

STATEMENT OF RENTAL POLICY

1. **We are an equal opportunity housing provider.** We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.
2. **Apartment availability policy.** Apartments become available as soon as a resident notifies us that he or she is not renewing their lease and submits a written thirty (30) day notice. Any applicants who are on our waiting list will be given first consideration for any available units. Any available units not pre-leased by applicants on the waiting list will be available on first come, first served basis, determined by either their approval or rejection of our rental application.
3. **Occupancy guidelines.** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who reside in an apartment. In determining these restrictions, we adhere to all applicable Fair Housing Laws. We allow two persons per bedroom. For example, a one-bedroom apartment could house two people, and a two-bedroom could house as many as four people. In the case of an unusually large (such as with a den or study) or three or more bedroom apartments, our Policy is to limit the number of unrelated adults to four people.
4. **Application process.** We evaluate every apartment application in the following manner. You must submit a rental application and answer all questions on the form. You must pay the \$ _____ **non-refundable** application fee. We will determine whether, from your responses to the application questions, you qualify for the apartment you are applying for. If you do not, we will reject your application. If you meet our criteria, we will approve your application. This process usually can be completed in one day. We will lease available apartments to applicants in the order that their applications are approved.
5. **Rental criteria.** To qualify for an apartment at COAWS REalty, you must meet the following criteria:
 - a. **Income.** Your monthly income must be at least three times the monthly rent. You must be able to prove at least six months of employment immediately preceding the date of your application. If you have been a full-time student at any time in the past year, we will require you to have your lease guaranteed. If you are unemployed, you must provide proof of a source of income.
 - b. **Rental history.** You must have satisfactory rental references from at least one prior landlord. If you have ever been evicted or sued for any lease violation, we will reject your application.
 - c. **Credit history.** Your credit report must currently be satisfactory. If your credit history shows any unpaid debts or unpaid collections, we will reject your application.
 - d. **Guarantors.** If you do not meet one or more of the above criteria, you may be able to qualify for an apartment if you can get a third party to guarantee your lease. The guarantor must pass the same application and screening process that you must pass, except that we will deduct the guarantor's own housing costs before applying his or her income to our income standard.
 - e. **Criminal History.** If you have ever been convicted of a felony, we will reject your application. If you have been convicted of a misdemeanor involving drugs or violence within the past five years, we will reject your application.

Applicant's Signature: _____ Date: _____

Co-Applicant's Signature: _____ Date: _____

RENTAL APPLICATION

PLEASE PRINT

Date: _____, 20__

A Completed and Signed Application is Required for Each Adult Applicant

Applicant's Name: _____

Co-Applicant (if applicable) _____

Name of all other applicants: _____

Desired Date of Occupancy: _____ Apt. Type: _____

ALL INFORMATION MUST BE GIVEN

Name _____ Date of Birth _____

Social Security #: _____ Driver's License #: _____

Permanent Address: _____

Local Address: _____

Permanent Phone: _____ Local Phone: _____

Name & Age of Children: _____

Marital Status: Single _____ Married _____ Divorced _____ Engaged _____

Current or Previous Landlord's Name: _____ Landlord's Phone: _____

Landlord's Address: _____ Apt. #: _____

Rent per Month: \$ _____ Dates of Occupancy: _____

Reason for Leaving: _____

EMPLOYMENT INFORMATION

Applicant's Employer: _____ How Long: _____ Annual Salary: \$ _____

Employment Address: _____

Employment Phone: _____ Extension: _____ Position: _____

Supervisor's Name & Title: _____ Ph: _____

Co-Applicant's Social Security Number: _____ Date of Birth: _____

Co-Applicant's Employer: _____ How Long: _____ Annual Salary: \$ _____

Co-Applicant's Address: _____ Driver's Lic #: _____

Employment Address: _____

Employment Phone: _____ Extension: _____ Position: _____

Other Income: \$ _____ Source: _____

C R E D I T I N F O R M A T I O N

Have you filed for bankruptcy in the past 7 years? _____ If yes, please explain: _____

References: Name of Bank: _____ Type of Account: _____

City/State: _____ Zip: _____

Nearest Relative: _____ Relationship: _____ Phone: _____

Address: _____ City/State: _____ Zip: _____

Personal Reference: _____ City/State: _____ Zip: _____

Automobile(s): Make: _____ Model: _____ Year: _____ Color: _____ Lic/Tag: _____

Make: _____ Model: _____ Year: _____ Color: _____ Lic/Tag: _____

How did you hear about us? Newspaper ___ Driving By ___ Resident ___ Other ___

I WOULD LIKE A:

