Welcome to our community. Before you apply to rent an apartment home in our community, please take the time to review this screening policy. All persons 18 years of age or older, not dependents and not married, will be required to complete separate rental applications. Applicants legally married or with adult dependents, and applying for residency will be required to complete a joint application. The term “applicant(s)” under this policy means the person or persons that will be signing the Lease as “residents”; the term “occupant(s)” in this policy means the person or persons that are authorized occupants under the Lease.

Please also note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by us that all residents and occupants currently residing in the community have met these requirements. There may be residents and occupants that have resided in the community prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various resident credit reporting services used. It is the policy of this community to comply with all applicable fair housing laws including those which prohibit discrimination against any person based on race, sex, religion, color, familial status, national origin, sexual orientation, gender identity or handicap.

It is the policy of Dodson Property Management to uphold the Fair Housing Laws and not deviate from these policies.

AVAILABILITY: Applications for apartments will be accepted on a first come, first serve basis. All information on the application must be complete, accurate and verifiable. All appropriate application fees and deposits must be paid before an application will be accepted and/ or processed. Apartments will be reserved for applications based on the availability of the unit type requested by Applicant.

APPLICATION FEE: $50.00 non-refundable per person

NEW RESIDENT NAME: ____________________________________________

ADDITIONAL RESIDENT: __________________________________________

CONTACT PHONE: ________________________________________________

EMAIL ADDRESS: ________________________________________________

ANTICIPATED MOVE IN DATE: __________________________________________________________________

APARTMENT PREFERENCE: _________________________________________________________________________

DATE: ______________________________________________________________________________________

Revision 01/2016
LEGAL RESIDENCY: All applicants and prospective occupants must provide appropriate verification of their lawful residence in the United States as requested by Management.

RENTAL RATES: Rental Rates are subject to change without notice.

RENTAL APPLICATIONS: A rental application must be truthfully completed for each prospective applicant and/or occupant who is of the legal age of eighteen (18) or older and who will occupy the apartment. Any false information may cause application to be rejected or lease to be nullified. A non-refundable application processing fee will be required for each applicant. This fee may vary from property to property. The applicant’s information will be entered into a scoring system, which determines both rental eligibility and the Application deposit amount, which will be required. All adult occupants (non-lease holders) will be required to complete a rental application and meet guidelines as outlined below for qualification pertaining to credit and criminal background checks.

STATE AND LOCAL LAW: To the extent state or local law differs from these guidelines, then state or local law will govern.

APPLICATION EVALUATION:

Occupancy Guidelines: The following occupancy standards apply.

<table>
<thead>
<tr>
<th>Bedrooms</th>
<th>Non-Familial</th>
<th>Familial*</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Bedroom</td>
<td>2 persons per bedroom</td>
<td>2 persons per bedroom</td>
</tr>
<tr>
<td>Two Bedroom</td>
<td>2 persons per bedroom</td>
<td>2 persons per bedroom</td>
</tr>
<tr>
<td>Three Bedroom</td>
<td>2 persons per bedroom</td>
<td>2 persons per bedroom</td>
</tr>
</tbody>
</table>

* Occupancy standards of an apartment cannot exceed two persons per bedroom plus a child who is less than 18 months old and who sleeps in the same bedroom with the child’s parent, guardian, legal custodian, or person applying for that status. Residents who have a newborn less than 18 months old at the time of rental application or has reached 18 months during the lease term, will be required, upon the end of the current lease term, to either:

i. Transfer into another available apartment which has more bedrooms; or
ii. Move out

Rent for the new apartment will be at the rental rate at the time the lease is entered into for the new apartment.

Screening Criteria: An outside consumer reporting agency is used in connection with the verification of applicants’ income, credit, rental, and criminal history. In addition, based on their credit history and debt to income ratio, applicants may be required to provide evidence of income and rental history and larger than standard deposit satisfactory to management and as requested by management. The consumer reporting agency considers a number of factors in its determination, including, but not limited to, the following: credit history, criminal history, income, applicant’s debt and debt service requirements, debt payment history, eviction history, rental history, Social Security fraud history, information about applicants contained in databases of Federal, state, and local law enforcement organizations, and other such relevant information.
Credit: Good credit history is required for standard acceptance. Applicants with no credit, slow credit or marginal credit may be approved with an additional application deposit. Information from several credit reporting agencies may be used to determine credit status.

