

APPLICATION FOR OCCUPANCY

PROPERTY: _____ UNIT #: _____ DATE: _____

FAILURE TO COMPLETE ALL SECTIONS AND SIGN (SELF & SPOUSE) WILL RESULT IN DELAY OR DENIAL OF THIS APPLICATION.

Name: _____ SSN: _____ Date of Birth: _____ Male or Female
Spouse: _____ SSN: _____ Date of Birth: _____ Male or Female
Maiden Name: _____ Status: _____ Individual _____ Joint # of Occupants: _____
Your home phone #: (____) _____ Work phone #: (____) _____ Cell Phone # (____) _____
E-Mail Address _____ E-Mail Address _____
Pets: _____ Pet Description: _____ Pet Weight: _____ How did you hear about us: _____
In case of emergency, notify: _____ Relationship: _____ Phone #: _____
Minor Child or Adult Occupant: _____ SN: _____ DOB: _____ Male or Female
Minor Child or Adult Occupant: _____ SN: _____ DOB: _____ Male or Female

Current Residential History *Include area codes on all phone numbers

Present Landlord / Complex Name: _____ County: _____
Your Address: _____ Apt#: _____ City, State, Zip: _____
Landlord Phone #: (____) _____ Dates Rented From: _____ To _____
Rent Amount \$ _____

Previous Residential History *Include area codes on all phone numbers

Present Landlord / Complex Name: _____ County: _____
Your Address: _____ Apt#: _____ City, State, Zip: _____
Landlord Phone #: (____) _____ Dates Rented From: _____ To _____
Rent Amount \$ _____

Employment / Other Income / Financial

Name of Employer: _____ Position: _____
Address: _____ Phone #: (____) _____
From: _____ To: _____ Income:\$ _____ Per: _____
Verified by (Nolan employee): _____ Spoke to: _____ Date Called: _____

(30) Thirty days worth of recent paycheck stubs or telephone verification of income are required to process application.

Spouse / 2nd Employer: _____ Position: _____
Address: _____ Phone #: (____) _____
From: _____ To: _____ Income:\$ _____ Per: _____
Verified by (Nolan employee): _____ Spoke to: _____ Date Called: _____

(2) Two recent paycheck stubs or telephone verification of income are required to process application.

Other Income: (Verification required) List any SSI, Pension, Disability, Student Grants, Dividends, etc.

Name: _____ Amount: \$ _____ Type of Income: _____
Name: _____ Amount: \$ _____ Type of Income: _____

General Questionnaire – Answer all Questions

Have you ever been evicted, abandoned or sent to court for non-payment of rent? _____ If yes, please explain: _____

Have you ever been convicted of a crime? _____ If yes, please explain: _____

of cars: _____ Make/Model _____ Year _____ Color _____ License Plate # _____
Make/Model _____ Year _____ Color _____ License Plate # _____
Make/Model _____ Year _____ Color _____ License Plate # _____

Driver's License # (Self): _____ Spouse: _____

Reference Name: _____ Relationship _____ Phone # (____) _____

Reference Name: _____ Relationship _____ Phone # (____) _____

FALSE STATEMENTS OR INCOMPLETE INFORMATION WILL BE GROUNDS FOR DENIAL OF THIS APPLICATION

This application must be signed by all adults who will occupy the apartment before it can be considered by landlord. Acceptance of this application and any monies deposited herewith is not binding upon landlord until approved by Landlord in writing. If approved, monies deposited with this application will be held as a reservation deposit to be either returned to applicant or credited toward any deposit which may be required of applicant at the time a rental agreement is secured. If approved and the rental unit is held for applicant for more than 3 business days, then the applicant withdraws the application, all monies deposited shall be forfeited to Landlord.

Non-Refundable Application Processing Fee: _____

I hereby consent to allow Landlord, through its designated agent and its employees, to obtain and verify my credit information (including 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 the Landlord and its agent shall have a continuing right to review my credit information, rental application, criminal background, payment history and occupancy history for account review purposes and for improving application methods. Providing false or inaccurate information on this application will result in forfeiture of ALL monies paid and rejection of this application.

Signature of Applicants
(Spouse signature required)

Leasing Consultant

X _____

X _____

X _____

Statement of Rental Policy

- **Identity Verification.** A government issued photo identification will need to be presented by all applicants and co-signers and all applicants and co-signers hereby acknowledge and consent to the apartment community's neutrally applied policy of retaining a copy of the identification.
- **Scoring of your Consumer Credit Report.** The apartment community uses a neutrally applied, empirically derived, 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 that you have late payments, collection actions, outstanding debt, and the age of your accounts. Using a statistical program, we compare this information to the credit performance of other applicants with similar profiles which allows us to predict how likely it is that you will pay your rent in a timely manner and fulfill your other lease obligations. Based upon your credit score, your application will either be accepted, rejected or accepted with conditions, which can require an additional security deposit, administrative fee, and/or an increase in monthly rent. If your application is rejected or is accepted with conditions, you will be given the name, address and telephone number of the consumer reporting agencies, which provided your consumer information to us. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration.
- **Criminal Background Search.** If your application is accepted or accepted with conditions, we will conduct a criminal background search. It is our policy not to lease to applicants with felony or misdemeanor convictions associated with theft, drugs or harm to others or, to those applicants with pending charges associated with theft, drugs or harm to others. If the criminal background search and/or information provided by you, reveals past criminal behavior or pending criminal charges which violates our policy, our acceptance of your lease application will be withdrawn.
- **Income Verification.** If your application is accepted or accepted with conditions, such acceptance is conditional upon receipt of your last two-paycheck stubs or through a verification of income from your employer or verification of your income through some other source, which, in our sole discretion, we deem reliable. Applicants must have a gross income of at least 3 times the Market Rent amount. Guarantors must have a gross income of at least 6 times the Market Rent amount. If we are unable to verify your income or your verifiable income is inconsistent with the information you have provided in your lease application, our acceptance of your lease application will be withdrawn and your application denied.
- **Holding Deposit.** The apartment community has received the following amounts from the undersigned: Security Deposit \$_____. Administrative Fee \$_____. Application Fee \$_____ each.

