

APPLICATION SCREENING COVER NOTICE

All applications will be screened using the criteria listed below. Applications not meeting the required criteria will be denied and the applicant will be notified in writing of the reason for denial. All applications are screened on the criteria stated without regard to race, color, religion, national origin, sex, marital status, familial status, disability or age, (provided that the applicant has the capacity to enter into a binding contract).

To be approved applicants must meet the following criteria:

CREDIT CRITERIA:

The applicant or co-applicant must have a credit score of 575 on the Empirica scoring system of Trans Union Credit Screening Company. If the Empirica screening indicates an insufficient amount of information to provide a score the applicant or co-applicant must provide proof of one of the following: A) Steady employment for at least one (1) year. B) Checking and/or Savings Account for at least one (1) year. C) Payment history of at least one (1) year with no late payments on an account such as; Utility Payments, Insurance Payments, In-House Financing (buy here, pay here car dealership for example) or D) Excellent rental history for at least one (1) year.

If the Empirica screening indicates a credit score of 574 to 550 the application may still be approved with the following: A) Excellent Rental History for at least one (1) year B) Good Credit Reference from a source with a payment history of no less than one (1) year from one or more of the following or a similar account; Utility Payments, Insurance Payments, In-House Financing (buy here, pay here car dealership for example), or an Appliance/Furniture Rental Store C) Pay an increased security deposit equal to one and a ½ times the rental amount or \$500.00; whichever is higher. This increased security deposit must be paid in full before moving into the apartment; no payment agreements will be made.

If the Empirica screening indicates a credit score of 549 to 515 the application may still be approved with the following: A) Excellent Rental History for at least one (1) year B) Good Credit Reference from a source with a payment history of no less than one (1) year from one or more of the following or a similar account; Utility Payments, Insurance Payments, In-House Financing (buy here, pay here car dealership for example), or an Appliance/Furniture Rental Store C) Pay an increased security deposit equal to one and a ½ times the rental amount or \$500.00; whichever is higher. This increased security deposit must be paid in full before moving into the apartment; no payment agreements will be made.

If the Empirica screening indicates a credit score of less than 500 the application may still be approved with the following: A) Steady employment of at least six (6) months B) Excellent Rental History for at least one (1) year C) Good Credit Reference from a source with a payment history of no less than one (1) year from one or more of the following or a similar account; Utility Payments, Insurance Payments, In-House Financing (buy here, pay here car dealership for example), or an Appliance/Furniture Rental Store D) Pay a total of three (3) month's rent in advance. This must be paid on or before the date the apartment will be occupied. E) Pay an increased security deposit equal to one and a ½ times the rental amount or \$500.00; whichever is higher. This increased security deposit must be paid in full before moving into the apartment; no payment agreements will be made

RESIDENTIAL CRITERIA:

Must not have a residential history of repeated late rent payments, non-payment of rent, noise complaints, cleanliness problems, damages to the dwelling, history of unauthorized occupants, unauthorized pets, a history of eviction; skip out, or of breaking a lease without just cause. Applicant must provide sufficient residential history for the previous three years to the present without gaps.

INCOME CRITERIA:

Must meet the income guidelines for all federal programs pertaining to the apartment community for which you are applying. The gross monthly income must be equal to or more than two and a half (2 1/2) times the rental amount. For example; If the rent is \$500.00 per month, the household must make \$1250.00 per month before taxes in order to income qualify for the apartment.

ADDITIONAL CRITERIA:

All information provided must be factual. Any materially false or misleading information will be grounds for immediate denial of the application or termination of the lease.

Must not have any felony convictions for drug related offences, unless proof is provided that a substance abuse recovery program has been successfully completed since the conviction.

Must not have any household members currently engaged in illegal use of drugs or any household members that have a pattern of illegal drug use which may interfere with the health, safety and right to peaceful enjoyment of the community by other residents.

Must not have any convictions related to Breaking & Entering, Burglary, Auto Theft or Arson.

Must not have any convictions related to violent crimes or sexual crimes and/or be required to register on a sex offender registry.

Must not have any history of fraud related to any government assistance program.

No State or Federal Tax Liens.

Must not have a history of presenting checks for payment that are returned un-paid from the bank for any reason. If such circumstances present themselves; personal checks will not be accepted for any type of payment. Rent, Late Fees, Security Deposit etc.

Must provide proof that applicant is 18 years old or older or be legally emancipated and able to sign a binding contract.

Must have no false social security numbers listed on the credit report.

By my signature below, I certify that I have read and understand the above listed information regarding my application.

