



Application for Residency

Community Name _____
 Leasing Specialist _____
 Application Date _____
 Apartment Style _____ Unit # _____
 Traffic Source _____ (Resident Name-Unit #) _____

Move-In Date _____
 Lease Term _____
 Special _____
 Market Rent _____
 Unit Rent _____

FOR INTER-OFFICE USE ONLY

Approved Conditionally Approved Declined Cancelled Date Applicant Notified _____

FOR INTER-OFFICE USE ONLY

Application Fee \$ _____ (Date Collected _____ Receipt # _____)
 Application Deposit \$ _____ (Date Collected _____ Receipt # _____) Balance Due at M/I \$ _____
 Administration Fee \$ _____ (Date Collected _____ Receipt # _____) Balance Due at M/I \$ _____
 Pet Fee \$ _____ (Date Collected _____ Receipt # _____) Balance Due at M/I \$ _____
 Rent Due \$ _____ (Date Collected _____ Receipt # _____) Balance Due at M/I \$ _____

PLEASE COMPLETE FROM THIS SECTION DOWN. (Each applicant must complete a separate application.)

Applicant Name _____
 () SR () JR () I () II () III
 Social Security # _____ - _____
 Date of Birth _____ / _____ / _____
 D.L. # _____ State _____
 Home Phone (_____) _____
 Cell Phone (_____) _____
 Email (required) _____

Total # of Occupants _____
 (including applicant)
List all who will reside in apartment:
 Name _____ DOB _____
 Name _____ DOB _____
 Name _____ DOB _____
 Name _____ DOB _____

Only the occupants listed on this application and approved by Burton Carol Management, LLC., may reside in the apartment.

Current Address _____

City _____ State _____ Zip _____

() Rent () Own () Live with Family/Friend

Current Landlord _____

Landlord Phone _____

Monthly Payment _____

Dates of Residency _____ to _____

Reason for Leaving _____

Current Employer _____

Address _____

Phone _____ Fax _____

Job Title/Occupation _____

Supervisor _____

Hire Date _____

Gross Monthly Income \$ _____

Legal/certified documentation must be provided in order for
"Other Income" to be considered.

Pet Information: Only two pets are allowed per apartment-combined weight cannot exceed 65 lbs.
 Applicant must provide proof from veterinarian of current rabies vaccination, on veterinarian
 letter head, prior to occupying apartment. Proof Attached? () Yes () No

Do you have a pet? () Yes () No How many? ___ Dog(s) ___ Cat(s) ___ Other-Describe _____

Pet Type _____ Color _____ Gender _____ Breed _____ Age _____ Lbs. _____

Pet Type _____ Color _____ Gender _____ Breed _____ Age _____ Lbs. _____

Is the pet a Certified Service Animal? () Yes () No Proof Attached? () Yes () No

**Burton Carol Management, LLC. does not allow a pure breed or mix of German Shepherds, Rottweilers, Pit Bull
 Terriers, American Staffordshire Terriers, Dobermans, Staffordshire Bull Terriers, Akita's or Chow Chows.**

Vehicle Information: All vehicles must be registered with the leasing office.

Type _____ Make _____ Model Year _____ Model _____

Color _____ License Plate _____ License State _____ Prkng. Decal # _____

Type _____ Make _____ Model Year _____ Model _____

Color _____ License Plate _____ License State _____ Prkng. Decal # _____

Personal References:

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Emergency Contact:

Name _____ Relationship _____ Email _____

Home Phone _____ Work Phone _____ Cell Phone _____

Address _____ City _____ State _____ Zip _____

Have you ever had an eviction filed against you or broken a lease contract? () No () Yes

With whom? _____ Contact # _____

If yes, please explain: _____

Conditions Applicable to Application

1. This Application for Residency is not a lease of premises. If the application is accepted and a lease of premises entered into, this application, the attached Rules and Regulations, Resident Criteria and the representations, conditions and provisions of same shall become part of said lease. Applicant and any co-applicants must pay an Application Fee and Application Deposit to hold a desired apartment until move in. The Application Fee is a non-refundable processing fee. Applicant has 72 hours from the date of receipt of Application Deposit to cancel their application in order to receive a full refund of said Application Deposit otherwise the Application deposit will be retained for loss of re-rentals. The Application Deposit will be applied as part or all of the lease security deposit if a lease is entered into between the applicant (and any co-applicants) and the landlord. If any additional security deposit will be required, it will be indicated on your Welcome Home letter. If applicant is not approved to enter into a lease for the type of apartment requested, the Application Deposit will be refunded. If applicant and co-applicants are approved but do not enter into a lease, the Application Deposit will be forfeited as a liquidated damage for the landlord's loss of rent and re-rental expenses.

2. Management shall accept or reject this application within 5 business days of its receipt. The application fee will hold the apartment during this time period. It is the applicant's responsibility to contact the apartment community within 5 days from the date on this application to determine their qualification status. Failure to do so will result in the application being cancelled. Applicant waives any claims for damages by reason of non-acceptance by Management.

