? If yes, please provide Property Name, City, State, and Landlord Name. <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Been convicted of a crime? If yes, please provide Type of Offense, County, and State. <input type="checkbox"/> Yes <input type="checkbox"/> No		
VEHICLE INFORMATION			
1. MAKE & MODEL	COLOR	YEAR	LICENSE NO. & STATE
2. MAKE & MODEL	COLOR	YEAR	LICENSE NO. & STATE
<p>I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rental is to be payable the 1st day of each month in advance. I warrant that all statements above set forth are true.</p> <p>I hereby pay a holding fee of \$ _____. I understand that I have forty-eight hours following the date of this application to withdraw the application and receive full refund of said holding fee. If applicant cancels rental after (48) hours and was otherwise approved, the holding fee is forfeited. The application fee is non-refundable.</p> <p>NON-REFUNDABLE APPLICATION FEE \$ _____</p> <p>I hereby give my permission to communicate with my current and former landlord or property manager for the purpose of discussing any and all of the facts and circumstances of my current or former tenancy, as well as the other information listed above. I also give my permission to communicate with my current employer(s) and/or supervisor(s) for the purpose of verifying the employment information listed above. I understand there are no limitations or restrictions regarding what may be discussed or revealed. I am aware that a credit history, eviction search and criminal background check will be done in conjunction with my application. I understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.</p>			

 (Signed/Applicant) Date