Applicant signature Date

Co-applicant signature Date

For office use only:

Date Application Received _____

Is application complete? Y N

Application Fee received \$ _____

Special Requests / Needs _____

Apartment Size/ type desired _____

Date application Screened _____

Date applicant notified of result _____

____ Approved ____ Denied ____ Can be overridden ____ withdrawn

Manager Initials _____

LABELLE HOMES

LEASING APPLICATION

DATE: _____ TIME: _____ Bedroom Size: _____

_____ NEW APPLICATION _____ HOUSEHOLD ADDITION _____ TRANSFER

NAME OF APPLICANT: _____
First Middle Last

A.) Address: _____
B.) Driver's License # and State: _____
C.) Date of Birth: _____
D.) Social Security Number: _____
E.) Phone Number: _____

NAME OF CO-APPLICANT: _____

A.) Address: _____
B.) Driver's License # and State: _____
C.) Date of Birth: _____
D.) Social Security Number: _____
E.) Phone Number: _____

HOUSEHOLD COMPOSITION – List all persons that will be occupying the unit, minus Applicant and Co-Applicant

Full Name	Relationship to Applicant	Date of Birth	Social Security Number

RENTAL HISTORY – Last Two Years
(Use Additional Sheets if necessary)

Applicant:

F.) Present Landlord Name: _____ Phone: _____
Landlord Address: _____
Dates of Occupancy: _____ to _____ Related? Y/N How? _____
G.) Previous Landlord Name: _____ Phone: _____
Landlord Address: _____
Dates of Occupancy: _____ to _____ Related? Y/N How? _____

Co-Applicant:

F.) Present Landlord Name: _____ Phone: _____
Landlord Address: _____
Dates of Occupancy: _____ to _____ Related? Y/N How? _____
G.) Previous Landlord Name: _____ Phone: _____
Landlord Address: _____
Dates of Occupancy: _____ to _____ Related? Y/N How? _____

EMPLOYMENT HISTORY – Last Two Years
(Use Additional Sheets if necessary)

Applicant:

H.) Current Employer: _____ Phone: _____
Employer Address: _____
Title: _____ Compensation _____ (Hourly/Salary)
Dates of Employment: _____ to _____

I.) Previous Employer: _____ Phone: _____
Employer Address: _____
Title: _____ Compensation _____ (Hourly/Salary)
Dates of Employment: _____ to _____

J.) Previous Employer: _____ Phone: _____
Employer Address: _____
Title: _____ Compensation _____ (Hourly/Salary)
Dates of Employment: _____ to _____

Co-Applicant:

H.) Current Employer: _____ Phone: _____
Employer Address: _____
Title: _____ Compensation _____ (Hourly/Salary)
Dates of Employment: _____ to _____

I.) Previous Employer: _____ Phone: _____
Employer Address: _____
Title: _____ Compensation _____ (Hourly/Salary)
Dates of Employment: _____ to _____

J.) Previous Employer: _____ Phone: _____
Employer Address: _____
Title: _____ Compensation _____ (Hourly/Salary)
Dates of Employment: _____ to _____

Are there Additional Sources of Income received on a regular basis that you would like to include; such as;
(Child Support, Disability Payments, Social Security, etc.?) If so, please list and include monthly amounts.

Questions pertaining to Entire Household Above:

- 1.) Yes No Have you or any household member ever been arrested and/or convicted of a felony or any criminal offence?
If so, please explain: _____
- 2.) Yes No Have you or any household member been arrested/convicted of a drug related crime?
If so, please explain: _____
- 3.) Yes No Are you now or have you ever been required to register as a sex offender?
If so, please explain: _____
- 4.) Yes No Have either the Applicant or Co-Applicant ever been evicted?
If so, please explain: _____
- 5.) Yes No Does anyone not listed on page one plan to live with you in the next 12 months?
If so, please explain: _____
- 6.) Yes No Will the household receive Section 8 housing assistance?
If yes list agency name, contact person & phone _____

CREDIT REFERENCES:

Applicant:

Loans: _____

Other: _____

Co-Applicant:

Loans: _____

Other: _____

CHARACTER REFERENCES:

Applicant:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Co-Applicant:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

OFFICE USE ONLY:

Apartment Number: _____ Rent: _____

Approved/Denied: _____

Apartment Name: _____

EMERGENCY CONTACT NUMBER

Applicant:

In case of emergency, notify: _____

Home Phone: _____ Work Phone: _____

Co-Applicant:

In case of emergency, notify: _____

Home Phone: _____ Work Phone: _____

Applicant and Co-applicant certify the above information is true and accurate and understands that false or inaccurate information shall be cause for denial of this application or termination of any subsequent rental agreements. I/We are the only person(s) who will reside in the apartment if this application is approved. Apartment owner or agents may verify all information given directly or through reporting agencies. Acceptance of the application is not binding on apartment owner or agent until approved in writing.

The undersigned is the person(s) named below and hereby authorizes LaBelle Homes to conduct a search of the following; Employment History, Ability to Meet Income Requirements, Credit Report, Criminal Record, Arrest Record, Motor Vehicle Record, and previous Housing/Landlord history. Additionally, I authorize all companies and law enforcement agencies to release such information, and release them from any liability and responsibility from doing so. A faxed copy of this authorization shall be considered valid as is the original.

I understand that the application processing fee is non-refundable for any reason and will not be used as part of the security deposit should the application be approved. If applicant and /or co-applicant cancels after (2) days, all money deposited shall be forfeited to LaBelle Homes. If an application is denied for ANY reason a 90-day period is required before reapplying to this property.

Applicant Signature: _____ Date: _____

Printed Name: _____

Co-Applicant Signature: _____ Date: _____

Printed Name: _____

