



# Polos at Hudson Corners - RENTAL APPLICATION

**PERSONAL INFORMATION**

Name            SSN #            DOB  
 Marital Status            Drivers License #            State Issued  
 Spouse's Name            SSN #            DOB  
 Drivers License #            State Issued  
 Other Occupants:  
 Name            DOB            Relationship            Name            DOB            Relationship  
 Name            DOB            Relationship            Name            DOB            Relationship

**CRIMINAL HISTORY**

Have you or your spouse ever been convicted, plead guilty, no-contest, received probations, deferred adjudication, court-ordered supervision, or pre-trial diversion for a felony, sex-related crime. Yes  No

**RENTAL HISTORY**

Have you or your spouse ever been evicted, sued for rent, sued for property damages, or broken a lease? Yes  No

**CURRENT RESIDENCE**

Address  
 City            State            Zip  
 Mortgage/Management Co            Monthly Payment  
 Rent  Own  Other  Reason for moving  
 Dates: From            To            Home phone            Cell

**PREVIOUS RESIDENCE**

Address  
 City            State            Zip  
 Mortgage/Management Co            Monthly Payment  
 Rent  Own  Other  Reason for moving  
 Dates: From            To

**CURRENT EMPLOYMENT**

Employer Name  
 Address            City            Zip  
 Supervisor's Name            Phone  
 Employed Since            Job Title            Income  
 Spouse's Employer  
 Address            City            Zip  
 Supervisor's Name            Phone  
 Employed Since            Job Title            Income

**PREVIOUS EMPLOYMENT**

Employer Name  
 Address            City            Zip  
 Supervisor's Name            Phone  
 Employed: From            to            Job Title            Income  
 Spouse's Employer  
 Address            City            Zip  
 Supervisor's Name            Phone  
 Employed: From            to            Job Title            Income

**EMERGENCY CONTACT**

Name            Relationship  
 Address            Phone  
 In the event of serious illness, death or other circumstances that would make you unavailable, the emergency contact can remove your property from your apartment or the common area. Yes  No

**VEHICLES**

Year	Make	Model	Color	Lic.Plate#	State
Year	Make	Model	Color	Lic.Plate#	State

**PETS**

Type	Breed	Weight	Name
Type	Breed	Weight	Name

**APPLICATION FEE**

Applicant has submitted the sum of \$45.00 which is a nonrefundable payment for a credit and criminal check and processing charge. This sum is not a rental payment. In the event this application is not approved, the sum will be retained by the management to cover the cost of processing the application as furnished by the applicant. This application must be signed before it can be processed by management. Any false information will constitute grounds for rejection of this application. Applicant gives Lessor permission to fully verify application to include personal credit and criminal check.

**DEPOSITS**

I hereby deposit \$100.00 with Management as a deposit in connection with this rental application. If my application is accepted, I understand this deposit can be applied toward all monies due, which are due prior to taking possession of the premises. If Management accepts my application, I agree to execute Management's usual rental agreement on or before the occupancy date set out in this application. If for any reason Management decides to decline my application, then Management will refund this deposit to me in full.

I understand I may cancel this application by written notice with 72 hours and receive a full refund of this deposit. If I cancel after 72 hours, or fail to execute Management's usual rental agreement, or refuse to occupy the premises on the agreed upon date, I understand this deposit will be forfeited by me to said community as liquidated damages.

**APPLICANT'S SIGNATURE:            DATE**

**SPOUSE'S SIGNATURE:            DATE**

**FOR OFFICE USE ONLY**

Move in date            Apt.#            Unit Type            Monthly Rent            Rep

# STATEMENT OF RENTAL POLICY

1. **We are an equal opportunity housing provider.** We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.
2. **Apartment availability policy.** Apartments become available when they are ready to rent. A vacant apartment will not be deemed available until it has been cleaned, repainted, and prepared for a new resident.  
We update our list of available apartments as each apartment becomes available. An apartment that was unavailable in the morning may become available later that same day.
3. **Age.** A person must be 18 years of age and qualify financially to sign a lease. All persons over the age of 18 must be parties to the lease.
4. **Roommates.** Each roommate must complete an application. Each applicant will be qualified separately. The income requirements may be combined.
5. **Occupancy guidelines.** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment. In determining these restrictions, we adhere to all applicable fair-housing laws. We allow two persons per bedroom. For example, a one-bedroom apartment could house two people, and a two-bedroom could house four people.  
  
**Exceptions:** One additional person may occupy an apartment if one of the occupants is an infant less than six months of age. For example, a one-bedroom apartment could house two people plus one infant and a two-bedroom apartment could house four people plus one infant.
6. **Applications process.** We evaluate every apartment application in the following manner. You must submit a rental application and answer all questions on the form. You must pay the nonrefundable application fee. We will determine, from your responses to the application questions, whether you qualify for the apartment you are applying for. If you do not, your application will be rejected. If you do, we will check your credit report, employment and rental reference to confirm that they meet our rental criteria. If you meet our criteria, we will approve your application. This process takes one to two days. We will rent available apartments to applicants in the order that their applications are approved.
7. **Rental Criteria.** To qualify for an apartment you must meet the following criteria:
  - a. **Income.** Your monthly income must be at least three times the monthly rent. You must be able to prove at least one year of employment immediately preceding the date of your application. If you have been a full-time student at any time within the past year, we will require you to have your lease guaranteed. If you are unemployed, you must provide proof of a source of income. If self-employed, a verifiable tax statement showing earnings from the previous year must be provided.
  - b. **Rental History.** You must have satisfactory payment history or mortgage payment history. If you have ever been evicted or sued for any lease violation, your application will be rejected.
  - c. **Credit History.** Your credit record must currently be satisfactory.
  - d. **Criminal History.** If you have ever been convicted of a felony, your application will be rejected. If you have been convicted of a misdemeanor involving dishonesty or violence within the past five years, your application will be rejected.
  - e. **Guarantors.** If you do not meet one or more of the above criteria, you may be able to qualify for an apartment if you can get a third party to guarantee your lease. The guarantor must pass the same application and screening process that you must pass, except that we will deduct the guarantor's own housing costs before applying his or her income to our income standard.

Applicant:  
Applicant:

Date:  
Date: