

STATEMENT OF RENTAL POLICY AND APPLICATION TO LEASE

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.** We update our list of available apartments, as each apartment becomes available. An apartment that was unavailable in the morning may become available later that same day.
3. **OCCUPANCY GUIDELINES.** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment. In determining these restrictions, we adhere to all applicable fair housing laws. We allow two persons per bedroom plus one additional person per apartment. For example, a two-bedroom apartment could house as many as five people.
4. **APPLICATION PROCESS.** We evaluate every application in the following manner. You must submit an application and answer all questions on the form. You must pay the **\$35.00 per person non-refundable application fee**. We will determine whether, from your responses to the application questions, if you qualify for the apartment you are applying for. If you do not, we will reject the application. If you do qualify, we will send your application to our third party screening company, which will check your credit, residential and criminal reports to confirm that it meets all our rental criteria. If you meet our criteria, we will approve your application.
5. **RENTAL CRITERIA.** To qualify for an apartment you must meet the following criteria.
 - a. **INCOME.** Your monthly income must be at least **2.5** times the monthly rent. You must verify income with your most recent 4 pay stubs or 2 most recent months of bank statements showing direct deposits. If you are unemployed you must provide proof of another source of income.
 - b. **RENTAL HISTORY.** If you have ever been evicted or had a foreclosure your application will be denied.
 - c. **CREDIT HISTORY.** Your credit history must be satisfactory.
 - 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 the guarantor must earn **4 times** the current rent.
 - e. **BACKGROUND.** Our goal is to provide a safe living environment for our residents. We do run backgrounds on all of our prospective residents. Our criteria require a clean background with no felony convictions or registered sex offenders.
6. **APPLICATION FEE & HOLDING DEPOSIT REQUIREMENTS.** If you are putting a holding deposit on an apartment, please bring a separate cashier's check or money order for the application fees (\$35 per applicant over 18 years of age) and a separate cashier's check or money order for **\$1000.00** to reserve the apartment until the unit is ready for move in. The application fee must be paid with money orders or cashier's checks payable to _____ . The holding deposit must be paid with money orders or cashier's checks payable _____ . Cash or personal checks for the credit check **WILL NOT** be accepted for any reason.

APPLICATION TO LEASE

APPLICANT *Each Applicant over the age of 18 must complete their own application form.*

First, Middle, Last Name	Date of Birth	Social Security #	Driver's License #
Email address	Home Phone	Work Phone	Cell Phone

ADDITIONAL OCCUPANTS *List everyone, who will live with you:*

First, Middle, Last Name	Relationship to Applicant

EMPLOYMENT

	Current Employment	Prior Employment
Employer		
Address		
Employer Phone		
Job Title		
Name of Supervisor		
Dates of Employment		
Income Per Month		

RESIDENCE

	Current Residence	Previous Residence	Previous Residence
Street Address			
City			
State & Zip			
Dates of Stay			
Owner/Manager and Phone Number			
Reason for Leaving			
Last Rent Paid	\$	\$	\$

VEHICLES

Automobiles	Make	Model	Color	Year	Vehicle License Plate Number
Motorcycles					

COASTLINE

REAL ESTATE ADVISORS, INC.

PERSONAL REFERENCES

In Case of Emergency, Notify	Address/City	Phone	Relationship
Close Friend			
Nearest Relative Living Elsewhere			

CREDIT INFORMATION *Please list all of your financial obligations*

Name of Bank or Savings & Loan		Branch Address	Account Number		Balance
			Checking		
			Savings		
Credit Accounts	Account #	Address / City	Phone	Balance	Due Monthly

GENERAL INFORMATION *Circle answer that applies*

- Do you smoke? YES NO
- Do you have any pets? YES NO
- Have you ever filed for bankruptcy? YES NO
- Do you have any musical instruments? YES NO
- Do you have any water-filled furniture or do you intend to use water filled furniture in the apartment? YES NO
- Have you ever been convicted for selling, possessing, distributing or manufacturing illegal drugs or convicted of any other crime? YES NO
- Have you ever been evicted for non-payment of rent or any other reason? YES NO

Please explain any "yes" answers to the above questions:

Why are you leaving your current residence? _____

The applicant hereby applies to lease a townhouse at _____ upon owner's approval and agree to enter into a Lease and pay all rent and security deposits required **before** occupancy.

A nonrefundable application fee of **\$35.00** is hereby submitted for the cost of processing this application, to obtain credit history, rental and criminal background information.

COASTLINE

REAL ESTATE ADVISORS, INC.

Applicant acknowledges they have read and fully understand the Statement of Rental Policy. Applicant represents that all information given on this application is true and correct. Applicant here by authorizes verification of all references and facts, including but not limited to current and previous landlords and employers, and personal references. Applicant hereby authorizes owner/agent to obtain Unlawful Detainer, Credit Reports, Telechecks, and criminal background reports. Applicant agrees to furnish additional credit and/or personal references upon request. Applicant understands that incomplete or incorrect information provided in the application may cause a delay in processing which may result in denial of tenancy. Applicant hereby waives any claim and releases from liability any person providing or obtaining said verification or additional information.

Applicant: _____
Print Name Signature Date

For Management Use Only

Approved Date _____ Approved By _____

Date Unit Needed _____ Assigned Unit# _____