Dear Future Resident,

Enclosed you will find the following forms which need to be completed in order for you to begin the leasing process at Campus Evolution Villages:

- **Application for Residency** which is filled out by the applicant. This form gives Campus Evolution Villages permission to run a criminal and residential check on the applicant.
- **Privacy Policy** which ensures the protection of personal information. The applicant and guarantor each need to sign separate copies.
- **Resident Selection Criteria** which outlines the requirements of approval. Again, the applicant and guarantor each need to sign separate copies.

*note – applicants can self-guaranty. Applicants wishing to self-guaranty are responsible for a security deposit equal to two months’ rent and must meet the income selection criteria. The deposit is refundable upon ending of the lease.

It is also necessary for you to submit the following to Campus Evolution Villages along with your completed forms in order to begin the leasing process:

- A copy of the applicant’s driver’s license
- A copy of the applicant’s W-2 if applicant wants to self-guaranty. If a W-2 is unavailable, we can accept copies of the last four pay stubs as well.
- A Non-Refundable Application Fee of $35.00 by check – *currently waived*

Instructions:

1. Complete the Application for Residency and separate copies of the Privacy Policy and Resident Selection Criteria signed by the applicant. **Please note:** Campus Evolution Villages cannot run an application for approval without a clear Social Security number, Driver’s License number and Date of Birth for each person applying for either residency or to guarantee a prospective resident.
2. Return the completed forms along with a copy of your driver’s license, income verification if applicable, and a check to the Campus Evolution Villages leasing office.
3. The information must be filled out completely and may be faxed to (205)345-1941 or emailed to info.tuscaloosa@cevillages.com along with a phone number where you can be reached. The forms can also be mailed to:

**Campus Evolution Villages Tuscaloosa**  
**800 31st Street**  
**Tuscaloosa, AL 35401**

Campus Evolution Villages thanks you in advance for your cooperation and looks forward to hearing from you soon. If you have any questions, please contact the Campus Evolution Villages leasing office at (205)345-4438 or via email at info.tuscaloosa@cevillages.com.
APPLICATION FOR RESIDENCY  
CAMPUS EVOLUTION VILLAGES

PERSONAL INFORMATION

TODAY'S DATE: ____________________

Full Name: ___________________________  Move-In Date: ____________________
(exactly as it appears on driver's license or government ID card)

How were you referred to us? ___________________________  E-Mail Address: ___________________________

Current Address: ___________________________________________  City, State, Zip: ___________________________

Phone: ___________________________  ext. ________  Home: ___________________________  Work: ___________________________

Cell: ___________________________  ext. ________  Home: ___________________________  Work: ___________________________

Date of Birth: _____ / _____ / _______  Your Social Security Number: ___________________________

OR Government issued photo ID: ___________________________

YOUR VEHICLE:

Vehicle: ___________________________  Year: _______  License Plate #: ___________________________  Color: _______  State: _______

(Make)  (Model)

Driver’s License Number: ___________________________  State: ___________________________

School attending: ___________________________  Class when lease term begins: __Freshman__ Sophomore__ Junior__ Senior__ Grad

DESIRED ROOMMATES:

Unit Size Preference: Three Bedroom ( ) Four Bedroom ( )

EMPLOYMENT

Are you currently employed:  Y / N  I am a student:  Y / N

Present employer: ___________________________________________

Address: ___________________________________________

Monthly income: ___________________________  Length of employment: ___________________________

Supervisor’s name: ___________________________  Supervisor’s phone: ___________________________

GURANTOR (Required for full time students):  Name: ___________________________  Relationship: ___________________________

Street Address: ___________________________  City, State, Zip: ___________________________

Phone Number: ___________________________  Email: ___________________________

EMERGENCY: In case of emergency, notify (preferably a relative):

Name: ___________________________  Relationship: ___________________________

Address: ___________________________  City, State, and Zip: ___________________________

Work Phone #: ___________________________  Cell Phone #: ___________________________

If you become seriously ill or injured, you authorize the person listed above to enter your dwelling to remove and store all contents, as well as your property in the mailbox, storerooms, and common areas. In case you become seriously ill or injured, you authorize us to send for an ambulance at your expense.
**Processing Fees:** In order to process your application and to prepare your lease documents, you must pay the following fees at the time that you submit this application.

*Non-refundable Application Fee: $35.00*

The Deposit is refundable if you elect to withdraw your Application within seven (7) days of submitting this application.

If you do not withdraw your application within seven (7) days of submitting this application, the Deposit becomes Non-Refundable.

**Authorization:** You authorize us to verify the information contained in your application by any and all available means. You waive any right to privacy with regard to the information that you have submitted in conjunction with your application. We are not required to verify or to investigate the information that you have provided but we have the right to verify and to investigate and verify such information.

