



Apartment Association of North Carolina
RESIDENT APPLICATION FOR OCCUPANCY

Name of Community: Hawfield Farms (hereinafter "Management") Date:

Apartment/Address of Property for Occupancy: 16311 Hawfield Way Drive

Expected Occupancy Date: Lease Term: Mo. Rental Rate:

PART 1 (PLEASE PRINT CLEARLY)

Applicant: Home Tel: Work Tel:

Cell: Date of Birth (mm/dd/yyyy) Social Security #

Driver's License # State Email Address:

Co-Applicant/Spouse: Home Tel: Work Tel:

Cell: Date of Birth (mm/dd/yyyy) Social Security #

Driver's License # State Email Address:

Have you or your co-applicant/spouse ever been convicted by a court of law? YES NO

If yes, please explain:

Have you or your co-applicant/spouse ever been convicted for any felony offense? YES NO

If yes, please explain:

Total number of persons who will occupy apartment (including applicants):

OTHER OCCUPANTS:

1) Full Name Age DOB Relationship 3) Full Name Age DOB Relationship

2) Full Name Age DOB Relationship 4) Full Name Age DOB Relationship

In case of emergency notify (other than occupants): Tel:

Mailing address of emergency contact:

Do you have any pets? If so, please specify type(s)/breed(s): Weight(s):

PART 2 RESIDENCE HISTORY FOR LAST THREE YEARS (LIST CURRENT FIRST, THEN PREVIOUS)

Street Address, City, State & Zip:

Landlord/Mortgage Co.: Tel: How Long? Mo. Rent/Pmt.:

Street Address, City, State & Zip:

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Landlord/Mortgage Co.: Tel: How Long? Mo. Rent/Pmt.:

PART 3 EMPLOYMENT FOR LAST THREE YEARS (LIST CURRENT FIRST, THEN PREVIOUS)

APPLICANT:

Company Name: _____ Address, CSZ: _____
Job Title: _____ Length of Employment: _____ Monthly Income: _____
Supervisor: _____ Tel: _____

Company Name: _____ Address, CSZ: _____
Job Title: _____ Length of Employment: _____ Monthly Income: _____
Supervisor: _____ Tel: _____

CO-APPLICANT/SPOUSE:

Company Name: _____ Address, CSZ: _____
Job Title: _____ Length of Employment: _____ Monthly Income: _____
Supervisor: _____ Tel: _____

Company Name: _____ Address, CSZ: _____
Job Title: _____ Length of Employment: _____ Monthly Income: _____
Supervisor: _____ Tel: _____

OTHER INCOME? If so, please provide the following information:

Source: _____ Amt. per month: _____ (Please provide documentation)

(NOTE: Sources of additional income will NOT be considered, unless applicant(s) provide documentation that establishes such income.)

PART 4 VEHICLE IDENTIFICATION

Make/Model/Color: _____ License Plate #: _____ County/State: _____

Make/Model/Color: _____ License Plate #: _____ County/State: _____

APPLICATION FEE

Applicant(s) has submitted the sum of \$ _____ ("application fee") with this application. Applicant(s) understand and agree that this application shall not be considered until the application fee is paid. Applicant(s) understand and agree that the application fee is used by management for the payment of processing of this application, which includes costs for verifying the authenticity of the information provided and to obtain or otherwise procure information regarding applicant's credit history, criminal background, and rental references. As such, applicant(s) understand and agree that the application fee is nonrefundable. Applicant(s), by signing this application for occupancy, represent that the information provided herein is true and correct to the best of their knowledge. In the event that management discovers that any information provided herein is false, resident understands and agrees that management may, at management's sole option, reject this application and immediately rescind any current or future agreement with applicant(s).