Rental History: Dodson Property Management reserves the right to verify up to 24 months of rental history. A positive record of prompt monthly payment no more than two late payments within 1 year, sufficient notice given and no damages is expected. Renting from a relative is not considered rental history; as contract performance cannot be determined. Home mortgages can substitute for rental history as long as payment history is verifiable and satisfactory. If there is no rental history, application may be approved with an additional application deposit. Management reserves the right to request a notarized copy of rental history from individual landlords and a copy of the original lease document.

Employment: Proof of stable and verifiable current employment must be provided. Annual income is taken into account as a portion of the approval process.

Acceptable methods of proof of income may include: one month of recent pay-stubs; a letter from the employer on company letterhead; the most recent W-2 form; or, for self-employed applicants, a copy of the most recent tax return or certified verification from his/her company accountant or bank.

Criminal Background: A criminal background check will be conducted for each applicant and prospective occupant who is of the age of eighteen (18) or older. The application or occupancy of any person may be denied at any time based on their criminal history. Criminal history for which Management may deny applications or occupancy include, but are not limited to, felony conviction OR any conviction, active parole, adjudication withheld or deferred adjudication resulting from charges related to: terrorism, crimes involving possession, manufacture, or delivery of any controlled substance, marijuana, drug paraphernalia, weapons, fraud or financial crimes, prostitution, sex crimes, animal cruelty, OR crimes held against persons or property.

International Applicants with no Social Security Number: May be approved with verification of income and employment verification, completion of criminal background check; a valid passport and a valid Work VISA or Student VISA. Additional deposit may be required if identity cannot be verified through an official government registry.
GUARANTOR/COSIGNER: Guarantor must complete a rental application and must fully meet the credit, income, rental, and criminal background requirements. Guarantor’s income and employment must be verified. Guarantor’s application must be run separately from the Applicant’s application. All Applicants using a Guarantor must abide by the screening recommendation. Guarantor must execute the guarantor agreement and all other documents required by Management. Guarantor will be fully responsible for the lease and all renewal leases if the Resident(s) default. Guarantor application and supporting documents must be received within 72 hours of notification or the apartment reservation will be terminated and the apartment will be available for lease in the open market. Guarantors can be utilized if the applicant has no more than one of the following items affecting their approval: credit, income, or lack of rental history.

ADMINISTRATIVE FEE: A non-refundable Administrative Fee may be required at the time of application. If management rejects the application, the Administrative Fee will be refunded in full. If application is withdrawn, the Administrative fee is retained as liquidated damages.

APPLICATION DEPOSIT: An Application Deposit is required to reserve an apartment. The Application Deposit, or any portion thereof, may be applied by Management to satisfy all or part of the Resident’s obligations. If management rejects the application, Application Deposit will be refunded in full.

Applicant acknowledges that Owner’s acceptance of Applicant as a resident at the property is conditional upon: (i) Owner’s approval of this Application; and (ii) receipt of an executed Apartment Lease Agreement from Applicant. In the event any of these conditions have not been met, Owner shall have no obligation to lease to Applicant. The Application Deposit is not considered a security deposit under this Application or applicable law. The Application Deposit will either be: (i) credited to the required security deposit pursuant to an Apartment Lease Agreement executed by Applicant; (ii) refunded to Applicant as provided herein; or (iii) retained by Owner as liquidated damages as provided herein.

**Application Deposit Credited to Security Deposit**
In the event that this Application is approved by Owner and Applicant meets all other conditions of occupancy, executes an Apartment Lease Agreement with Owner as and when required by Owner, the Application Deposit shall be credited towards the security deposit identified in the Lease.

**Application Deposit Refunded and Administrative Fee Returned**
If this Application is denied, the Application Deposit and Administrative Fee will be refunded to Applicant.