3. We will process this Application for Residency on the basis of our Resident Criteria and the ability of the applicant to pay. We will consider, in part, the applicant's length of employment, gross monthly income, credit history, criminal history, total number of occupants and references from any previous landlord or employer.

4. All requests for reasonable accommodation or reasonable modification will be considered. The request must be submitted to Management in written form.

5. Undersigned submits this Application for Residency for the purpose of obtaining residency and certifies that all information herein is true and complete. False information supplied in this application is cause for termination of the lease agreement/application, forfeiture of deposits and assessment of damages against applicant including legal fees. Burton Carol Management, LLC is hereby authorized to obtain further information concerning my (our) credit standing, criminal history, employment, income, and landlord references from any consumer reporting agency, the references herein listed, or any other person. I (we) understand that if we lease an apartment, Burton Carol Management, LLC., shall have a continuing right to review these items for improving selection criteria.

6. Management shall not be responsible to applicant in any form or manner whatsoever if the current resident in possession fails to vacate timely the premises in question and holds over contrary to the anticipated move-in date assigned to applicant.

7. Applicant acknowledges receipt of the Disclosure of Information on Lead-Based Paint and Lead-Based Paint Disclosure.

Resident Selection Criteria

Equal Housing: This community does not discriminate on the basis of race, color, sex, religion, handicap, familial status, sexual orientation or national origin.

Identification: All visitors must present a current Government issued identification in order to view the community. Acceptable forms of identification are: Valid state issued driver's license, valid state issued ID card, valid Military ID card, a valid Passport or a US Immigration and Naturalization Services issued VISA. A copy of all applicants photo IDs will be made and retained at time of Application. Applications will not be processed without the required Government issued identification.

Occupants: Occupancy will be limited to no more than two (2) persons in a one-bedroom apartment, four (4) persons in a two-bedroom apartment or five (5) to six (6) persons in a three-bedroom apartment depending on the community. All adult occupants will be considered as responsible residents under the Lease Agreement and will be asked to sign the Lease as a resident.

**Occupancy Standards are based on square footage and may vary per community.*

Application for Residency: An Application for Residency must be completed and maintained for each applicant 18 years or older who will be living in the apartment and/or contributing to the payment of rent.

Qualifying Standards

Rental History: Up to 36 months of rental history may be verified on present and previous residence. A positive record of prompt monthly payment, sufficient notice, with no damages is expected. Eviction, Skip, or Money Left owing to a Landlord within seven (7) years of application date or falsification of this application may result in an automatic rejection.

Credit History: An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one which reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies.

Income: Applicants must have a verifiable income source. Acceptable income verification required may include pay stubs consecutive for a 4-week period, a notarized letter from the employer and/or the most recent W2 or 1099.

Self-employed applicants may be required to supply the most recent IRS tax return or certified verification from their company accountant or bank. Retired (must provide documentation of ability to pay rent). Gross monthly income equivalent to 2.75 times the monthly rent is required.

Criminal Background Check: A criminal background check will be run on all Applicants. An applicant may be automatically denied in the event applicant(s) have ever been convicted of a felony, received adjudication for felony offense(s) or been convicted of a misdemeanor involving a crime against a person, another person's property or against society. An automatic denial will also occur should an applicant appear on the list of known terrorists and wanted fugitives as provided by the Office of Foreign Asset Control (OFAC), federal agencies to include the FBI or other state and local law enforcement agencies.

The applicant agrees that the lease shall be terminated in the event the applicant, after moving onto the property commits an offense of sexual nature or is labeled as a registered sexual offender or predator and/or appears on the list of known terrorists and wanted fugitives.

Note: This requirement does not constitute a guarantee or representation that residents or occupants residing at this apartment community have not been convicted of a felony or are not subject to deferred adjudication for a felony.

Guarantors: If allowed must reside in the USA. He/she must complete an Application for Residency and meet all of the Resident Selection Criteria. A guarantor will be a SIGNER on the Lease Agreement and will also be fully responsible for the Lease Agreement if the occupying resident(s) default.

Applicants without Social Security Numbers or Individual Tax ID Numbers: Applicants must provide I-94, I-94W (Immigration arrival and departure approval to be in the US) or I-20 (International Student approval to be in the US, *all applicants on an I-20 must be registered students*) The lease end date cannot extend past the date the Non-US Citizen is approved to be in the US. All other verifications must be met and applicant must pay an additional two (2) month's "market" rent in advance.

Notification: Applicants will be informed of the status of their application by telephone within 5 business days from submitting the application and the required processing fee. If the applicant is rejected, the applicant will be given an adverse action letter with information to contact Core Logic Safe Rent to request copies of the information used to determine eligibility for occupancy. Management cannot be held responsible for inaccuracies contained in any information obtained, and is not allowed to provide details to the applicant regarding said information.

