

Canoan Village Apartments

Rental Policies

EQUAL HOUSING: Non-discrimination on the basis of family, race, color, creed, sex, disabilities or national origin is the policy of this company.

INCOME: Income requirements will be at least 2 times the monthly rent and a recent pay check stub is required.

APPLICATION PROCESS: To hold an apartment, we need a \$100.00 deposit plus an application fee of \$35.00 per person over the age of 18. Married couples are \$50.00 and must either have the same last name or proof that they are married. Application fees are non-refundable.

CREDIT CHECK: Cannot have any evictions or judgments from any apartment community or mortgage company. No local utility company judgments or collections. Present residential rental history will be checked and must be satisfactory. Employment must be stable and verifiable.

BACKGROUND CHECK: A criminal background check will be run. NO FELONY CONVICTIONS. No convictions in the last five years for crimes including but limited to possession of drugs with the intent to distribute, rape, assault, child molestation, burglary or murder. No convictions in the past year for crimes including but not limited to possession of a controlled substance (illegal drugs) or domestic violence.

AGE: All applicants must be over the age of 18.

OCCUPANCY: Occupancy is based on 2 heartbeats per bedroom plus 1.

RENT PAYMENT: Rent is due on the 1st of every month. We give a grace period to the 5th. After the 5th, there is a 10% late charge based on the rental amount.

LEASE TERMS: We offer 6-12 month leases. After the initial lease term has been completed, you may choose to stay month to month for \$25.00 more a month.

PARKING: Two parking spaces are provided per apartment. Recreational or broken down vehicles can not be stored on the property and repair work or washing of cars is not allowed.

PET POLICY: This is a pet friendly property. Please call for further information regarding our breed restrictions. There is a \$150 non-refundable pet fee per pet. Also, it is \$10.00 more per pet per month for pet rent. Limit of 2 pets per apartment.

AMENITIES: Our Clubhouse is equipped with a sauna, fitness center, Jacuzzi, swimming pool, laundry facility, tennis court and billiard room. Our apartments are equipped with dishwasher, self-cleaning ovens, frost-free refrigerators, outside storage and large patios/balconies.

Applicant Consent Addendum

I hereby consent to allow Canaan Village Apartments 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 me an apartment. Canaan Village Apartments and its agent shall have a continuing right to review my credit information, rental application, criminal background, payment history, employment information and occupancy history for account review purposes and for improving application methods.

Applicant Signature

Management/Leasing Agent

The following standards will be used to judge your application:

- ✓ **Credit** – No evictions or judgments from any apartment community or mortgage company. No utility judgments or collections.
- ✓ **Criminal** – A criminal background check will be run. No convictions in the last five years for crimes including but not limited to possession of drugs with the intent to distribute, rape, assault, child molestation, burglary, or murder. No convictions in the past year for crimes including but not limited to possession of a controlled substance (illegal drugs) or domestic violence. NO felony convictions.
- ✓ **Employment** – Must be stable and verifiable.
- ✓ **Income** – Must be two times the monthly rent.
- ✓ **Rental History** – Must be verifiable and in good standing.
- ✓ **All applicants must be eighteen.**



RENTAL APPLICATION

(Each co-resident, except spouse, must submit a separate application)

Date _____ How were you referred to us? _____

APPLICANT

- a. Applicant Full Name _____ Date of Birth _____
 Social Security Number _____ Drivers License Number & State _____
 Home Phone _____ Work Phone _____ Marital Status (check one) Single Married Divorced Separated
- b. Spouse's Full Name _____ Date of Birth _____
 Social Security Number _____ Drivers License Number & State _____
- c. How many people will be occupying the dwelling unit? _____ List name, age, relationship of all persons to be living with you.

- d. Do you have any pets? yes no How many? _____ Type and Size _____
- e. Have you or your spouse ever declared bankruptcy? yes no
 Have you or your spouse ever been convicted of or pled guilty to any offense other than a minor traffic violation? yes no
- f. List all vehicles to be parked on the premises by applicant, spouse or other occupants (cars, trucks, motorcycles, recreational vehicles, trailers, boats)
 Make & Model _____ Year _____ License number _____ State _____
 Make & Model _____ Year _____ License number _____ State _____
- g. In case of emergency, notify _____ Work Phone _____ Home Phone _____
 Address _____ City _____ State _____ Zip _____
 Relationship _____ In the event of serious illness or death of resident, the above named
 person to notify may or may not enter, remove and/or store all contents found in the dwelling, storerooms, common areas and mail boxes.
 Please initial _____

RENTAL HISTORY

- a. Present address _____ City _____ State _____ Zip _____
 Move in date _____ Name of property owner or manager _____ Phone _____
- b. Previous address _____ City _____ State _____ Zip _____
 Move in date _____ Name of property owner or manager _____ Phone _____
- c. Have you or your spouse ever been evicted? yes no Been sued for nonpayment of rent or damages to rental property? yes no

EMPLOYMENT / OTHER INCOME

- a. Applicant's present employer _____ How long? _____ Work Phone _____
 Address _____ City _____ State _____ Zip _____
 Gross monthly salary \$ _____ Position held / occupation _____
 Supervisor's name _____ Supervisor's phone _____
- b. Applicant's previous employer _____ How long? _____ Work Phone _____
 Address _____ City _____ State _____ Zip _____
 Gross monthly salary \$ _____ Position held / occupation _____
 Supervisor's name _____ Supervisor's phone _____
- c. Spouse's present employer _____ How long? _____ Work Phone _____
 Address _____ City _____ State _____ Zip _____
 Gross monthly salary \$ _____ Position held / occupation _____
 Supervisor's name _____ Supervisor's phone _____
- d. Spouse's previous employer _____ How long? _____ Work Phone _____
 Address _____ City _____ State _____ Zip _____
 Gross monthly salary \$ _____ Position held / occupation _____
 Supervisor's name _____ Supervisor's phone _____
- e. Disclosure of additional income, such as child support, alimony, separate maintenance, etc. is mandatory if applying for government regulated housing. Otherwise disclosure is voluntary, if you wish to have it considered in determining if you qualify.
 Amount of \$ _____ per _____ Source: _____

BANK AND CREDIT REFERENCES

- a. Name of Bank _____ Checking acct. No. _____ Savings acct. No. _____
 Name of Bank _____ Checking acct. No. _____ Savings acct. No. _____
- b. Credit reference _____ Account number _____
 Credit reference _____ Account number _____

CORRECT INFORMATION

The undersigned persons represent that all the above statements are true and complete and hereby authorize verification of such information via credit reports, rental history reports, release of information by employer (present and former) and other means. Failure to answer any of the above inquires shall entitle owner to reject this application. False information given above shall entitle owner to (1) reject this application, (2) retain the application fee(s) and deposit(s) as liquidated damages for the owner's time and expenses of processing this application and (3) terminate residents right of occupancy. False information may also constitute a serious criminal offense under the laws of this state. In any lawsuit relating to this application, application agreement or rights under statute or government regulations, the prevailing party is entitled to recover attorney's fees and all other costs of litigation from the non-prevailing party. The owner reserves the right to report information about payment performance to consumer credit reporting agencies.

See page 2 for CONTEMPLATED RENTAL AGREEMENT INFORMATION and APPLICATION AGREEMENT
 Page 2 must also be signed in event of APPLICATION AGREEMENT

Signature of Applicant _____

Signature of Spouse _____