Applicant's Initials: _____

- **Deposits and Fees.** The application fee is non-refundable. Security Deposits and Administrative Fees shall be refunded if rental application is rejected by the apartment community. If cancelled by an applicant after three (3) days after approval of application, including weekends, all security deposits and administrative fees shall be non-refundable.
- **Consent to Verify Credit and Criminal Background.** All applicants and co-signers must agree to the criteria listed above by signing this Statement of Rental Policy.

I hereby consent to allow _____ **Apartments**, through its designated agent and its employees, to obtain and verify my credit information, including a criminal background search, for the purpose of determining whether or not to lease an apartment to me. All of the information that I have provided is true and accurate and I understand that this information will be relied upon in approval of my residency. I understand that should I lease an apartment, _____ **Apartments** and its agent shall have a continuing right to review my rental application, criminal background, payment history and occupancy history for account review purposes and for improving application methods.

- **Signature/Verification.** By signing this document, the applicants and co-signers acknowledge that they have read this Statement of Rental Policy and agree to the policies herein set forth and that all representations made and information provided by the undersigned applicants and co-signers on this document, or on any application or lease agreement provided by the apartment community, is true and correct. The undersigned applicants and co-signers further agree that if any such information is false, the apartment community may terminate any lease contract that may be entered into between the parties subsequent to the date of this document upon discovery of same. The undersigned applicants and co-signers agree that this paragraph is incorporated into and shall be a part of any lease application, or, any lease contract executed between the parties.

_____ Applicant's Signature	_____ Date
_____ Applicant's Signature	_____ Date
_____ Applicant's Signature	_____ Date
_____ Applicant's Signature	_____ Date
_____ On-Site Office Staff Member's Signature	_____ Date

Nolan Real Estate Services
Privacy Policy for Personal Information of Applicants and Residents

Notice. Thank you for considering Nolan Real Estate Services for your housing needs. In accordance with our application process, you will be required to submit a signed application that will request certain personal information from you so as to allow us to properly consider, evaluate and process your application for residency. We initially collect personal information about you in this form to assess your application for residency with us. We may need to collect information about you from your previous landlords or rental agents, your current employer and your references. We will also check for any previous rental defaults in databases such as court records. Personal information collected in the application process and during the course of the residency may be disclosed to owners of the properties and other parties including employment and personal references, as well as to government and statutory authorities, financial institutions and other agents and operators of residency reference databases and to third parties as required by law. Information already held on any residency reference databases may also be disclosed to us. Throughout this process, 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 protection of your personal information.

Your consent for collecting this information is set forth in this document. If your application is approved we may disclose your details to service providers relevant to the residency relationship. If you do not sign the consent set forth below then your application will be rejected and your residency with us denied.

How information is collected. You will be furnishing some personal information (such as 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 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 or for any purpose or manner as may otherwise be set forth in this Policy.

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 versions of the information to authorized persons only. We have safeguards, and company policies and procedures, designed specifically to guard your personal information against accidental disclosure. Our employees and agents cannot use your personal information for purposes other than those set forth in this Policy or as we otherwise authorize. Access to your personal information is restricted, and employees who fail to follow our policies and procedures are subject to disciplinary action or termination. We do have third parties that are not affiliated with us and who perform services for or functions on behalf of us. They may assist us in servicing accounts, collecting money and personal information from our residents, processing transactions and providing us accounting, legal and other professional services. They are asked to hold the personal information we provide to them in confidence, and use the personal information only to provide the services we have hired them to perform for you or us. We may be compelled to disclose information during the investigation of fraud or illegal activity, during the course of civil litigation, or an audit. For example, personal information we have collected may be released upon service of a search warrant, subpoena or other lawful court order issued by a court of competent jurisdiction. At your request, we may also send personal information about you to the owners of any other properties provided that you have followed our procedures and used our forms.

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. If you terminate your residence in our communities or otherwise end your customer relationship with us, this Policy will apply to personal information we collected while this Policy was in effect, unless we sent you a revised Policy during your time as our resident.

Applicant's Initials: _____

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.

Consent. I the Applicant acknowledge that I have read the Privacy Notice of Nolan Real Estate Services and I understand and agree to its provisions. By signing below, I authorize Nolan Real Estate Services to collect personal and other all other information about me from: (a) my previous rental agents and/or landlords; (b) my personal references; (c) any public records or residency database which may contain personal information about me; (d) my employers; or (e) any other third parties who may have relevant information pertaining to my application for residency. I further authorize Nolan Real Estate Services to make any and all necessary inquires and verify all information required by Nolan Real Estate Services to consider, evaluate or process my application.

THIS DOCUMENT MUST BE SIGNED BY ALL APPLICANTS OR THE APPLICATION FOR RESIDENCY WILL BE REJECTED AND RESIDENCY DENIED.

Applicant's Signature

Date

Applicant's Signature

Date

Applicant's Signature

Date

Applicant's Signature

Date

On-Site Office Staff Member's Signature

Date