Rules and Regulations

- 1. Residents are responsible for the conduct of their occupants, guests, invitees or pets.**
- 2. Resident, any members of the resident's household, guest or other person under the resident's control shall not engage in or permit any illegal activity, including but not limited to threatening, intimidating, or assault, or any breach of the lease agreement that otherwise jeopardizes the health, safety and welfare of the Management, its agents, or other residents or involving imminent serious property damage. Any violation of this provision may result in the immediate termination of the lease agreement.**
- 3. Resident agrees to notify the community office of any changes concerning telephone numbers, employers, vehicles, and names and number of occupants.**
- 4. Use of the pool, all recreational facilities and common areas is at your own risk. Residents agree to abide by all posted rules.**
- 5. Management may exclude from outside area or common area amenities anyone who refuses to show photo identification or refuses to identify himself or herself as a resident, occupant, guest or invitee of a resident in the community. Resident must accompany guests or invitees.**
- 6. Resident agrees to notify Management of any deficiencies including, but not limited to, smoke alarms and signs of water infiltration, mold, water leaks, or burst pipes both within and about the premises.**
- 7. No pets shall be kept on or about the premises without written consent from management and applicable fees and deposits.**
- 8. Resident vehicles must be currently registered with the community office. Motorcycles, trucks, boats, trailers, campers or commercial vehicles are not permitted in the community without our prior written consent. All vehicles must have current year license plates and must be operable. To provide for proper maintenance of parking areas, cars must be repaired, properly licensed or moved at the written request of Management within 24 hours of the request, or the Management will have the authority to tow the vehicle at the resident's expense.**
- 9. Resident shall not erect or install a satellite dish or antennae without written consent from management and applicable insurance.**
- 10. Storage areas, patios and balconies must remain free of all debris and flammable items. Resident is responsible for maintaining the storage areas (if applicable) and their patios/balconies in a clean and sanitary manner. Management is not responsible for loss of personal property in these areas. Use at your own risk. All hallways and stairways must remain clear for the purpose of ingress and egress. You may not store any personal property in these areas. Gas grills/propane tanks cannot to be stored or used on the premises.**
- 11. Appropriate trash containers are located outside the buildings. All trash must be placed in these containers. No personal trash may be left in or around the common areas of the buildings.**
- 12. All residents must have white or white backed interior window coverings.**
- 13. Resident acknowledges only artificial Christmas trees and greenery will be permitted in the apartment.**
- 14. A resident may not conduct garage sales or other sales on the premises.**
- 15. Door-to-door solicitation and distribution of literature and/or material is not permitted within the community. Resident agrees to notify the community office of any such solicitation.**

Agreement and Authorization

I, the Applicant, certify that I have completed all 8 (eight) pages of this application. I have read, understood and agree to all the provisions as stated.

I, the Applicant, also agree to allow the agents and representatives of Burton Carol Management, LLC, to obtain a consumer credit report and criminal background report, additionally, to obtain verification of current/previous residency, to obtain verification of current/previous employment and to obtain information with regard to my character, general reputation and mode of living from the Personal References and Emergency Contact that I have noted above. I authorize Burton Carol Management, LLC, and their agents and representatives to contact any and all of my references for full information.

I, the Applicant, represent that the information provided by me, as part of my Application for Residency, is complete and true to the best of my knowledge. I understand that the discovery of misrepresentation or omission of facts will be cause for my Application for Residency to be declined.

Applicant (Printed Name)

Last 4 Digits of S.S.#

Date of Birth

Applicant Signature

Date

Signature of B.C.M., LLC Representative

Date

It is our policy to provide apartments, to prospective residents, without regard to race, color, religion, age, sex, marital status, handicap status, or familial status. If you feel you have not been given proper treatment in any of the above-mentioned areas, please call our regional office at (727) 577-3730 and speak to the Director of Properties, and Vice President, Marcia Hayward.

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Application Attachments:

Identification:

United States or State Issued Picture Identification: ()Yes ()No

Social Security Card/Verification Letter from Social Security Administration: ()Yes ()No

(All applicants without a Social Security Card or Tax ID Number must pay an additional two month's "market" rent in advance.)

Passport (with U.S. seal approving entry): ()Yes ()No

Immigration Documents (I-94, I-94W, I-20): ()Yes ()No

Background Reports:

Core Logic Lease Decision: ()Yes ()No

Approval Override (if necessary): ()Yes ()No

Misc. Documentation:

Proof of Income (Pay Stubs, Employer Letterhead, Certified Tax Return, Bank Statement, etc.): ()Yes ()No

Rental Verification: ()Yes ()No

Proof of Pet Vaccination (Rabies): ()Yes ()No

Certified Proof of Service Animal: ()Yes ()No

Other _____: ()Yes ()No

Other _____: ()Yes ()No

Notes: