

**THE VILLAGE AT MAYFIELD APARTMENTS
RENTAL APPLICATION**

Notice: Co-Applicant must fill out a separate Application for Rental

Form.

For Office use

Application Date: _____ **Building:** _____ **Suite:** _____

Move-in Date: _____ **Lease Term:** _____

_____ **1 Bdrm** _____ **2 Bdrm** _____ **3 Bdrm** **Rent:** _____

PEP: _____ **Pet(s)** _____

PLEASE COMPLETE THE FOLLOWING

Legal Name: _____
(Please include middle name if applicable)

Date of Birth: ____/____/____ **Soc. Sec. #** ____-____-____

Driver's License Number and State

Address:

(Street) (Apt. #)

(City) (State) (Zip)

Cell: _____ **Home:** _____ **Work:** _____

Email address: _____

****via email we can send move in info and set you up with online rent payments**

Please list occupants under the age of 18 that will be living in the suite:

Name: _____ **Name:** _____

Name: _____ **Name:** _____

Please read and initial the following:

Please read and initial the following:

Have you been convicted of a felony? _____yes _____no initial_____ **A criminal background check will be conducted for each applicant 18 and over. A felony does not automatically disqualify you from being approved. The property may consider the age, number, and type of offense(s) as well as any mitigating circumstances.**

I understand that dogs (*unless on agreement*) & exotic pets are not permitted _____

I understand that only two cats are permitted (*with a cat agreement*) _____

I understand blinds must be white & back of curtains must be lined in white _____

I understand that no “visiting dogs and cats” are not allowed on the property unless they are a service animal.

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I understand that anyone living in the suite 18 years or older must have a background check preformed by the office and must be a lease holder on the lease, in addition, all applicants must live on the property _____initial.

Note:We DO NOT insure your personal property.
Do you currently have personal property insurance? _____Yes _____ No

Rental Record for the Past Five Years:

Present Management Co. or Landlord name:

Landlord’s Telephone: _____

Address:

Dates of Occupancy:From _____/_____/_____ to _____/_____/_____

Rental amount _____ Reason for leaving _____

Past Management Co. or Landlord name:

Landlord’s Telephone: _____

Dates of Occupancy:From _____/_____/_____ to _____/_____/_____

Rental amount _____ Reason for leaving _____

Past Management Co. or Landlord name:

Landlord’s Telephone: _____

Dates of Occupancy: From _____/_____/_____ to _____/_____/_____

Landlord's Telephone: _____

Dates of Occupancy: From _____ / _____ to _____ / _____

Rental amount _____ Reason for leaving _____

NO PREVIOUS RENTAL RECORD MAY RESULT IN A HIGHER SECURITY DEPOSIT

HAVE YOU OR A CO-OCCUPANT EVER:

Been evicted or asked to move out? _____ Yes _____ No

Been sued for non-payment of rent? _____ Yes _____ No

Broken a Lease Agreement? _____ Yes _____ No

Been sued for Apt. damages? _____ Yes _____ No

Employment Record for the Past Five Years:

Present Employer: _____

_____ Telephone: _____

Address: _____

Length employed: _____ Title: _____ Salary: _____

Prior Employer: _____ Telephone: _____

Address: _____

Length employed: _____ Title: _____

_____ Salary: _____

Prior Employer: _____ Telephone: _____

Address: _____

Length employed: _____ Title: _____

_____ Salary: _____

PLEASE LIST YOUR BANK REFERENCES

Your Banks: _____ City/State Branch: _____ Acct # & Type Telephone #

1. _____

2. _____

3. _____

3.

Do you have any other sources of income?

Person in case of emergency:

Name:

Phone: _____ **Relationship:**

Address:

Name:

Phone: _____ **Relationship:**

Address:

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I _____ certify that the items in this rental application are true and complete to the best of my knowledge. I hereby provide authorization to obtain and verify my credit, criminal, employment and rental history in connection with this application. I further authorize the landlord, its agents and/or attorneys to obtain the above mentioned reports and any information during and after my tenancy, in the event of a breach of contract or term of tenancy.

