



# RENTAL APPLICATION

TO BE COMPLETED BY EACH ADULT APPLICANT

ALL UNITS SUBJECT  
TO AVAILABILITY



TOKOLA  
PROPERTIES

PROPERTY NAME / NUMBER <b>3rd Central Apartments</b>		UNIT NUMBER / ADDRESS		
DATE	TIME	DATE UNIT WANTED	UNIT RENT	SCREENING CHARGE \$
OWNER / AGENT		STREET ADDRESS		PHONE

THIS PROPERTY HAS A SMOKING POLICY?  YES  NO (ASK MANAGEMENT FOR DETAILS)

NAME (APPLICANT)		EMAIL		
DATE OF BIRTH	SOC. SECURITY #	DRIVER'S LICENSE # / STATE		
PRESENT STREET ADDRESS		CITY	STATE	ZIP

FROM	TO	PHONE ( )
CURRENT LANDLORD NAME		PHONE ( )
CURRENT LANDLORD STREET ADDRESS (OR APARTMENT NAME)		CITY STATE ZIP
FORMER STREET ADDRESS		CITY STATE ZIP
FROM	TO	FORMER LANDLORD PHONE ( )
FORMER LANDLORD STREET ADDRESS (OR APARTMENT NAME)		CITY STATE ZIP
OTHER STATES AND COUNTIES YOU HAVE LIVED IN THE PAST 5 YEARS		
PRESENT EMPLOYER		
STREET ADDRESS		CITY STATE ZIP
PHONE ( )	POSITION	HOW LONG? (DATE HIRED)
GROSS PAY \$	OTHER INCOME \$	SOURCE
PREVIOUS EMPLOYER		
STREET ADDRESS		CITY STATE ZIP
PHONE ( )	POSITION	HOW LONG?

BANK (Checking)	BRANCH	PHONE	ACCOUNT NUMBER
BANK (Savings)	BRANCH	PHONE	ACCOUNT NUMBER
HAVE YOU ESTABLISHED RETAIL CREDIT? <input type="checkbox"/> YES <input type="checkbox"/> NO	LIST ALL OTHER OUTSTANDING DEBTS: (Attach additional sheet if necessary)		BALANCE \$ MONTHLY PAYMENT \$
RELATIVE / PARENT	ADDRESS	PHONE ( )	
PERSONAL REFERENCE	ADDRESS	PHONE ( )	
HAVE YOU EVER BEEN EVICTED? <input type="checkbox"/> YES <input type="checkbox"/> NO DATE / /			
HAVE YOU OR ANY OTHER PERSON WHO WILL BE OCCUPYING THE UNIT EVER BEEN CONVICTED OR FLD GUILTY OR NO CONTEST TO ANY FELONY OR MISDEMEANOR? <input type="checkbox"/> YES <input type="checkbox"/> NO WHO WHERE WHEN			

OTHER OCCUPANTS: NAME	DATE OF BIRTH	AUTOMOBILES	LICENSE PLATE NO.	PETS - Subject to approval by management Number & Type
		OTHER VEHICLES		DO YOU INTEND TO USE: <input type="checkbox"/> Waterbed <input type="checkbox"/> Aquarium <input type="checkbox"/> Musical Instrument
				DO YOU HAVE RENTER'S INSURANCE? <input type="checkbox"/> YES <input type="checkbox"/> NO

Why are you vacating your present place of residence? \_\_\_\_\_

Have you given legal notice where you now live?  Yes  No How did you hear about our property? \_\_\_\_\_

I certify that the above information is correct and complete and hereby authorize you to do a credit check and make any inquiries you feel necessary to evaluate my tenancy and credit standing. I/We understand that giving incomplete or false information is grounds for rejection of this application. If any information supplied on this application is later found to be false, this is grounds for termination of tenancy.