12 MONTH LEASE

DO YOU HAVE AN ANIMAL? NO

YES

R E N T A L / C R I M I N A L H I S T O R Y D I S C L O S U R E

HAVE YOU, YOUR SPOUSE, OR ANY OCCUPANT LISTED IN THIS APPLICATION EVER: (Please check all that apply)

- None of the below, we have never been evicted, sued, or convicted/arrested for felony or sex-related crimes.
- Been evicted or asked to move out? Broken a rental agreement?
- Been sued for rent? Been sued for property damage?
- Been arrested for a felony or sex-related crime that was resolved by conviction, probation, deferred adjudication, court ordered community supervision, or pretrial diversion?
- Been arrested for a felony or sex-related crime that has not been resolved by any method?

Please indicate the year, location and type of each felony and/or sex-related crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. _____

C O R R E C T I N F O R M A T I O N

Application represents by signature below that all statements made on this application are true & complete and hereby authorizes verification of all 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 forfeiture of deposits and may constitute a criminal offense under the laws of this state. Applicant agrees to the terms on the Security Deposit agreement.

Application for residency represents that all the above statements are true, correct and complete and hereby authorizes verification of the information provided here including, but not limited to obtaining a credit report, criminal background, rental history and verification of employment, and agrees to furnish additional credit information upon request. The cost of this credit processing is \$_____ to be paid by the applicant. This cost is not rent or deposit and will not be refunded or applied to future rent in the event this application is denied. Applicant grants to the Apartment Complex permission to pursue any rents that should become delinquent or any damages, late fees, etc. due by Applicant to Apartment Complex by use of a Consumer Reporting Agency.

Applicant's Signature: _____ Date: _____

Co-Applicant's Signature: _____ Date: _____

Lessor's Signature: _____ Date: _____

EQUAL HOUSING OPPORTUNITY

S E C U R I T Y D E P O S I T
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The Applicant Has Agreed to Deposit with this Agency a Security Deposit in the Amount of \$_____. An application Has Been Made with the Understanding That it is Subject to Acceptance by the Lessor. I Understand I Acquire No Rights in an Apartment until My Application and Credit is Approved, I Make a Deposit on the Apartment, and I Sign a Lease in the Form Submitted to Me. In Consideration of the Landlord's Holding this Apartment for Me, I Hereby Waive All Rights to the Return of this Deposit and Forfeit as Liquidated Damages in the Event I Do Not Choose to Enter into the Lease Applied for Herein. It is Further Understood That If the Application is Disapproved for Any Reasons by the Lessor, this Security Deposit Will Be Returned to Me.

Applicant's Signature: _____ Date: _____

Co-Applicant's Signature: _____ Date: _____

Lessor's Signature: _____ Date: _____

EVANS REALTY
PHONE: 334-821-7098
FAX: 334-821-1120

I give my permission for Evans Realty, Inc. to verify my employment, including my salary.

Applicant's Signature

Social Security Number

Employer: _____

Date of Hire: _____

Salary: _____

Weekly Hourly BiWeekly Monthly

Supervisor/Person Completing Form: _____

Phone: _____

Thank you in advance for your cooperation!

EVANS REALTY
PHONE-334-821-7098
FAX-334-821-1120

RENTAL HISTORY

RE: _____
TO: _____

The above named person/persons has applied for housing at Evans Realty, Inc. and has given us permission to verify past rental references as part of his /her application:

Applicant Signature _____ Applicant Signature _____
We would greatly appreciate your taking the time to complete this form and fax it to us at your earliest convenience.

1. When and how long did this person reside at your property?

2. What size unit (bedroom) did this person have? _____
3. Amount of monthly rent? _____
4. Was rent paid on time? Yes No If "No," how often late? _____
Over how many months? _____
5. Did Resident maintain desirable living conditions (i.e. clean apartment)?

6. Did Resident cause damage to unit or property? Yes No
If "Yes," please explain. _____
7. If there were children present, were they supervised at all times? _____
8. Did you receive any Resident complaints in reference to this apartment? Yes No
If "Yes," please explain. _____
9. Why did applicant move out? _____
10. Was the security deposit refunded to Resident? Yes No
If "No" please explain. _____
11. How would you rate this person as a resident?
 Excellent Good Fair Poor
12. Would you rent this person again? Yes No *If "No" why not?

OTHER COMMENTS:

Date: _____ Phone: _____ Signature: _____