**Application Deposit and Administrative Fee Retained by Owner**
Owner shall be entitled to retain the Application Deposit and Administrative Fee as liquidated damages; in which case, all further obligations to lease the premises to Applicant shall be terminated if: (i) the Application is withdrawn, for any reason, after signing this Application; or (ii) the Application is accepted, but Applicant does not sign an Apartment Lease Agreement as and when required by Owner; or (iii) the Applicant has provided false or misleading information within this Application. For the purposes of this provision, if the Applicant is required to pay an additional Application Deposit or provide a Guarantor in order to qualify for occupancy, the Application shall be deemed conditionally accepted prior to the payment of such additional Application Deposit or application from a Guarantor and the failure to pay the additional Application Deposit or present a qualified Guarantor will entitle Owner to retain the originally paid Application Deposit, even if the Application is subsequently rejected by the Applicant’s failure to pay the required additional Application Deposit or inability to present a qualified Guarantor. Failure to provide documents necessary for approval including income verification documentation or rental history which results in denied status will entitle the owner to retain the application deposit as liquidated damages.
ANIMALS (PETS): Acceptable animals include domestic cats, dog, turtles, non-poisonous frogs, domestic hamsters, hermit crabs, gerbils, and small domesticated birds and domestic fish. If dogs are permitted (site specific), the following breeds of dogs (or any mix of the following breeds) are permitted with approved temperament testing by the Dodson Property Management designated trainer: Pit bulls, (this includes American Staffordshire Terriers and Staffordshire Bull Terriers), Rottweiler, German Shepherds, Husky, American Bull Dogs, Alaskan Malamutes, Doberman Pinschers, Chow Chows, Great Danes, St. Bernard, Mastiffs, and Akitas. All pet interviews must be conducted within 72 hours of application submittal. Prohibited animals include snakes, spiders, ferrets, and iguanas. When and if an approved animal is permitted on a property, additional pet privilege fees are required and additional requirements may be imposed. A non-refundable pet privilege fee is due prior to the pet taking occupancy. This fee is used to cover treatment and cleanliness of common areas and other pet related activities undertaken to preserve the aesthetics and value of our community. This policy does not apply to disabled persons who require the use of a support animal, which will be reviewed on an individual basis.

Acknowledgement: I have read, understand, and accept the above as qualifying standards and rental policies of this Community. Further, by signing below, I authorize a credit report(s) and criminal history records being offered, prepared, and delivered in connection with my application or tenancy at this community.

Community Name: ___________________________ Date: ___________________________

Application, Application deposit, and supporting documents must be received within 72 hours or the apartment reservation will be terminated and the apartment will be available for lease in the open market.

In the event this agreement and any of its provisions are contested in a court of law, the applicant is responsible for reimbursement of all attorney’s fees, court costs, and related costs incurred by the landlord.

Fees Paid:
Application Fee: ___________________________
Administrative Fee: ___________________________
Application Deposit: ___________________________

Scheduled Fees:
Rent: ___________________________
Concession: ___________________________
Pet Privilege Fee: ___________________________
Other Item (Parking/Storage): ___________________________

Applicant’s Signature: ___________________________ Printed Name: ___________________________

Applicant’s Signature: ___________________________ Printed Name: ___________________________

Leasing Professional Signature: ___________________________ Printed Name: ___________________________

Page 5 of 8
DO NOT LEAVE ANY LINES BLANK. USE N/A IF NON-APPLICABLE. APPLICATIONS CAN NOT BE PROCESSED IF INFORMATION IS OMITTED.