Owner/Agent has charged a screening charge as set forth above. Owner/Agent may obtain a consumer credit report and/or an Investigative Consumer Report which may include the checking of the applicant's credit, income, employment, rental history, criminal court records and may include information as to his/her character, general reputation, personal characteristics, and mode of living. You have the right to request additional disclosures provided under Section 606 (b) of the Fair Credit Reporting Act, and a written summary of your rights pursuant to Section 609(c). You have the right to dispute the accuracy of the information provided to the Owner/Agent by the screening company or the credit reporting agency as well as complete and accurate disclosure of the nature and scope of the investigation. The name and address of the screening company or credit reporting agency is: \_\_\_\_\_

If the application is approved, applicants will have \_\_\_\_\_ hours from the time of notification to either execute a rental agreement and make all deposits required thereunder or make a deposit to hold the unit and execute a deposit receipt which will provide for the forfeiture of the deposit if applicants fail to occupy the unit. If applicants fail to timely take the steps required above, they will be deemed to have refused the unit and the next application for the unit will be processed.

Good Faith Estimate:  
Approximate number of units currently available, or will in the foreseeable future be available, of the size and in the area requested by Applicant: \_\_\_\_\_ units.  
Approximate number of applications previously accepted and currently under consideration for those units: \_\_\_\_\_ applications.  
If the blanks above are not filled in, then there is at least one unit available and there are no applications ahead of yours currently under consideration.

**I have received and read the Owner/Agent's rental criteria.**

APPLICANT X \_\_\_\_\_ DATE \_\_\_\_\_ PICTURE I.D. VERIFIED \_\_\_\_\_

OWNER/AGENT X \_\_\_\_\_ DATE \_\_\_\_\_

ON SITE  RESIDENT  MAIN OFFICE (IF REQUIRED)

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## **RENTAL CRITERIA FOR RESIDENCY**

*(Applicable only if Owner/Agent does not have custom criteria.)*

### **OCCUPANCY POLICY**

1. Occupancy is based on the number of bedrooms in a unit. *(A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet for clothing.)*
2. Two persons are allowed per bedroom.

### **GENERAL STATEMENTS**

1. Positive identification with a picture will be required.
2. Each applicant will be required to qualify individually or as per specific criteria areas.
3. Inaccurate or falsified information will be grounds for denial of the application.
4. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, eviction shall result.
5. Any individual, who's tenancy may constitute a direct threat to the health and safety of any individual, the complex, or the property of others, will be denied tenancy.

### **INCOME CRITERIA**

1. Monthly income should be equal to three times stated rent, and must be from a verifiable, legal source.

### **EMPLOYMENT CRITERIA**

1. Twelve months of verifiable employment will be required if used as source of income.
2. Self employed applicants will be verified through state corporation commission, and may be required to submit the last year's tax returns.

### **RENTAL CRITERIA**

1. Twelve months of verifiable contractual rental history from a current third party landlord or home ownership is required.
2. Three (3) years eviction free history is required.
3. Three or more 72 hour notices within one year will result in denial of the application.
4. Three or more NSF's within one year will result in denial of the application.
5. Rental history reflecting past due and unpaid rent will be denied.

### **CREDIT CRITERIA**

1. Negative or adverse debt showing on consumer credit report may require additional security deposits.
2. Three or more unpaid collections (not medical related) will result in denial of your application.

### **READY TO RENT GRADUATES**

If applicant fails to meet any criteria related to credit, evictions and/or landlord history, and applicant has received a certificate indicating satisfactory completion of a tenant training program such as "Ready to Rent", Owner/Agent will consider whether the course content, instructor comments and any other information supplied by applicant is sufficient to demonstrate that the applicant will successfully live in the complex in compliance with the rental agreement. Based on this information, Owner/Agent may waive the credit, eviction and/or landlord history screening criteria for this applicant.

### **CRIMINAL CONVICTION CRITERIA**

Upon receipt of the rental applications and screening fee, Owner/Agent will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to, any crime.

- a) A conviction, guilty plea or no-contest plea for any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery or possession with intent to sell) class A/Felony burglary or class A/Felony robbery; or
- b) A conviction, guilty plea or no-contest plea, where the disposition, release or parole have occurred within the last seven years for; any other felony charges; or
- c) A conviction, guilty plea or no-contest plea, where the date of disposition release or parole have occurred within the last seven years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related, (sale, manufacture, delivery or possession with intent to sell) property damage or weapons charges; or
- d) A conviction, guilty plea or no-contest plea, where the date of disposition release or parole have occurred within the last three years for: any B or C misdemeanor in the above categories or those involving criminal trespass I, theft, dishonesty, prostitution

shall be grounds for denial of the rental application. Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.