

# Screening Application

How did you hear about our community? \_\_\_\_\_

Name of Property	Rental Rate	Unit Type	Apt No#	Occupancy Date
Leasing Agent	Single Occupant    Yes   No	Co-Signer    Yes   No		Roommate    Spouse

### GENERAL INFORMATION

Last Name	First Name	MI	Social Security #	Birth Date
Last Name	First Name	MI	Social Security #	Birth Date
# Of Occupants	Ss#	Name:		Birth Date:
	Ss#	Name:		Birth Date:
	Pet Description	Driver's License Number/State		Driver's License Number/State
MAKE	MODEL	YEAR & COLOR		LICENSE PLATE #

### RESIDENTIAL INFORMATION

PRESENT ADDRESS	STREET ADDRESS & APARTMENT #	HOME PHONE #	RENTAL AMOUNT
CITY	STATE	ZIP CODE	HOW LONG? FROM _____ TO _____
E-MAIL ADDRESS:			
NAME OF LANDLORD & APARTMENT NAME (IF OWN, NAME OF MORTGAGE CO.)			LANDLORD PHONE #
PREVIOUS ADDRESS	STREET ADDRESS & APARTMENT #	HOME PHONE #	RENTAL AMOUNT
CITY	STATE	ZIP CODE	HOW LONG? FROM _____ TO _____
NAME OF LANDLORD & APARTMENT NAME (IF OWN, NAME OF MORTGAGE CO.)			LANDLORD PHONE #
PREVIOUS ADDRESS	STREET ADDRESS & APARTMENT #	HOME PHONE #	RENTAL AMOUNT
CITY	STATE	ZIP CODE	HOW LONG? FROM _____ TO _____
NAME OF LANDLORD & APARTMENT NAME (IF OWN, NAME OF MORTGAGE CO.)			LANDLORD PHONE #
HAVE YOU EVER WILLFULLY REFUSED TO PAY RENT? IF SO, WHY? HAVE YOU EVER FILED BANKRUPTCY OR ARE YOU PREPARING TO FILE BANKRUPTCY?			
HAVE YOU EVER BEEN CONVICTED OF OR CHARGED WITH A MISDEMEANOR OR FELONY OFFENSE? HAVE YOU EVER BEEN ARRESTED? PROVIDE AN EXPLANATION SEPARATELY.			
HAVE YOU EVER EVICTED FROM ANY RESIDENCE? IF SO, WHY?			

### EMPLOYMENT INFORMATION

APPLICANT'S EMPLOYMENT	NAME OF EMPLOYER	ADDRESS	CITY & STATE	ZIP CODE
	POSITION/DEPARTMENT	HOW LONG? FROM _____ TO _____	PHONE#	MO. INCOME (GROSS)
Previous Employment	POSITION/DEPARTMENT	HOW LONG? FROM _____ TO _____	PHONE#	MO. INCOME (GROSS)
SPOUSE'S EMPLOYMENT	NAME OF EMPLOYER	ADDRESS	CITY & STATE	ZIP CODE
	POSITION/DEPARTMENT	HOW LONG? FROM _____ TO _____	PHONE#	MO. INCOME (GROSS)
Previous Employment	POSITION/DEPARTMENT	HOW LONG? FROM _____ TO _____	PHONE#	MO. INCOME (GROSS)

### CHARACTER REFERENCES & OTHER INCOME

CHARACTER REFERENCES	NAME/RELATIONSHIPS	PHONE#	HOW LONG KNOWN?
	NAME/RELATIONSHIPS	PHONE#	HOW LONG KNOWN?
OTHER INCOME	SOURCE OF OTHER INCOME	HOW MUCH PER MO?	DURATION OF INCOME?
EMERGENCY CONTACT	NAME	ADDRESS	PHONE #    RELATIONSHIP

This application must be signed by all adults who will occupy the apartment before it can be considered by the Landlord. Acceptance of this application, and any monies deposited herewith, is not binding upon Landlord until approved by Landlord. If approved, all monies deposited with this application will be held as a reservation deposit to be either returned to applicant or credited toward any deposit, which will be required of applicant at rental agreement, is executed. If applicant withdraws the application, the Reservation Fee will be retained as liquidated damages by the Landlord. A non-refundable screening fee of \$\_\_\_\_\_ will be collected to process this application.

App. Fee	Reservation Fee	Pet Deposit	Pet Fee	Administrative Fee	Amount Paid \$ _____
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By signing the application recognizes that an investigative report will be prepared whereby information is obtained through interviews. This inquiry includes information as to your character, general reputation, credit and mode of living. This application may be disapproved as a result of any misrepresentation or insufficient information as a result of an incomplete application. You have the right to make a written request within a reasonable period of time to receive additional information about the nature and scope of this investigation.

