

APPLICATION FOR RENTAL

Kitterman Woods Apartments

(Each Occupant 18 yrs. & over must completely fill out a separate application) **Picture ID & Social Security Card Required**

Full Name _____ Maiden Name _____ Single
 Married
 Separated
First Middle Last

This is a co-signer E-mail Address _____

Social Security Number _____ Main Phone # (____) _____

Drivers License Number _____ Expiration Date _____ State _____

Date of Birth _____ Number of Occupants _____

Other Occupants:

Name(s)	Date of Birth	Social Security Number	Relation to Applicant
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employment History:

Employer _____ Supervisor _____ Phone # (____) _____
 Date Employed _____ Position _____ Gross Salary/ month _____
 Miles to Work _____ Address: _____

Previous Employer _____ Supervisor _____ Phone # (____) _____
 Date Employed _____ Position _____ Gross Salary/ month _____

Other Income (Child Support, Alimony, etc.) _____ Income from Assets _____

Residence History:

Current Residence _____ Daytime Ph _____ Evening Ph _____
Street Apt. #
 From ____/____/____ To ____/____/____ Monthly Payment _____

City _____ State _____ Zip _____
 Complex/ Mtg. Co. _____ Phone # (____) _____

Why are you leaving your present residence? _____

Was you lease or Account in any other name? No Yes If yes, what name? _____

Previous Residence _____ Complex/ Mtg. Co. _____ Phone # (____) _____
Street Apt. #

City _____ State _____ Zip _____ From ____/____/____ To ____/____/____ Monthly Payment _____

Emergency Contact _____ Street _____ City/ State _____
 Telephone # (____) _____ Relationship _____

Closest Relative _____ Street _____ City/ State _____
 Telephone # (____) _____ Relationship _____

Vehicle _____
Year Make Model Plate # Color Registered To State

Vehicle _____
Year Make Model Plate # Color Registered To State

Pets: Type/ Breed _____ Weight _____ Age _____ Color _____ Name _____

Please note: A current vet statement is required on or before move - in.

FAIR CREDIT REPORTING ACT PRE-NOTIFICATION

This is to advise you that part of our procedure for processing your application may include an investigation report whereby information is obtained through personal interviews with 3rd parties, such as business associates, financial sources or friends. This inquiry includes information as to your character, general reputation, and mode of living. You have the right to make a written request within a reasonable period of time for a complete disclosure of information concerning the nature and scope of the investigation.

Your Reservation Deposit will not be refundable, unless Notification of Cancellation of the Application Is made within 72 hours of signing the Application.

How did you learn of these apartments? _____

What attracted you to these apartments? _____

Have you ever been evicted? Yes No

Have you or any occupants ever been convicted of a felony or had adjudication withheld or differed for a felony offense? Yes No

Date Possession Desired: _____ Lease Term Desired: _____ Months

Agreed Rent Amount: \$ _____ Apartment Type _____ Apartment # _____ Sec. Dep: _____

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 has paid \$ _____ in consideration for making this apartment unavailable to all others while considering approval of the 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 \$ _____ will be applied toward the required security deposit upon lease execution; if this application is not approved, the remainder will be refunded in full to applicant. Should applicant cancel after 72 hours of receipt of this application by management, all holding/security deposits will be forfeited. Should applicant fail, through no fault of owner, to complete the lease agreement when tendered a fee equal to rent for this apartment may be charged as liquidated damages. Applicant understands that any refund (if applicable) will be made within thirty (30) days to allow for processing and clearing of checks.

PLEASE INITIAL

- _____ I understand and agree that I am allowed 2 parking spaces and that additional vehicles must be parked in designated overflow parking areas.
- _____ I agree that recreation and commercial vehicles are not allowed on property without Owner's written permission.
- _____ I understand pets are permitted.
- _____ I agree waterbeds are not permitted without proof of Renter's Insurance.

_____ I agree window coverings must be white or lined in white.
_____ I understand it is my responsibility to purchase Renter's Insurance.

Applicant Signature _____ Date _____

Owner's Agent Signature _____ (As Agent for ContraVest Management Company)



Kitterman Woods Apartments Statement of Rental Policy

EQUAL HOUSING: This property does not discriminate on the basis of race, color, sex, religion, handicap, familial status, or national origin.

AVAILABILITY: Applications for apartment homes will be accepted on a first come first served basis and subject to the availability of apartment type requested. Rental Rates are subject to change without notice.

RENTAL APPLICATIONS: An Application for Occupancy must be completed and maintained for each legal adult prospective resident who will be living in the apartment and responsible for the payment of rent. Any false information will constitute grounds for rejection of application and lease may be nullified.

QUALIFYING STANDARDS: In approving an applicant for residency, there must be a MINIMUM of three positive references showing favorable payment history, otherwise the application may be rejected. If the application is accepted with questionable history, the reason for the Manager's decision to accept the applicant must be noted in detail on the back of the application with his/her signature. The following areas must verified:

Residence: A minimum of twelve (12) months of rental history verified on present and previous residence. A positive record of prompt monthly payment, sufficient notice, and no damages is expected. For applicants who are homeowners, permission must be granted to verify payment history with the bank or lending institution.

