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RadiantAM.com

Office, Retail, Multi-Family & Industrial Property Management

Dear Prospective Resident,

Outlined below are the selection criteria that we use when determining if an applicant will be approved for residency at one of our communities. Please be advised that these are only general guidelines and we may, at our discretion, make exceptions to these criteria. In the event that exceptions to our company's criteria are made, additional security, guarantors, and or additional advance rent may be required.

1. All adult applicants 18 or older must submit a fully completed, dated and signed residency application. Applicants **must provide two (2) forms of US government issued identification** at the time of application. At least one of the forms of identification must be a photo ID. A **non-refundable application fee of \$75** will be required for **every** adult applicant. Applicants may be required to submit a visa or other paperwork indicating that they are allowed to live and / or work in the United States.
2. Applicants should have a combined gross income of at least 3 times the monthly rent. This gross income guideline may vary if the applicant is receiving any type of rent subsidy or voucher. We reserve the right to require a cosigner or guarantor. Up to 2 years of residential rental history may be required.
3. You must meet objective credit requirements including a specific credit score and/or you must not have any Civil Court judgments (including Eviction Judgments), liens or bankruptcies within the last 5 years.
4. Self-employed and server/tip applicants may be required to produce upon request 2 years of tax returns or 1099's and non-employed individuals must provide verifiable proof of income or accepted rent subsidy.
5. All sources of other income must be verifiable if needed to qualify for a rental unit.
6. Criminal records must contain no convictions for misdemeanors for crimes involving violence, assault or battery, drugs, or firearms; felonies within the last 7 years and no convictions for murder, manslaughter, arson or sexual offenses regardless of degree or type ever. Felony probation, parole, supervised release or sentence must be discharged for a period of seven (7) years or greater. In the event a record comes back "adjudication withheld", "nolle prosequere", or "adjudication deferred", further documentation may be required and applicant may be denied on this basis.
7. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks, no outstanding debt and no damage to unit or failure to leave property clean and without damage at time of lease termination.
8. No pets (with the exception of service animals as required by law) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to landlord and/or an additional pet deposit or an additional security deposit. Any pets, whether permitted by landlord and/or by law must have the appropriate documentation i.e. vet and vaccination records
9. Applicants may be required to pay a security deposit at the time of lease execution in a minimum amount of one month's rent. We reserve the right to offer specials that require a lower security deposit or require a higher security deposit and/or additional prepaid rent. All move-in costs, security deposits and application fees must be in secure funds, i.e., Money Order or Cashier's Check. No personal or company checks will be accepted for move-in costs
10. The number of occupants must be in compliance with HUD standards/guidelines for the applied unit.
11. At time of application, we may require a holding or good faith deposit to be collected to hold a property off the market. In the event the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit and remaining amounts, if any, will be applied to the remaining first month's rent.
12. Our company policy is to report all non-compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to a credit bureau and/or a collection agency and if the amount is disputed, it shall be reported as disputed in accordance with the law.
13. Please direct any questions regarding these criteria to the Property Manager or Leasing Agent in charge of the property for which you are applying.

RENTAL APPLICATION

Property Applying for: _____ Unit #: _____ Monthly Rental Amount: _____
Requested Move In Date: _____ Application Fee: \$ _____ Paid _____
Deposit: \$ _____ Paid _____
Initials

PLEASE TELL US ABOUT YOURSELF

Full Name: _____ Phone: (____) _____

Date of Birth: _____ Social Security No.: _____

E-Mail Address: _____ Driver's License Number & State: _____

Number of Children/Dependents: _____ Ages of Children/Dependents: _____

Names of Children: _____

Names of Other Occupants and their Relationship to Applicant: _____

RESIDENTIAL HISTORY FOR THE PAST 3 YEARS

Current Address: _____

City: _____ State: _____ Zip: _____ Monthly Rent Amount: _____

Length at Current Address: _____ Reason for Moving: _____

Landlord's Name & Phone: _____

Prior Address: (if within 3 years): _____ City: _____ State: _____ Zip: _____

Length at Prior Address: _____ Reason for Moving: _____ Rent Amount: _____

Landlord's Name & Phone: _____

EMPLOYMENT INFORMATION FOR THE PAST 3 YEARS

Name of Current Employer: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Start Date: ____ / ____ / ____ End Date: ____ / ____ / ____

Position: _____ Full Time or Part Time? _____

Monthly Salary/Income: \$ _____ Supervisor's Name: _____

Name of Previous Employer (if within 3 years): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Start Date: ____ / ____ / ____ End Date: ____ / ____ / ____

Position: _____ Full Time or Part Time? _____

Monthly Salary/Income: \$ _____ Supervisor's Name: _____

VEHICLES

Vehicle #1 – Year: _____ Make: _____ Model: _____

Tag Number and State: _____ / _____

Vehicle #2 – Year: _____ Make: _____ Model: _____

Tag Number and State: _____ / _____

CO- APPLICANT PLEASE TELL US ABOUT YOURSELF

Full Name: _____ Phone: (____) _____

Date of Birth: _____ Social Security No.: _____

E-Mail Address: _____ Driver's License Number & State: _____

Number of Children/Dependents: _____ Ages of Children/Dependents: _____

Names of Children: _____

Names of Other Occupants and their Relationship to Applicant: _____

CO- APPLICANT RESIDENTIAL HISTORY FOR THE PAST 3 YEARS

Current Address: _____

City: _____ State: _____ Zip: _____

Length at Current Address: _____ Reason for Moving: _____

Landlord's Name & Phone: _____

Prior Address: (if within 3 years): _____ City: _____ State: _____ Zip: _____

Length at Prior Address: _____ Reason for Moving: _____

Landlord's Name & Phone: _____

CO- APPLICANT EMPLOYMENT INFORMATION FOR THE PAST 3 YEARS

Name of Current Employer: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone:(____) _____ How long employed? _____

