



APPLICATION FOR BAY POINTE APARTMENTS

(Each Occupant 18 years & over must completely fill out a separate application)

Name _____ Maiden Name _____ Married Separated Sex _____ Single
Social Security # (Copy Attached) _____ Birth Date _____

Are you a US Citizen? _____ Yes _____ No If No, Do you have a valid work visa? _____ Yes _____ No
Number of Occupants _____ Pets _____ Type _____ Weight _____ Color _____
Work Phone # _____ Home Phone# _____

Occupants:	Name	Birth date (mm-dd-yyyy)	Social Security #	Relationship

Must have 2 yrs. Continuous history. Use extra sheets as needed

Employer _____ Supervisor _____ Phone # _____
 Date Employed _____ Position _____ Gross Salary/Month _____
 Previous Employer _____ Supervisor _____ Phone # _____
 Employed From _____ to _____ Position _____ Gross Salary/Month _____
 Previous Employer _____ Supervisor _____ Phone # _____
 Employed From _____ to _____ Position _____ Gross Salary/Month _____
 Other Income (Child Support, Alimony, etc.) _____ Income from Assets _____

Emergency Contact _____ Street # _____ City _____
 State _____ Zip _____ Phone # _____ Relationship _____
 Closest Relative _____ Street # _____ City _____
 State _____ Zip _____ Phone # _____ Relationship _____
 Checking Acct # _____ Bank _____ City/State _____
 Savings Acct # _____ Bank _____ City/State _____

Must have 2 yrs. Continuous history. Use extra sheets as needed

Current Residence _____ Street _____ Apt# _____ City _____ State _____ Zip _____
 Community/Mtg. Co _____ Phone # _____ Acct# _____ From _____ to _____ Monthly Pmt _____
 Why are you leaving your present residence? _____
 Was your Lease/Account in any other name? _____ If yes, what name _____
 Previous Residence _____ Street _____ Apt# _____ City _____ State _____ Zip _____
 Community/Mtg. Co _____ Phone # _____ Acct# _____ From _____ to _____ Pmt _____
 Previous Residence _____ Street _____ Apt# _____ City _____ State _____ Zip _____

Credit Ref _____ Acct # _____ Phone # _____
 Credit Ref _____ Acct # _____ Phone # _____
 Vehicle _____ Year _____ Make _____ Model _____ Registered to _____ Tag # _____ State _____ Color _____
 Vehicle _____ Year _____ Make _____ Model _____ Registered to _____ Tag # _____ State _____ Color _____
 Additional Vehicles (Boat, Camper, Van, etc with Tag Numbers) _____
 Drivers License # _____ Expiration Date _____ State _____
 Personal Description _____ Height _____ Weight _____ Hair Color _____ Eye Color _____

How did you hear about these apartments? _____
 What attracted you to these apartments? _____
 Have you ever been evicted? _____ Has anyone that will be residing in the apartment ever been convicted of a felony? _____

Date Possession Desired _____ Lease Term Desired _____
 Agreed Rent Amount _____ Apt Type _____ Apt # _____ Move-in Date _____ Lease Term _____
 Security Deposit _____ Application Fee _____ Admin Fee _____ Total Paid _____

Applicant represents that all of the above statements are true and complete and hereby authorizes verification of the above information, references and credit records. Applicant acknowledges that false information herein may constitute grounds for rejection of this application, termination of right of occupancy and/or fees charged and may constitute a criminal offense under the laws of this state.

Applicant paid \$ _____ (total amount received) in consideration for Owner's taking the dwelling unit off the market while considering approval of this application. \$ _____ of this amount is a non-refundable fee for costs and expenses for checking applicant's consumer report by all and any means. The remainder of \$ _____ will be applied toward the required security deposit and non-refundable administrative fee of \$ _____ upon lease execution. If this application is not approved, this remainder of the \$ _____ (security deposit & administrative fee) will be refunded in full to applicant; provided however, should applicant fail through no fault of the owners to complete the lease agreement when tendered, the lower of \$ _____ (security deposit) or a proration of rental amount equal to the time this apartment was held will be charged as liquidated damages from _____ (date application is signed and apartment is taken off the market). Applicant understands that any refund (if applicable) will be made within 30 days to allow for processing and clearing of checks. Security Deposit monies are deposited within three (3) business days of receipt.