Credit Report: An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this property. An unsatisfactory credit report is one which reflects current bad debts, unpaid bills, liens, judgments, or bankruptcies. If an applicant is rejected for poor credit history, the applicant will be informed of the reason for the rejection and the name, address, and telephone number of the credit reporting agency from whom the information was obtained. The applicant will not be told of the content of the credit report. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of their credit report from the credit reporting agency, correct any erroneous information that may be on the report, and resubmit an application to this property. Discharged bankruptcies and home foreclosures may be considered but are not guaranteed for approval.

Employment: Stable employment record and income verification is required. In order for an applicant to be approved, they must earn on a gross monthly basis a minimum of 2.5 times the monthly rent. For self-employed applicants, a source document must be provided from which income can be verified. This may be copies of their most recent tax returns or certified verification from his/her company accountant or bank.

Bank Rating: If needed to approve an Application for Occupancy, management will call for a bank rating on current or previous bank accounts. This rating is generally based on average balance and history of NSF charges.

Criminal Background: All persons convicted of felonies or have had adjudication withheld or differed for a felony offense will be denied. Applicants may be denied for any crime or known criminal offense or action at the discretion of the management.

APPLICATION FEE: A non-refundable fee paid by applicant for verification of information.

ADMINISTRATION FEE: A non-refundable fee may be required to offset expenses incurred by management. If application is rejected by management, the redecoration fee will be refunded in full. If applicant cancels after approval by management, redecoration fee will be retained by management.

SECURITY DEPOSIT: A Security Deposit may be required at designated properties which is held as security for resident's fulfillment of the conditions of the Rental Agreement. Deposit may be applied by management to satisfy all or part of resident's obligations and such act shall not prevent management from claiming damages in excess of the deposit. If application is rejected by management, the Security Deposit will be refunded in full.

OCCUPANCY: No more than two occupants per bedroom plus one in each floor plan.

ROOMMATES: Each must qualify individually, each is fully responsible for the entire rental payment and each must execute the Lease Agreement and its supporting documents.

VEHICLES: Boats, motorcycles, trailers, RV's, auto with enclosures added to the vehicle, and vehicles with logos are prohibited in the common areas of this community unless otherwise designated by management. The number of vehicles permitted per household is as follows: 1 bedroom-2 vehicles, 2 bedroom-3 vehicles, 3 bedroom-3 vehicles. All vehicles must be registered with the Apartment Management office. Guest must park away from the building.

PETS: Pets are accepted on designated communities with management's approval. A Pet Agreement must be signed and followed and established pet fees must be paid in full. The pet policy is subject to limitations per the property's quota.

RENTAL PAYMENT: The monthly rent is due on or before the first day of each month. There will be a late charge assessed for all rent paid after the 3rd of the month. All returned checks will be assessed a service fee in addition to applicable late charges and must be replaced with a cashier's check or money order.

Resident

Agent for Owner

Dated: February 3, 2012

Resident

Resident

Resident



Kitterman Woods Apartments
Rental History

To: _____ (Current or Previous Landlord)

From: _____ (Kitterman Woods Agent)

Authorization for release of Rental History:

Signature: _____ Print: _____

Signature: _____ Print: _____

The above listed prospective applicant(s) has/have applied with our community. Please fill out the following information and fax back to 772-461-0455. You can call me at 772-461-0444 should you have any questions. Thank you for your valuable time.

- Checklist of rental history questions including: Address, Rental Amount, Rental Dates, Was current lease fulfilled?, Was sufficient notice given?, Did they have pets?, Was there damage to the apartment?, Amount of Damage, Past due balance, Complaints, Number of Occupants, NSF's, Late Payments, Ever filed eviction on?, Would you re-rent?, If not, why?

Information provide by: _____

For Office Use Only



Kitterman Woods Apartments
Employment Verification

To: _____ (Current Supervisor/HR)

From: _____ (Kitterman Woods Agent)

Authorization for release of Employment Verification:

Applicant Name: _____

Applicant Signature: _____

The above listed person has applied for an apartment home at our apartment community. Please fill out the following information and *fax back to* 772-461-0455. You can call me at 772-461-0444 should you have any questions. Thank you for your valuable time.

✓ Position: _____

✓ Dates Employed: Begin _____ End _____

✓ Gross Salary Per Month: \$ _____

✓ Is this salary taxed appropriately? _____

✓ Other anticipated income/commissions beyond salary: _____

✓ Your Name/ Position: _____

✓ Your Contact Phone / Email: _____

✓ Your Signature: _____

✓ Today's Date: _____

..... For Office Use Only



Kitterman Woods Apartments

I hereby affirm that I have read the application, lease agreement and all addendums and that I understand all the terms and all charges due.

Applicant

Agent for Owner

Applicant

Dated: February 3, 2012

Applicant

Applicant