

Executive at Home, LLC

RENTAL APPLICATION FORM

Each co-resident and each occupant over 18 years of age (spouses excluded) must submit a separate application, excepting children dependants.

Date Application completed (MM-DD-YYYY): _____

ABOUT YOU:

Full Name (exactly as on driver's license or govt. ID card): _____

Current address: Street: _____

City: _____ State: _____ Zip: _____

Home Phone (_____) _____

Mobile Phone (_____) _____

Current monthly rent or mortgage \$ _____

Name of apartment where you live _____

Current owner/manager's name _____

Their phone _____

Date moved in _____

Why are you moving? _____

Previous address: Street: _____

City: _____ State: _____ Zip: _____

Name of owner/manager or Apts _____

Their Phone (_____) _____

Previous monthly rent or mortgage \$ _____

Date moved in _____ Date moved out _____

Your Social Security # (req'd) _____

Driver's license # _____ State _____

OR

gov't photo ID card # _____ Type _____

Marital status _____

Birthdate _____ Height _____ Weight _____

Sex _____ Eye color _____ Hair color _____

YOUR WORK:

Present employer _____

Address: Street: _____

City: _____ State: _____ Zip: _____

Work Phone (_____) _____

Type of work / position / rank _____

Your gross monthly income is over \$ _____

Supervisor's Name _____

Date you began your present job _____

Previous employer _____

Address: Street: _____

City: _____ State: _____ Zip: _____

Work Phone (_____) _____

Type of work / position / rank _____

Your gross monthly income is over \$ _____

Previous supervisor's name _____

Dates you began _____ and ended this job _____

YOUR SPOUSE: (include spouse's SSN only if their income is to be considered for this application)

His / Her Full Name _____

Present employer _____

Address: Street: _____

City: _____ State: _____ Zip: _____

Work Phone (_____) _____

Type of work / position _____

His/Her gross monthly income is over \$ _____

Supervisor's Name _____

Date he/she began present job _____

Spouse's Social Security # _____

Previous employer Name _____

Address: Street: _____

City: _____ State: _____ Zip: _____

Work Phone (_____) _____

Type of work / position _____

His / Her gross monthly income was over \$ _____

Previous supervisor's name _____

Dates he/she began _____ and ended this job _____

OTHER OCCUPANTS: Names of all persons under age 18 and other adults who will occupy the apartment without signing the lease.

Name: _____ DL or gov't ID card _____ Birthdate _____ Sex _____ Relationship _____
Name: _____ DL or gov't ID card _____ Birthdate _____ Sex _____ Relationship _____
Name: _____ DL or gov't ID card _____ Birthdate _____ Sex _____ Relationship _____

YOUR VEHICLES: List all vehicles to be parked by you, your spouse, or any occupants

Make & Model of Vehicle _____ Year _____ License Plate # _____ State _____
Make & Model of Vehicle _____ Year _____ License Plate # _____ State _____
Make & Model of Vehicle _____ Year _____ License Plate # _____ State _____

YOUR CREDIT AND CRIMINAL HISTORY:

Your bank's name _____

City/State _____

Active checking account number # _____

Active savings account number # _____

Other credit information _____

Check each that apply. Have you, your spouse, or any occupant listed above ever:

- ☐ been evicted or asked to move out?
- ☐ broken a rental agreement or lease contract?
- ☐ declared bankruptcy?
- ☐ been sued for nonpayment of rent?

- ☐ been sued for damage to rental property?
- ☐ been convicted of a felony?
- ☐ received deferred adjudication for a felony?
- ☐ been convicted as a sex offender?

Please explain below, include year, location & type for each check:

You represent the answer is "no" to any block not checked above.

OTHER INFORMATION:

Will you or any occupant have a pet? (circle) YES / NO If yes, indicate kind, weight, breed, age for each pet: _____

EMERGENCY: In emergency, notify (preferably a relative):

Full Name _____

Relationship _____

Current address: Street: _____

City: _____ State: _____ Zip: _____

Home Phone (_____) _____

Mobile Phone (_____) _____

If you become seriously ill or die, you authorize the person listed above to enter your dwelling to remove and store all contents, as well as your property in the mailbox and storerooms. In case you become seriously ill or are injured, you authorize us to send for an ambulance at your expense. We are not legally obligated to do so.

If you become seriously ill or are injured, what doctor should we notify?