Applicant _____ OWNER, BY ITS REPRESENTATIVE.
 Date _____ By _____



APPLICATION VERIFICATION

BAY POINTE APARTMENTS

Community #

Employer Verification by
Employer
Date Ck
Person Talked to
Salary Ck
Position Ck
Date
Employer
Date Ck
Person Talked to
Salary Ck
Position Ck
Date
Total Present Monthly Income

Emergency Contact Verification by
Name, Address, Phone #, Relationship, Verified
Incorrect

Closest Relative Verification by
Name, Address, Phone #, Relationship, Verified
Incorrect

Resident Verification by
Residence
Person Talked to
Date
Comment
Residence
Person Talked to
Date
Comment

Bank Verification by
Bank
Current Account?
Yes
No
Account Age
Bank
Current Account?
Yes
No
Account Age

Credit Reference by
Name
Comment
Name
Comment
Name
Comment

Credit Report Summary

MANAGER

REVIEW OF APPLICATION AND VERIFICATION

Was Point System Completed?
Total Points
Move-in Date
Approved
Apt#
Type
Disapproved
Date
Manager Signature

VACATING INFORMATION

DATE VACATED
LENGTH OF LEASE
NO. OF MONTHS COMPLETED
DID RESIDENT GIVE NOTICE IN WRITING
NOTICE ATTACHED
YES
NO
IF NO, EXPLAIN
REASON FOR MOVING
IS TRANSFER CLAUSE APPLICABLE (IF YES, LETTER OF TRANSFER MUST BE ATTACHED)?
YES
NO
DATE ORIGINAL SECURITY DEPOSIT PAID:
AMOUNT:\$
DEDUCTIONS: Explanation
ACCOUNT SENT TO COLLECTION?
NAME OF COLLECTION AGENCY
DATE SENT

TOTAL DEDUCTIONS:
AMOUNT OF REFUND
INTEREST DUE

OTHER REFUND
AMOUNT
CODE
AMOUNT

REFUND PAYABLE TO:
FORWARDING ADDRESS:

I HEREBY CERTIFY THAT I HAVE PERSONALLY INSPECTED THE UNIT VACATED, THAT THE PREMISES AND FURNISHINGS ARE CLEAN AND UNDAMAGED, AND THAT ALL INVENTORY ITEMS ARE INTACT, EXCEPT AS NOTED ABOVE.

DATE
MANAGER

FORFEIT NOTICE SENT:
DATE

CERTIFIED NO.
DEPOSIT FORFEITED:

RENTAL QUALIFICATION CRITERIA

1. All applicants must be of legal age. All persons over the age of 18 must have an application on file, whether occupant only or responsible party. **Each applicant must complete a separate rental application.**
2. **Occupancy: Familial Status***: A maximum of two persons per bedroom plus one (1) additional person per apartment home. (Example: 1/1 = 3 persons; 2/2 = 5 persons; 3/2 = 7 persons; 4/2 = 9 persons)
Roommates: Two persons per bedroom only.
**Familial Status protects children under the age of 18 and the family with children under the age of 18.*
3. Credit references are checked, including a credit report, to determine an applicant's ability to make timely rental payments. The following may result in denial of application:
 - collection accounts with an outstanding balance
 - judgements, foreclosures or bankruptcy within the last 24 months
 - evictions or monies owed to a previous landlord
4. The combined gross annual household income of all the applicants for each apartment must equal or exceed three and a half times, +/- \$200, the annual rent under lease roommates must equal or exceed four and a half times, +/- \$200 the annual rent. Income can be verified by paycheck stubs, written verification from income sources, phone verification by an employer, bank statements from accountants, tax returns, etc. Two years of employment history must be verified for each applicant. School loans, scholarships, grants, workers' compensation and unemployment benefits DO NOT qualify as income. If an individual is self-employed, a copy of the previous year's personal income tax return will be required. If an individual is retired, verification through social security and/or recipients' company must be documented.
5. Each applicant must have at least two previous years of verifiable rental history with a satisfactory rating. Any applicant that previously has been the defendant in any eviction proceeding (including commercial property and the commencement of eviction proceedings) will not be approved.
6. Pets are not permitted on the property, permanently or temporarily, without written permission from management. We require a pet deposit and non-refundable pet fee to be paid. We limit two pets per apartment, which must not exceed 35 pounds each at full growth. (Depending on individual community this policy may vary.) Birds larger than a cockatiel will require pet monies. No reptiles, pigs, rabbits or ferrets are permitted. Violation of this policy will result in a daily fine and/or termination of lease.
7. Non-United States Citizens will be required to follow the same application procedures, including the Application Fee. Each person MUST hold and present a valid Work Visa, Passport or other legal documentation.
8. If an applicant is unable to meet a requirement above, management may consider acceptance of guarantor, increased security deposit and/or additional rent.
9. **Criminal History**: The application will be denied for any of the following criminal related reasons:
 - a) Any felony within the past 7 years.
 - b) Any crimes against persons or property within the past 7 years.
 - c) Any crimes related to illegal drugs and/or controlled substances within the past 7 years.
 - d) Any terrorist related crimes within the past 7 years.
 - e) Any crimes related to cruelty to animals within the past 7 years.
 - f) Any activity relating to A – E resulting in deferred adjudication, adjudication withheld or similar status.
 - g) Any crimes whatsoever of a sexual nature
 - h) Any crimes whatsoever related to murder, homicide or manslaughter.

ANYONE WHO FALSIFIES ANY INFORMATION ON THEIR APPLICATION WILL BE DENIED ACCEPTANCE. THE DEPOSIT WILL AUTOMATICALLY BE FORFEITED

Prospective Resident

Date