**Withdrawal of Application:** Provided you have not commenced residency by taking possession of your suite, you may withdraw this application during the seven (7) days following the submission of the executed application. If you provide us with written notice of your intent to withdraw your application within the seven (7) day cancellation period, you will be refunded your Deposit but not the Application fee. If you withdraw your application after the seven (7) day cancellation period, you will forfeit all deposits. If you have executed a Lease, you may not withdraw your Application nor cancel Lease except in accordance with the terms of the Lease. If we reject your application, you will be refunded your Deposit.

**Applicant's Initials: ______ Owners Representative's Initials ______**

**Acknowledgment:** I declare that all of the statements on the first page of this application are true and correct. By signing this application, I am representing that I have never:

- been arrested for a felony or for a sex-related crime or for any criminal violation involving sale, distribution or manufacture of illegal drugs and such arrest has resulted in a conviction, a plea of nolo contendere, probation, deferred adjudication, court-ordered community supervision, or pre-trial diversion.
- been arrested for any of the aforementioned crimes and the charges are still pending
- I have not been evicted from another apartment or dormitory community.

If I am using the Apartment Lease Guarantee to qualify for residency, I represent and warrant that I am enrolled in a degree awarded program at a qualified educational institution.

I authorize you to verify the information that you are providing to the Management Company in this application through all available means and I recognize that I am waiving my rights to have this information protected from disclosure to you. If I have failed to answer any question or if I have given any false information, I understand that:

- the Management Company is entitled to reject this Application
- the Management Company will be entitled to retain my Application fee and my deposit as liquidated damages for the time spent and the expense incurred in processing my application.
- the Management Company is released from any obligation to lease me a suite or bedroom within the community
- if I have signed a lease, the failure to answer or to answer honestly shall constitute a breach of the lease.

I agree that if a legal action is brought as a result of this application or the Lease, to the extent allowed by prevailing law, the prevailing party shall be allowed to recover their reasonable costs incurred in the litigation including reasonable legal fees from the non-prevailing party or parties.

I also agree that you may furnish information to consumer reporting agencies and/or other rental housing owners about my performance and behavior as a tenant. This information may be reported at any time and will include favorable and unfavorable information regarding my performance and behavior as a tenant.

**Applicant's Signature: ____________________________ Date: ____________**

**Signature of Owner's Representatives: ____________________________ Date: ____________**
Welcome to Campus Evolution Villages!

Dear Prospective Guarantor,

Enclosed you will find an “Apartment Lease Guaranty”, “Privacy Policy”, and a “Resident Selection Criteria”. These three forms must be completed and returned to Campus Evolution Villages in order to complete the leasing process.

- **“Apartment Lease Guaranty”** This allows Campus Evolution Villages to run a credit check on the applying guarantor. The form can be notarized or the guarantor can provide a copy of their driver’s license.
- **“Privacy Policy”** which ensures the protection of personal information. The applicant and guarantor each need to sign separate copies.
- **“Resident Selection Criteria”** which outlines the requirements of approval. Again, the applicant and guarantor each need to sign separate copies.

**Instructions:**

1. The “Apartment Lease Guaranty” must be filled out completely and mailed, faxed, or emailed to Campus Evolution Villages. Campus Evolution Villages will need a Social Security Number, Driver’s License Number and Date of Birth for anyone wishing to guarantee an applicant for residence.

2. Return the completed forms along with a copy of your driver’s license, and income verification in the form of a W-2 or copies of your last four pay stubs, to the Campus Evolution Villages leasing office by mail, fax, or email.

**Campus Evolution Villages Tuscaloosa**
800 31st Street
Tuscaloosa, AL 35401
Office - (205)345-4438  Fax - (205)345-1941
Email - info.tuscaloosa@cevillages.com

Please note that Campus Evolution Villages does not consider a lease valid and accepted, nor will Campus Evolution Villages hold a space for a future resident, without either an approved guarantor or a security deposit. Campus Evolution Villages thanks you in advance for your cooperation and looks forward to hearing from you soon. If you have any questions, please contact the Campus Evolution Villages leasing office at (205)345-4438 or via email at info.tuscaloosa@cevillages.com.
Privacy Policy for Personal Information
Of Rental Application and Residents

We are dedicated to protecting the privacy of your personal information, including your Social Security Number and other identifying or sensitive personal information. Our policy and procedures are designed to help ensure that your information is kept secure, and we work to follow all federal and state laws regarding the protection of your personal information. While no one can guarantee against identity theft or the misuse of personal information, protecting the information you provide us is a high priority to our company and staff. If you ever have concerns about this issue, please feel free to share them with us.