Name _____

Home Phone (_____) _____

Hospital / Clinic Name _____

City: _____ State: _____ Zip: _____

Important medical information in emergency _____

Supporting Documentation

Amend this page in your signed and returned application with either electronic PDF attachments and/or scanned copies of the following:

1 INCOME VERIFICATION

- Copies of your latest pay stubs equivalent to represent a monthly income summary (i.e. only 2 statements required if paid bi-monthly).
 - If earnings statements are not available you may provide a contact for employment verification at your company's human resources department.
-

2 COPY OF DRIVER'S LICENSE

Copy of Drivers License
Insert Here

Application Agreement

1. **Lease Contract Information.** The Lease Contract contemplated by the parties is covered in a separate document titled "Lease Agreement". Special information and conditions must be explicitly noted on the Lease Contract or above.
2. **Application Fee (Non-refundable).** An application fee as shown below for the purpose of a background credit check is required. It is non-refundable. (Waived for DOD / Military families)
3. **Security Deposit (may or may not be refundable).** In addition to any application fee, upon your decision to enter into a lease agreement, you must provide a security deposit in complement the lease agreement. This application is then considered a security deposit of your intent to lease. It will be either a) credited to the required lease security deposit under paragraphs 4 or 5 below, b) refunded under paragraph 6 below, or c) retained by us as liquidated damages under paragraphs 7 or 8 below.
4. **Approval when Lease Contract is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve it, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.
5. **Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve it, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
6. **Refund upon Non-approval.** If you or any co-applicant is disapproved, we will promptly refund all application deposits.
7. **Your Failure to Sign.** You and all co-applicants must sign the Lease Contract within three days after receiving notice of our approval. If you or any co-applicant fails to do so, we will retain the application deposit as liquidated damages, and the parties will have no further obligation to each other.
8. **If you Withdraw.** We have agreed to take the dwelling unit off the market while we consider approval of your application. Neither the application nor the application deposit may be withdrawn by you or any co-applicant. If you or any co-applicant withdraws an application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will have no further obligation to each other.
9. **Keys.** We will furnish keys only after 1) all parties have signed the Lease Contract and other rental documents; 2) all applicable rents and security deposits have been paid in full; and 3) upon the start date as defined in the Lease Agreement
10. **Notice.** Any notice we give you or your co-resident is considered notice to all applicants; any notice from you or your co-resident is considered notice from all applicants.
11. **No Notice from Owner.** If you or any co-applicant has not received notice of approval or non-approval from us within 5 business days of the date the application fee was paid, you'll be responsible for contacting our representative to verify approval or non-approval. You and any co-applicants may not assume approval or non-approval until receiving actual notice of approval or non-approval.
12. **Receipt.** Application fee (non-refundable): \$ 30.00. **The application fee is waived for DOD / Military employees and their families.** Security Deposit (may or may not be refundable) commensurate with 1 month's rent.
13. **Signature.** Our representative's signature is consent only to the above application. It does not bind us to accept applicant or to sign the proposed Lease Contract agreement.

Acknowledgment by Signing. You declare that all your statements on the first page of this Application are true and complete. You're authorizing us to verify this information through all available means. We're not required to verify or investigate any preliminary findings. If you've failed to answer any questions, we're entitled to reject this Application. If you've given false information, we're entitled to (1) reject the Application, (2) retain all application fees and deposits as liquidated damages for our time and expense, and (3) terminate your right of occupancy. Giving false information may also constitute a serious criminal offense. In any lawsuit relating to this Application, including statutory or regulatory right stemming from any lease, the prevailing party is entitled to recover attorney's fees and all other costs of litigation from the losing party. We reserve the right to furnish information to consumer reporting agencies about the performance of our residents on their Lease Contract obligations. This information may be reported at any time and include both favorable and unfavorable information regarding your compliance with the lease, the rules, and your financial obligations.

Applicant's Signature: _____ Date: _____

Spouse's Signature: _____ Date: _____

Signature of Executive at Home LLC: _____ Date: _____

Rental Criteria:

- A rental application must be completed for each individual age eighteen (18) or over, or by a combined credit couple, including guarantors if required. A fee of \$30 per application will be due prior to processing any application. This fee is waived for DOD / Military applicants.
- Applicant's gross monthly income must be verifiable and meet or exceed the specific rent/income ratio guidelines as set for the dwelling to which you are making an application. This may be associated with your monthly income and a guarantor/co-signer may be required to be included in the application.
- Applicants must have verifiable employment and/or income history. Self-employed persons must provide a copy of the prior year's tax return. Unemployed applicants must provide documentation regarding sources of income, e.g. - social security, pension, savings, interest, or provide a guarantor/co-signer that meets the guarantor/co-signers qualifying standards below. Copies of all documentation will be retained in the lease file.
- Applicants should have a verifiable rental/mortgage history.
- Applicants with negative resident history-outstanding debt to an apartment community/landlord or eviction from apartment community/landlord - will be denied. Guarantors/co-signers cannot be a substitute for this requirement.
- Applicants should have a favorable credit history. Favorable credit history is no credit or more positive credit than negative. All outstanding obligations will be considered. Any applicant with an unfavorable credit history will be denied, or must provide a guarantor/co-signer that meets the guarantor/co-signers qualifying standards below.
- Guarantors/co-signers must meet all of the above qualifications. The guarantor must physically sign the lease either in the presence of the Lessor or in front of a notary.
- Any applicants who have been determined to have criminal conviction or current indictment for possession, sale, manufacture or distribution of controlled substances, prostitution, theft, burglary, felony, fraud, or for any crimes involving firearms or crimes against persons or property will be denied residency and occupancy. Guarantors/co-signers cannot be a substitute for this requirement.
- Management reserves the right to add or delete any or all of the above guidelines and qualifications.