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Fair Credit Reporting Act Pre-Notification

This is to advise you that part of our procedure for processing your application may include an investigative report whereby information is obtained through personal interviews with third parties, such as business associates, financial sources, criminal background records, or friends. This inquiry includes information as to your character, general reputation, personal characteristics, 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 this application is made within 48 hours after approval of this application.

Applicant's Signature

Date

Revised 6-16-2017

The Village at Mayfield

919 Aintree Park Drive

Rental Criteria

The Village at Mayfield is committed to complying with all Federal, State and Local Fair Housing Laws. It is our policy to offer apartments for rent to the general public without regard to race, color, national origin, religion, sex, familial status, handicap or any other state or locally protected classifications. In order to assist with your decision on your new home, we are providing a list of guidelines used to qualify applicant for residency in our community.

Income/Employment

All persons applying for an apartment must have a verifiable source of income in a gross amount of no less than three times the gross rental rate. In the event of multiple applicants, roommates combined information will be considered, but individually, each roommate must earn no less that 2 ½ times the gross rent. Income less than three times the gross rental rate may require additional funds be paid up front or a guarantor. Acceptable proof of income is as follows:

- Pay stubs or job offer on letterhead with salary
- Most recent tax return
- Prior two months of bank statements
- Child support or alimony order when court directed
- Grants, pension or trust funds
- GI benefits, disability, Social Security

Rental/Mortgage History

All persons applying for an apartment must have twelve (12) months of verifiable, satisfactory past history. An eviction or foreclosure could constitute reason for denial. Less than twelve months of history may require an additional deposit or a guarantor. Satisfactory history includes the following:

- No more than one late payment in a six month period or NSF is equivalent to one late payment
- Lease term fulfilled
- No lease violations
- Residence left in satisfactory condition proper notice given to vacate
- First time renters will be considered to have no rental history and therefore an additional deposit will be applicable.

Credit History

All persons applying for an apartment must have established credit in good standing for the past two years. Lack of established credit or more than 50% negative credit may require an additional deposit. Negative credit includes but is not limited to the following:

- Past due accounts
- Judgments
- Liens
- Write offs
- Balance due to a rental or mortgage company
- Unresolved bankruptcy

Criminal Background Search

A criminal background search will be conducted for each applicant and occupant over the age of 18. It is our policy not to lease to applicants with **felony offenses within a 7 year time frame**. If the criminal background search and/or information provided by you reveals past criminal behavior or pending criminal charges that violate our policies, your application may be denied.

Guarantor

A Guarantor may be considered for lack of employment/income. **A guarantor will not be substituted for unsatisfactory credit history, rental history or criminal history.** A guarantor must meet the same qualifications listed above but with the qualifying income increased to **five times** the amount of rent.

Pets

Pets are allowed on the property. Pet owner is allowed no more than 2 pets, a pet deposit per pet will be required. The pet full-grown adult weight limit is 35lb.

Foreign Nationals

Foreign nationals must complete the same rental application as a United States Citizen. Foreign Nationals living or working in the United States must provide a valid documentation from the U.S. Department of Immigration and Naturalization (INS). Social Security number or a Visa stamped with stamped identification of entry date also known as an I-94 card. Income will be verified with a letter of intent to hire, work visa, work petition or verification of funds in a United States Bank account. If income cannot be verified to the satisfaction of Management the lease must be paid in full with verified funds.

Occupancy Guidelines

The maximum number of occupants permitted to dwell in an apartment shall not exceed two (2) persons per bedroom. When we are renting to a "family", we will allow two persons per bedroom plus a person who is less than twelve (12) months of age. If you exceed our maximum per bedroom because one is older than twelve months at the end of the lease terms you must, at that time qualify for a transfer to a unit with more bedrooms if available or vacate the premises with proper notice.