How personal information is collected. You will be asked to furnish some of your personal information when you apply to rent from us. This information will be on the rental application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.

How and when information is used. We use this information only for our business purposes involved in leasing a dwelling to you. Examples of these uses include, but not limited to, verifying statements made on your rental application (such as your rental, credit and employment history), reviewing your lease for renewal and enforcing your lease obligations (such as to obtain payment for money you may owe us in the future).

How the information is protected and who has access. We allow only authorized persons to have access to your personal information, and we keep documents and electronic records containing this information in secure areas and systems.

How the information is disposed of. After we no longer need or are required to keep your personal information, we will store or destroy it in a manner designed to prevent unauthorized persons from accessing it. Our disposal methods will include shredding, destruction or obliteration of paper documents and destruction of electronic files.

Locator services. If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees or agents, even though they may initially process
rental applications and fill out lease forms. You should require any locator services you use to furnish you their own privacy policies.

Thanks,

Campus Evolution Villages

Applicant Signature  Date
Resident Selection Criteria

Overall Standards -
Fair Housing -
This community does not discriminate on the basis of race, color, sex, religion, handicap, familial status, sexual orientation, national origin or any other class protected by applicable law.

Occupancy Standards:
The maximum number of occupants per student housing is one (1) person per bedroom. In the event an adoption or birth of a child occurs causing the occupants to exceed the maximum number permitted per bedroom, the lease cannot be renewed and the occupants will have until the expiration of the current lease term to make other living arrangements.

Identification:
All visitors must present a valid driver’s license or other U.S. or state-government issued photo identification in order to view the community. Non-U.S. citizens must present a valid passport, valid visa, or other Government official photo ID.

Application Standards and Process –

Application for Residency:
An application for residency must be completed for each applicant who will be living in the apartment and who has reached the age of majority under state laws, which in most states is 18 years or older. Application fees, if applicable, will be collected before an application is processed.

Income History:
Applicants may be required to have a gross income source that can be verified and meet the minimum income requirements for the apartment being leased which will be determined by multiplying the monthly rent by a specified factor of months as determined by the community. Applications must make three (3) times the amount of rent and have Verifiable income. Applicants may be required to provide income verification, including pay stubs, a notarized letter from an employer, the most recent W2, the most recent tax return and/or certified verification from company accountant or bank. In instances where sufficient income requirements cannot be met, this community may elect to accept pre-paid rent or a guarantor.

Credit History:
All applicants are subject to approval through a third party applicant screening agency. Approvals of all applicants are based on an empirical system that incorporates multiple credit factors along with other non-statistical factors to determine to overall applicant worthiness. A credit history will be run on all student applicants but will not be the single deciding factor for approval process. A Credit history will be reviewed for any eviction and/or broken leases on all students applications.
Criminal History:
Applicants will not be accepted if they do not satisfy the criminal history inquiries required by our background investigation allowed by the residency application. Applicants with felony crimes will not be accepted. Applicants with certain types of misdemeanors such as drug or violence related nature will not be accepted. Applicants with Federal criminal convictions will not be accepted. However, landlord does not guarantee or represent those residents and/or occupants currently residing at the community qualify under the criminal background criteria required by the residency application. Campus Evolution Villages maintains a strict policy prohibiting registered sex offenders from residing within our communities. This community reserves the right to investigate lists of registered sex offenders in any manner including online, in newspapers or by contacting state agencies.

If an application is denied based on criminal history and the applicant disputes the findings based on mistaken identity; it will be the responsibility of the applicant to provide sufficient information to prove they are not the same individual as reflected in the criminal records.

Rental History:
If a student has rental history the information regarding payment and rental history will be collected to verify tenancy.

The following deposits and/or fees will apply to applicants with negative rental history. Negative rental history is defined as (i) a broken lease within 3 years, and/or (ii) debt due and owing to another apartment community as revealed in a detailed credit report.

Scorecard Results:
- PASS W/ CONDITIONS on credit – Applicant will be required to pay a deposit and/or pay lease in full or pay six months advance and stay
- six months ahead. Also, certain types of payment may not be offered.
- FAIL for credit – Applicant forfeits their application fee.

Guarantor(s):
In the event that Guarantor is required he/she must complete a Guarantor application and be held to the following but not limited to:

- ✓ Make five (5) times the amount of rent
- ✓ Pass Credit History
- ✓ Positive Rental history (if applicable)
- ✓ No Criminal History will be ran on Guarantor
- ✓ Will only sign the Guarantor Lease Addendum
- ✓ Will not have access to leased premises

A guarantor will be fully responsible for the rent obligations of the lease agreement if the occupying resident defaults on the lease.

______________________________
Applicant Signature

______________________________
Date