APPLICANT'S SIGNATURE	DATE
SPOUSE'S SIGNATURE	DATE

# HEIGHTS *at* DELAWARE RIDGE

## Rental Verification Request

The below referenced person has applied for an apartment at our community. He/She has listed that he/she is currently living or has previously rented from you/your company. We are required to obtain information herein requested concerning his/her rental history.

Please complete the information listed and fax back to us at (913) 647.1997.  
Thank you in advance for your cooperation.

**Applicant Name(s):** \_\_\_\_\_  
**Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Apartment Community/Landlord:** \_\_\_\_\_

I/We hereby give authorization to release any rental information to Gold Crown Properties, Inc./The Heights at Delaware Ridge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

Moved in:	Moved out:
Proper notice given?	Re-rent?
Number of times late:	Number of NSF:
Balance owed:	Completed by:

Thank you,

\_\_\_\_\_  
Gold Crown Properties, Inc. Representative

\_\_\_\_\_  
Date



## Statement of Rental Agreement

We are dedicated to protecting the privacy of your personal information. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

You will be furnishing some of your personal information at the time you apply to rent from Gold Crown Properties, Inc. This information will be on the rental application form or other documents that you provide to us or to an apartment locator service, either on paper or electronically. We may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history, and we may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future. Within our company, only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

An application will not be considered "complete" until all of the following information has been provided to us:

- A separate **Application** has been fully completed and signed by all leaseholders (and co-signers where applicable)
- An **Application Fee** has been paid to us, a **Reservation Fee** has been paid to us, and documentation of income has been provided as outlined under "income verification".

If the application is declined, you will be notified in writing and the Reservation Fee will be refunded (the Application Fees are non-refundable). If your application is declined or is accepted with conditions, you will be given the name and contact information of the consumer reporting agencies that provided the consumer information to us. If you are declined for unsatisfactory credit you can obtain a copy of the credit report, correct any erroneous information and submit a new application to the community for further consideration. All applicable fees will apply at time of re-submission.

If your application is accepted or accepted with conditions, verification of income will be required **within 24 hours**. If we are unable to verify your income or your income is contrary to your application, acceptance of your lease application will be withdrawn. Failure to provide required documentation of your income prior to taking occupancy will automatically deny your right to residency.

If for any reason you withdraw an application or notify us that you've changed your mind about renting the apartment **after your application has been accepted**, we will be entitled to retain all monies paid by you as liquidated damages and the parties will then have no further obligation to each other. Other monthly fees that you may be required to pay in addition to your monthly rent include, but are not limited to: Utilities, Sewer, Storm Water, Rentable Items and Pet Fees.

Gold Crown Properties, Inc. uses RealPage Onsite for applicant screening. Realpage Onsite is a statistically sound, credit scoring system to evaluate your consumer credit report. Credit scoring is based on real data and statistics, so it treats all applicants objectively. Your consumer credit report contains information about you and your credit experiences, such as your bill payment history, the number and type of accounts, late payments, collections actions, outstanding debt, and age of accounts. Based upon your credit score, your application will be accepted, declined or accepted on the condition that an additional security deposit is paid. Falsification of any information provided on the application will automatically deny your right to residency. A criminal background search will be conducted on each occupant and leaseholder, including all persons 18 years of age or older. Gold Crown Properties, Inc. reserves the right to reject the application of any individual whose tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy would result in substantial physical damage to the property of others. In addition, if the criminal background search reveals past criminal behavior, which is contrary to your rental application, acceptance of your application will be withdrawn. Applicant(s) agrees that rental payment will commence on the lease begin date noted above (upon approval of the application). If both applicant and management agree on the date of move-in and that the apartment home is ready for move-in, the rental payment will commence on that date whether (the applicant) has moved in or not.

Gold Crown Properties, Inc. adheres to Fair Housing Laws which stipulates that it is illegal to discriminate against any person in housing practices on the basis of race, color, religion, sex, national origin, disability, or familial status.

All applicants, roommates and guarantors (if applicable) must agree to the following by signing this Resident Selection Criteria and Consent Form and Rental Application Form.

I hereby consent to allow Gold Crown Properties, Inc. through its designated agent and employees, to obtain and verify my credit information and a criminal background check for the purpose of determining whether or not to lease an apartment to me. I understand that should I lease an apartment, Gold Crown Properties, Inc. and its agent shall have a continuing right to review my credit information, rental application, payment history and occupancy history for account review purposes and for improving application methods. I have read, understand and agree to abide by the qualifications for the application process. I understand that if my application is not approved, I will forfeit my Application Fee(s), but will receive a full refund of my Reservation Fee, Administrative and/or Processing Fees. I also understand that the Reservation Fee and Application Fee(s) are non-refundable if I cancel my application for any reason. I hereby affirm that I have read and reviewed a copy of the Resident Selection Criteria and Consent Form, the Application, Lease Agreement and all Addendums. I understand that a signed, executed copy of the Lease Agreement and Addendums will be given to me upon taking occupancy.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gold Crown Properties, Inc. Representative

\_\_\_\_\_  
Date

