

Apartment Application Instructions/Guidelines

APPLICATIONS & FEES:

Thank you for interest in our apartments! To get you into your new home you will need to fill out the attached RENTAL APPLICATION PACKET. This packet will need to be return to the leasing office with the application fees. A \$35.00 fee will need to be paid for each applicant and each co-signor (co-signors are processed in the same manner as the resident). Every person over the age of 18 who will be living in the apartment will need to fill out an application. This application fee is non-refundable. Application must be COMPLETE before we can approve your residency.

IDENTIFICATION:

2 forms of ID are required and copies of these IDs must accompany your application. Please provide the following:

A valid government issued photo ID with date of birth & a social security card

OR

A valid passport

Income Verification:

All income must be verifiable. If you wish us to confirm your employment and income through your employer you must sign the attached "Employment Verification Form" and return to the leasing office. **DO NOT FILL OUT THE FORM** – this is to be done by your employer. In lieu of this form you may provide a month's worth of paystubs or any financial documents that substantiate your income. When a co-signor is needed we will verify their income in the same manner.

Assistance Programs:

All sources of rental assistance or income must be verified to be accepted. Please have all necessary documents with your rental application as proof.

Rental History:

Rental history must be verified for the last 12 months. If you have rented before please sign the top of the "Landlord Verification Form". **DO NOT FILL OUT THE REST OF THE FORM** – that is for your previous landlord to fill out.

APPLICANT *MAY NOT MEET APPROVAL CRITERIA IF ANY OF THE FOLLOWING APPLY:*

- Unfavorable credit report
- Unfavorable landlord reference
- Reasonable doubt as to the ability to pay rent - rent may not exceed 40% of household's gross monthly income
- Arrest or conviction history

APPLICANT *WILL BE DECLINED IF ANY OF THE FOLLOWING APPLY:*

- Prior eviction or foreclosure in the last 5 years
- Drug or non-violent felony conviction within the last 5 years
- Sex offender conviction or inclusion on the Sex Offender Registry
- Violent felony conviction such as murder, manslaughter, assault, kidnapping, rape, robbery, or any offense that includes a weapon charge.

Our policy for resident screening is established to evaluate the applicant's ability to comply with the terms and conditions of our lease agreement if the applicant is approved.

Deposits required:

A deposit will be required that is equal to one month's rent in order to hold an apartment. Once your application is approved you will have 48 hours to confirm you accept the apartment being offered. After 48 hours your deposit will be forfeited. If your application is declined for any reason the deposit will be refunded to you. At time of move in your deposit will go towards your 1st month's rent. All other monies – additional rent, fees, and security deposit - must be paid prior to move in and distribution of keys.

ALL MONIES PAID MUST BE IN THE FORM OF PERSONAL CHECK, CASHIERS CHECK OR MONEY ORDER.

*ALL MADE PAYABLE TO **FROG BRIDGE DEVELOPMENT, LLC***

Applicant's Acknowledgment:

Signature: _____

Date: _____



RENTAL APPLICATION

Name: _____ Cell #: _____

Alt Phone #: _____ SS#: _____ DOB: _____

Driver's Lic #: _____ Email: _____

Current Address: _____

City/State/Zip: _____ Rent or Own? _____

How long have you lived at this address: _____ How much is your mortgage/rent? _____

Previous Address: _____

City/State/Zip: _____ How Long: _____

How were you referred to us? _____

If a student, what is expected graduation date? _____

EMPLOYER INFORMATION

Current Employer: _____ Phone: _____ Fax: _____

Street/City/ST/Zip: _____

Position: _____ Weekly Income: _____ FT/PT: _____

Vehicle Information

Make: _____ Model: _____ Color: _____ Plate #: _____

Roommates

Resident 1: _____ Over 18 Yrs old? _____

Resident 2: _____ Over 18 Yrs old? _____

Resident 3: _____ Over 18 Yrs old? _____

Resident 4: _____ Over 18 Yrs old? _____

HAVE YOU OR ANY MEMEBR OF THE HOUSEHOLD EVER BEEN EVICTED FROM ANY HOUSING WITHIN THE LAST 5 YEARS? _____

I hereby certify that I am the person making this application and that all the information contained herein is true and correct in every particular. I understand that while processing this application an investigative report made be made whereby information may be obtained as to character, general reputation, personal characteristics and mode of living (you have the right to make written request for a complete and accurate disclosure of the nature and scope of such investigative request). This application shall be attached to and shall constitute a part of the lease hereby applied for.