OTHER FEE(S)

List and describe: _____

APPLICATION(S) RELEASE AND AUTHORIZATION

By signing this application for occupancy, the undersigned applicant(s) authorize management to obtain a consumer credit report and any other information necessary in management's sole discretion to assist in the evaluation of this application for occupancy. Applicant(s) understand and agree that any such information obtained by management may include, but is not limited to, applicant's credit history, criminal record, evidence of any civil litigation and civil judgments, records of arrest, past rental history, employment history, salary information and history, vehicle records, driver's license records, driving history, or any other information. Applicant(s) release management, its principals, investors, employees, agents, vendors, the owner(s) of the community or property generally described in this application, and any furnish or supplier of information related to this application from any and all liability in the procurement, use, distribution, and possession of all obtained information. Applicant(s) also understand and agree that the information provided in this application and other consumer reports, to include credit reports, criminal records, evidence of any civil litigation, and civil judgments, records of arrest, past rental history, employment history, salary information/history, vehicle records, driver's license records, driving history, or any other information may be provided to state, local, and/or federal government agencies. Any disposal of information received by management shall be done in accordance with 16 CFR part 682 and N.C. Gen. Stat. § 75-64, *et seq.*

APPLICANT'S SIGNATURE: _____ DATE: _____

CO-APPLICANT'S/SPOUSE'S SIGNATURE: _____ DATE: _____

Hawfield Farms
SUMMARY OF RENTAL STANDARDS

Initial Lease Term: 6 through 13 month lease terms available. Short term leases (3 to 5 months) are available at \$150.00 above the current market rent.

Renewal Lease Term: 6 through 13 month lease terms available. Month to month extensions are available at \$200.00 premium over current market rent or current rental rate, whichever is greater.

Security Deposit and Non-refundable Fees:

- A. Security Deposit: 1 Bedroom: \$200; 2 Bedroom: \$300; 2 Bedroom Townhome: \$400; 3 Bedroom Townhome: \$500 which may or may not be refundable in accordance with the rental agreement.
- B. Non-refundable Administrative Fee: \$175 which by applicant's signature below, is agreed to be non-refundable and will be retained by the owner.
- C. Qualifying Deposit for Credit: A low or conditional accept will require an additional security deposit; which may or may not be refundable in accordance with the rental agreement.

Application Fee: \$50.00 non-refundable fee required for all applicants. \$65.00 non-refundable fee if applying jointly, as a married couple. An additional \$50.00 non-refundable fee will be required for a co-signer. \$75.00 non-refundable fee required for any corporate applicant.

Form of Payment: No cash accepted. Payment can be made by check, cashier's check, or money order. For your convenience, we also accept Visa, Master Card, or Discover Card. There is a convenience fee of \$49.95 each time you utilize a credit card for method of payment up to \$4,050.00.

Applicants who pay monies owed for security deposits, administrative fees, and/or application fees understand and agree that all criteria must be met as stated herein. Should application be declined for any reason, a refund will be issued for the deposit paid. If deposit was paid by a credit card, a credit will be issued within two business days from the date the applicant was denied. All other forms of deposit payments will be refunded within 30 days of nonapproval.

Late fees will be assessed in accordance with the Lease Contract to any rent payment made on the 6th of the month and any day thereafter.

Should the approval require an additional qualifying deposit, we require this additional deposit be paid in full within 72 hours from the date of notification. Should the applicant or co-applicant cancel the application, we may keep the deposit as liquidated damages, but the additional qualifying deposit paid will be refunded accordingly.

Income: The monthly gross income must equal three (3) times the monthly rent, based on annual gross income. Co-signer's income must equal five (5) times the monthly rent, based on gross annual income. Each roommate must cover 70% of monthly rent.

If Alimony/Child Support is used as income, notarized or court awarded documentation indicating amount and frequency of payment must be provided.

If Social Security is used as income, official documentation from the Social Security Administration indicating the amount and frequency of payment must be provided.

If Disability is used as income, official documentation from payment source indicating the amount of frequency of payment must be provided.

If Savings Accounts are used as income, Bank Statements from the past three consecutive months demonstrating (1) sufficient balance (per property minimum income requirement) to cover entire lease term and (2) balance has been maintained over three month period, with no major fluctuations.

If Retirement/Trust Fund is used as income, official documentation from company managing the fund, indicating amount and frequency of payment. Verification of full retirement fund balance, which must cover rent for the entire lease term (per property minimum income requirements).

If Military, a letter verifying income from military or pay stubs covering past 30 days are required. Or, notarized documentation of military housing allowance is required.

Employment: Applicants must be gainfully employed with stable employment. A prospect should be gainfully employed for at least six months in present position or show stability with employment for the past three years.

If applicant is newly employed, a letter must be provided on company letterhead and signed by an officer of the company that states employment agreement and income. Employment must start within 30 days of the lease start date.