Applicant

FIRST       MIDDLE       LAST
Date of Birth ___________ SS# ___________________________ DL#/State ___________

Co-applicant

FIRST       MIDDLE       LAST
Date of Birth ___________ SS# ___________________________ DL#/State ___________

Other Occupants:
1) _______________________ Relationship ___________ DOB ___________
2) _______________________ Relationship ___________ DOB ___________
3) _______________________ Relationship ___________ DOB ___________
4) _______________________ Relationship ___________ DOB ___________

Present Address

Apt Community/Landlord: ___________________________ Phone & Email: ___________________________

Previous Address

Apt Community/Landlord: ___________________________ Phone & Email: ___________________________

CO-APPLICANT

Present Address

Start/End Date: ___________ Rent/Mortgage: $ ___________ Mortgage Company: ___________________________
Apt Community/Landlord: ___________________________ Phone & Email: ___________________________

Previous Address

Start/End Date: ___________ Rent/Mortgage: $ ___________ Mortgage Company: ___________________________
Apt Community/Landlord: ___________________________ Phone & Email: ___________________________
EMPLOYMENT
Applicant’s Employer ___________________________ Phone ( ) ____________________
Address _________________________________________________________________
Start Date? ___________ Position__________________________Annual Income __________
Previous Employer: __________________________________________________________
Address _________________________________________________________________
Start/End Date? ___________ Position__________________________Annual Income __________
Co-applicant’s Employer Phone ( ) __________________ _________________
Address _________________________________________________________________
Start Date? ___________ Position__________________________Annual Income __________
Previous Employer: __________________________________________________________
Address _________________________________________________________________
Start/End Date? ___________ Position__________________________Annual Income __________

SELF EMPLOYED INFORMATION
Name of Business ________________________________ (Corporation/Partnership/Other_ ______)
Address _________________________________________________________________ Phone ( ) ____________________
Start Date: ____________

EMERGENCY CONTACT
(Contact person in case of personal emergency – someone not living with you)
Name ______________________________________________________ Relationship ______________
Address _________________________________________________________________
Work Phone ( ) ___________________________ Home Phone ( ) __________________________

□ I authorize this person to access my apartment in the event of an emergency. This person is also authorized to access my apartment in the event of an untimely death and remove my personal belongings. If not this person, designate an authorized representative:______________________ Phone: ________________ Relationship:____________________

CHARACTER REFERENCE
Name ______________________________________________________ Relationship ______________
Address _________________________________________________________________

Street City State Zip
Work Phone ( ) ___________________________ Home Phone ( ) __________________________
AUTOMOBILES

Auto Type: Make/Model Year Color State/Tag#

Auto Type: Make/Model Year Color State/Tag#

Recreational Vehicle:

IMPORTANT TO APPLICANT

1. Are you a pet owner? 

*No animal is allowed on the premises without prior written consent from management. A $500 penalty will be assessed for all pets (visiting or otherwise) if management is not notified in writing.*

Name Breed Color

Type Age Weight

2. Do you have renter’s insurance? Company

3. Prorated rent, if applicable, is due at lease signing. Move-ins the 25th or later of the month require payment of prorated rent as well as the full month’s rent.

4. The lease effective date is final. If the applicant fails to move-in on the specified date, the proration of rent is still due.

How did you hear about us?

Please list rental publication or resident’s name above.

SIGNATURE OF ALL ADULTS TO APPEAR ON LEASE

I CERTIFY THE INFORMATION PROVIDED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INQUIRIES TO BE MADE BY ALL AVAILABLE MEANS PRE AND POST RESIDENCY INCLUDING TO CELL PHONE NUMBERS PROVIDED TO VERIFY THE STATEMENTS ABOVE. THIS WOULD INCLUDE, BUT NOT BE LIMITED TO, CONSUMER REPORTING AGENCIES, BAD DEBT COLLECTIONS, PUBLIC RECORDS, CRIMINAL BACKGROUND CHECKS, CURRENT AND PREVIOUS RENTAL/MORTGAGE REFERENCES, EMPLOYERS, AND PERSONAL REFERENCES. APPLICATION FEES ARE NON-REFUNDABLE AT TIME OF APPLICATION. ADMINISTRATIVE FEES AND APPLICATION DEPOSITS ARE REFUNDABLE ONLY IN THE CASE OF A DECLINED APPLICATION.

1. Signature

   Contact Phone ( ) Email Address

2. Signature

   Contact Phone ( ) Email Address