Applicant: _____

Date: _____

8/18/2015

Page | 2



RELEASE FORM

Name Printed: _____

Apartment Community Applying for: _____

I hereby apply for an apartment at the above community.

With my signature below, I hereby authorize and request all credit reporting agencies, employers, credit and personal references, to release all pertinent information about me.

A photocopy of this shall be as valid as the original.

I understand that the credit report (rental history, arrest, and/or conviction records, and retail credit history) will be done through the facilities of:

First Advantage
Safe Rent
1140 Rockville Pike, PMB 1200
Rockville, MD 20852

Housing Consultants LLC does not discriminate based on race, color, creed, sex, religion, national origin, age, disability or familial status; nor in the term offered or the services rendered. The property will make reasonable accommodations for individuals with handicaps or disabilities, including modifications to policies, procedures and services so that every qualified applicant may fully participate in the program.

Applicant Signature: _____ Date: _____



LANDLORD VERIFICATION

This section to be filled out by applicant

Name of Applicant: _____

Address of Applicant to be Verified: _____

Name of Landlord: _____

Landlord Phone #: _____

Signature of Applicant: _____

This section to be filled out by landlord

The above referenced person currently resides in or is applying for an apartment in one of our properties. Prompt completion and return of this verification is appreciated. We will assure that any information you provide will be kept confidential and will be used only for rental eligibility.

Please fill out the below form and fax back to the leasing office. Thank you for your anticipated cooperation!

1. Rent Payment
 - a. Is (was) applicant current on rent? _____
 - b. Has applicant had late payments? _____ How many? _____
 - c. Have legal proceedings for non-payment been started? _____
 - d. How much is the monthly rent? _____
 2. Caring for the unit
 - a. Does applicant keep the unit clean? _____
 - b. Has the applicant damaged the unit? _____
 - i. Described: _____
 3. General
 - a. Has the applicant every allowed persons other than those listed on the lease to reside in the unit? _____
 - b. Has the applicant every damaged common areas? _____
 - i. Describe: _____
 - c. Does applicant create any physical hazards to other residents? _____
 - i. Describe: _____
 - d. Does applicant interfere with "Right to Quiet Enjoyment" of other tenants? _____
 - i. Describe: _____
 - e. Has applicant ever given you false information? _____
 - i. Describe: _____
 - f. Would you rent again to this applicant? _____
 - g. To your knowledge how many people live in this unit? _____
- COMMENTS: _____

Signature: _____

Title: _____ Date: _____

If confirmed over the phone, fill out above and sign below:

Person verifying information: _____ Date verified: _____

8/18/2015

Page | 4



EMPLOYMENT VERIFICATION

This section to be filled out by applicant:

Name of Applicant: _____

Company Name: _____

Company Address: _____

Contact Name: _____ Phone #: _____

Signature of Applicant: _____

This section to be filled out by employer

The above referenced person currently resides in or is applying for an apartment in one of our properties. We require that all income be verified. Prompt completion and return of this verification is appreciated. We will assure that any information you provide will be kept confidential and will be used only for rental eligibility.

Please fill out the below form and fax back to the leasing office. Thank you for your anticipated cooperation!

Employment Start Date: _____

Employment End Date: _____

If terminated, is employee eligible for unemployment benefits? _____

Employee job title: _____

Previous year's annual gross salary: _____

Hours per week: _____ Current Salary: _____

Employee's anticipated income for the next 12 months: _____

Any other compensation not included above? _____ Describe: _____

Employer's Signature: _____ Title: _____

Phone #: _____ Date: _____

If confirmed over the phone, fill out above and sign below:

Name of person verifying information: _____

Date verified: _____