If applicant is self-employed, personal tax records showing reported income and paid taxes are required. Business tax records and/or letters from CPA's or other such organizations will not be considered. A Federal ID number is required.

Applicants from Foreign Countries: Applicant must provide proof of foreign citizenship, proof of employment/income, and letter of credit in good standing from bank.

Credit: Credit history is one of the most important elements to qualifying prospects. An unsatisfactory credit history can disqualify an applicant from renting an apartment at the community. An unsatisfactory credit history is one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies (new credit must have been established with a clean record when reviewing bankruptcy). If an applicant is rejected for poor credit history, the applicant will be given the name, address, and telephone number of the credit-reporting agency that provided the credit information, as required by the FCRA. No credit information will be released from management. 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 community. Applicants with no credit history will be charged an extra security deposit of \$400.00 and/or a lease contract guarantor.

Criminal History: A criminal background check will be conducted for each applicant. The criminal search will be run for all addresses at which the applicant(s) has resided over the previous 24 months. The application will be rejected for any of the following reported criminal reasons that have occurred within the last 10-years period to the application date:

- Any felony conviction
- Any terrorist conviction
- Any illegal drug conviction
- Any prostitution related conviction
- Any sex related convictions
- Any cruelty animal convictions
- Misdemeanor convictions involving crime against a person or property
- Any of the above related charges resulting in "adjudication withheld" and/or "deferred adjudication".
- Active status on probation or parole resulting from any of the above.

Credit Retriever: Applicant(s) hereby consents to allow Hawfield Farms through its designated agents and employees, to obtain a consumer report and criminal record information on each applicant and to obtain and verify each applicant's credit and employment information for the purpose of determining whether to lease an apartment to such applicants. Applicants also agree and understand that owner and its agents and employees may obtain additional consumer reports and criminal record reports on each applicant and/or occupant in the future to update or review our account. Upon applicant and/or occupant request, owner will tell applicant and/or occupant whether consumer report or criminal record reports were requested and the names and addresses of any consumer reporting agency that provided such reports. By signing below, you acknowledge your receipt of this disclosure and you hereby consent to allow us, independently or through its designated agents and employees of Hawfield Farms, to require an additional security deposit, based on credit history, debt ratio, or other information obtained through our designated agent.

Rental: All applicants must complete rental and/or mortgage history for a minimum of six months. Any previous NSF check written is deemed grounds for an automatic rejection for residency. Other reasons for denial may include a skip or eviction; balance owed to prior landlord, collections, or a breached lease. Resident history will be verified on applicants who receive a Low Accept, Conditional Accept, or Refer recommendation from tenant screening company.

Animals: Pets may be permitted with an additional fee; dogs are restricted by breed. Dog breeds not permitted are Staffordshire Bull Terriers, Doberman, Rottweiler, and Chow Chows. Pets weighing 25 pounds or under require a \$300 refundable pet deposit along with \$150 non-refundable pet fee. Pets weighing over 25 pounds will require a \$500 refundable pet deposit along with a \$250 non-refundable pet fee. Owner must sign a separate pet addendum and a copy of the pet's veterinarian records, including weight, must be provided to Management, as well as a picture of the pet, prior to approval. Pet fees and deposits are on a per pet basis. No more than two pets allowed per apartment. Pet policy and guidelines are strictly enforced. See pet addendum for details.

Renter's Insurance: Renter's Insurance is required as part of your Residential Lease Agreement. You must provide proof of your Renter's Insurance on or before your move-in date. Insurance obtained must include \$100,000.00 in Liability, \$5,000.00 in Medical, \$25,000.00 in Personal Contents and a maximum deductible of \$1000.00.

Occupancy: One bedroom: Two persons per apartment; Two bedrooms: Four persons per apartment; Three bedrooms: Six persons per apartment.

"I certify that all information provided is true and accurate and can be verified."

Applicant(s) Signature

Owner's Representative

Date



April 25, 2006

**Privacy Policy for Personal Information
of Rental Applicants and Residents**

We are dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. 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.

How information is collected. You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.

How and when information is used. We may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. 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.

How the information is protected and who has access. In 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 version of the information to authorized persons only.

How the information is disposed of. After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

Locator Services. If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees-even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their privacy policies, as well.

Applicant(s) Signature

Date

Owner's Representative

Date

