

# Charles Point

Deluxe Energy Efficient Apartments and Townhouses



AN APPLICATION IS REQUIRED FOR EACH PERSON OVER THE AGE OF 18.

APPLICATION FEE: 30.00 per Applicant

UNIT ADDRESS \_\_\_\_\_

MONTHLY RENT \_\_\_\_\_ SECURITY DEPOSIT \_\_\_\_\_

HOW DID YOU HEAR ABOUT OUR PROPERTY? \_\_\_\_\_

## PERSONAL INFORMATION

FULL NAME \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security No. \_\_\_\_\_ Drivers License No./State \_\_\_\_\_

E-mail Address \_\_\_\_\_

How many pets do you or other occupants own? \_\_\_\_\_ Kind of breed, weight, age \_\_\_\_\_

Full Name of other Residents \_\_\_\_\_ Relationship to You \_\_\_\_\_ Date of Birth/Age \_\_\_\_\_

## RESIDENCE HISTORY

PRESENT ADDRESS \_\_\_\_\_

Present Telephone \_\_\_\_\_ Dates From \_\_\_\_\_ To \_\_\_\_\_

Present Landlord or Mortgage Company \_\_\_\_\_ Telephone \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_ Reason For Moving \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_

Present Telephone \_\_\_\_\_ Dates From \_\_\_\_\_ To \_\_\_\_\_

Present Landlord or Mortgage Company \_\_\_\_\_ Telephone \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_ Reason For Moving \_\_\_\_\_

## EMPLOYMENT & INCOME INFORMATION

PRESENT EMPLOYER \_\_\_\_\_ Dates From \_\_\_\_\_ To \_\_\_\_\_

Employer's Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Gross Monthly Income \$ \_\_\_\_\_

PREVIOUS EMPLOYER \_\_\_\_\_ Dates From \_\_\_\_\_ To \_\_\_\_\_

Employer's Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Gross Monthly Income \$ \_\_\_\_\_

TOTAL GROSS HOUSEHOLD INCOME \$ \_\_\_\_\_

If there are other sources of income you would like us to consider, please list income, source and contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Telephone \_\_\_\_\_

Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Telephone \_\_\_\_\_

Comments \_\_\_\_\_

**OTHER INFORMATION**

HAVE YOU OR CO-APPLICANT EVER: Been sued for non-payment for rent? YES NO  
Been sued for damage to rental property? YES NO  
Broken a Rental Agreement or Lease? YES NO  
Do you have water filled furniture or a water fill aquarium? YES NO  
Have you or any other person named on this application, ever been convicted of dealing or manufacturing illegal drugs? YES NO  
Has the applicant or any other person on this application ever been convicted of a crime? YES NO  
If yes what is the nature of the crime and date of conviction? \_\_\_\_\_

TOTAL NUMBER OF VEHICLES \_\_\_\_\_  
Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No./State \_\_\_\_\_  
Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No./State \_\_\_\_\_  
Other Car, Motorcycles, Etc. \_\_\_\_\_

IN CASE OF EMERGENCY/ FAMILY REFERENCE: \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

**APPLICATION AND SCREENING POLICIES**

**APPLICATION POLICY**

- A minimum of 72 hours are required to verify information on an application.
- Applications may be denied based upon demeanor, unacceptable behavior or attitude.
- If information on this application cannot be verified, the application may be denied.
- Upon signing a rental agreement, first month rent, deposit, and a non-refundable cleaning fee will be required.
- Prior eviction (s) may result in denial of application.

**CREDIT/CRIMINAL/PUBLIC RECORDS CHECK**

- A credit check and criminal public records check may be performed.
- Negative reports may result in denial of application.
- Any individual who is currently an illegal substance abuser, or has been convicted of illegal manufacture or distribution of a controlled substance may be denied tenancy.

**IDENTIFICATION**

- Applicants must show identification, which must include a photograph.

**SUFFICIENT INCOME/RESOURCES**

- Gross household income must be three times the rent
- Income/Resources must be verifiable through pay stubs, employer contact, or a current tax records.
- Employment must be verified.

**COMPLETE APPLICATION**

- Each applicant over the age of 18 must submit an individual application with proper references.
- A non-fundable \$30.00 application fee will apply to EVERY person over the age of 18 who will be residing in the rental unit regardless of familial status.
- We will accept the first qualified applicant (s).
- We will NOT review incomplete applications.
- Rental history of current and previous landlord references from unbiased/unrelated sources is required.
- Applicants must provide us with the information necessary to contact past landlords.
- We reserve the right to deny an application if, after making good faith effort, we are unable to verify prior rental history.

**I hereby make application for an apartment and certify that this information is correct. I authorize you to contact any references that I have listed. I also authorize you to obtain my criminal, employment, and consumer credit reports from a reporting agency, which will appear as an inquiry on my file. I understand I will be denied if I have misrepresented any information on this application.**

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_