For the purposes of this occupancy policy, a "family" shall consist of one or more individuals who have not reached the age of eighteen (18) years being domiciled with:

- a. A parent of another person having legal custody of such individual or,
- b. The designee of such parent or other person having such custody with the parent or other person
- c. Any woman who is pregnant or person who is in process of securing legal custody of an

person

- c. Any woman who is pregnant or person who is in process of securing legal custody of an individual who has not attained the age of eighteen (18) years.

Identity Verification

A US Government issues photo ID will need to be presented by all applicants, guarantors and occupants over the age of 18. All applicants, guarantors and occupants over the age of 18 acknowledge and consent to the community's policy of retaining a copy of the identification.

Providing False Information or Falsified Documents

If you provide false information on your rental application or falsified documents to support your application, your application for residency may be denied.

I have read and understand the Rental Criteria for this community

Applicant Date

Applicant Date

Management Date

Revised 3.19.15

SCREENING FOR CRIMINAL ACTIVITY

The owner/agent **will reject** applications if any household member's criminal history includes one or more of the following:

1. Criminal activities resulting in felony conviction involving:
 - a. Murder
 - b. Arson
 - c. Kidnapping
 - d. Sex Offender
 - e. Crimes involving explosives
 - f. Crimes involving terrorism
 - g. Crimes involving the manufacture or distribution of illegal or controlled substances
2. Criminal activities resulting in **one or two felony** convictions **involving violence**, potential violence, or destruction of property if the conviction or exit from incarceration occurred within **ten (10) years**.
3. Criminal activities resulting in **one or two felony** convictions **other than crimes involving** violence, potential violence, destruction of property or the illegal distribution or manufacture of a controlled substance if the conviction or exit from incarceration occurred within **seven (7) years**
4. A record of **three or more separate instances** where the applicant is involved in criminal activities resulting in **felony** convictions **involving violence**, potential violence or destruction of property if one or more of the convictions or exit from incarceration occurred within **ten (15) years**
5. A record of **three or more separate instances** where the applicant is involved in criminal activities resulting in **felony** convictions **other than crimes** involving violence, potential violence or destruction of property if one or more of the convictions or exit from incarceration occurred within **ten (10) years**
6. Criminal activities resulting in **one or two misdemeanor** convictions **involving violence**, potential violence, destruction of property or the illegal distribution or manufacture of a controlled substance within **five (5) years** of conviction or exit from incarceration, whichever is later
7. Criminal activities resulting in **one or two misdemeanor** convictions **other than crimes involving** violence, potential violence, destruction of property or the illegal distribution or manufacture of a controlled substance within **two (2) years** of conviction or exit from incarceration, whichever is later
8. A record of **three or more** instances where the applicant is involved in criminal activities resulting in **misdemeanor** convictions **involving violence**, potential violence, destruction of property or the illegal distribution or manufacture of a controlled substance within **seven (7) years** of conviction or exit from incarceration, whichever is later
9. A record of **three or more separate** instances where the applicant is involved in criminal activities resulting in **misdemeanor** convictions **other than crimes** involving violence, potential violence, destruction of property or illegal distribution or manufacture of a controlled substance within **five (5) years** of conviction or exit from incarceration

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Screening is performed in a manner that is reasonable, consistent, and complies with fair housing laws.

Screening is used to help ensure that households admitted to a property will abide by the terms of the lease, pay rent on time, take care of the property and unit, and allow all residents to peacefully enjoy their homes.

Anyone who wishes to live on the property must be screened prior to moving in. This includes, but is not limited to, live-in aides, security/police officers or additional household members wishing to move-in after the initial move-in. *Certain exceptions apply to children/minors.* The current screening guidelines in place at the time the new household member applies will be used to determine eligibility for admission.

Print Name

Date

Signature

Print Name

Date

Signature

Print Name

Date

Signature