Position: _____ Full Time or Part Time? _____

Monthly Salary/Income:\$ _____ Supervisor's Name: _____

Name of Previous Employer (if within 3 years): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone:(____) _____ How long employed? _____

Position: _____ Full Time or Part Time? _____

Monthly Salary/Income:\$ _____ Supervisor's Name: _____

VEHICLES

Vehicle #1 – Year: _____ Make: _____ Model: _____

Tag Number and State: _____ / _____

Vehicle #2 – Year: _____ Make: _____ Model: _____

Tag Number and State: _____ / _____

PETS / ANIMALS **SEPARATE PET APPLICATION MUST BE COMPLETED BEFORE FINAL APPROVAL**

Type: _____ Breed: _____ Name: _____ Weight: _____ Age: _____

Type: _____ Breed: _____ Name: _____ Weight: _____ Age: _____

ADDITIONAL INCOME / PRIOR HISTORY

If there is another source of income you would like us to consider, please list amount of such income and the source. Verification of such income may be required. 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:\$ _____ Source: _____

Amount:\$ _____ Source: _____

Comments: _____

FINANCIAL / CRIMINAL HISTORY

Please answer the following questions (any unanswered questions shall be considered a "yes"):

Have you or any member of your household ever:

Filed for bankruptcy? _____ No ___ Yes Co-App? _____ No ___ Yes

Been evicted? _____ No ___ Yes Co-App? _____ No ___ Yes

Refused to pay rent when due? _____ No ___ Yes Co-App? _____ No ___ Yes

Have any unpaid debt to a previous landlord or rental community? _____ No ___ Yes Co-App? _____ No ___ Yes

If you answered "yes" to any of the above, please explain: _____

Have you or any member of your household ever been:

Convicted of, or plead guilty or "no contest" to, had adjudication withheld to any felony offense or crime?

_____ No _____ Yes Co-App? _____ No _____ Yes

Convicted of, or plead guilty or "no contest" to, had adjudication withheld to any sexual offense or crime?

_____ No _____ Yes Co-App? _____ No _____ Yes

Convicted of, or plead guilty or "no contest" to, had adjudication withheld to any crime involving illegal drugs?

_____ No _____ Yes Co-App? _____ No _____ Yes

Convicted of, or plead guilty or "no contest" to, had adjudication withheld to any crime involving violence or the threat of violence?

_____ No _____ Yes Co-App? _____ No _____ Yes

If you answered "yes" to any of the above, please explain and provide the location, date, and nature of the crime or offense: _____

“FAMILY” MEDICAL EMERGENCY CONTACT (must be a family member):

Name: _____ Relationship: _____

Address: _____

City/State/Zip: _____

Phone:(_____)_____

APPLICANT UNDERSTANDS AND AGREES TO THE FOLLOWING:

Applicant understands that there is a NON-REFUNDABLE Application Fee of **\$40.00 per person** that must be paid to the Landlord at the time this Rental Application is submitted to the Landlord. **Application approval status is only good for a period of 30 (thirty) days from the date applicant is notified of their approval. If applicant does not sign a lease and take possession of a rental unit within 30 calendar days, applicant understands that they will be required to submit another application and application fee.**

Additionally applicant understands that if they are approved any holding deposits placed in connection with this application regardless of the amount will be non-refundable and will be forfeited if the applicant does not sign the lease and take possession of the rental unit within 30 calendar days of the date of this application.

If you fail to place a holding deposit the unit you are applying for cannot be guaranteed.

If Applicant is self-employed, he/she agrees to furnish to the Landlord (and/or the Landlord’s agents) a copy of Applicant’s federal tax returns for the past (2) two years as income verification. Applicant agrees that all claimed income must be supported by verifiable documentation. Any claimed income which cannot be verified will not be credited for approval purposes.

Applicant understands that he/she cannot take possession of a townhome until a full lease is properly executed by all parties, the rent is paid for the first full rental period, the security deposit is paid, proof of utilities is received, and a credit, rental history, employment history, and criminal background check is/are completed and approved by the Landlord.

By signing below, Applicant hereby authorizes the Landlord (and/or the Landlord’s agents), utilizing the information contained herein, to [1] verify Applicant’s residential history and related information, [2] verify Applicant’s employment history and related information, [3] verify Applicant’s additional sources of income (if any), [4] obtain a copy of Applicant’s consumer credit report, and [5] perform a criminal background check, all of which must be acceptable to Landlord. Applicant hereby authorizes all persons and/or business entities with any information relevant to the foregoing authorization to release to the Landlord all such relevant information, and Applicant hereby releases the Landlord and any person or business entity providing information hereunder from any claims, damages, or/or consequences resulting from the release of such information. Applicant, upon written request or upon a denial of Applicant’s Rental Application, will be provided the source and substance of all information obtained by the Landlord pursuant to the foregoing authorization.

I, the undersigned Applicant, warrant that the information and statements provided in this Rental Application are both accurate and complete and that I have neither misrepresented nor excluded any relevant information. I understand that any defect in the foregoing warranty is grounds for denial of this Rental Application or, in the event a lease has been executed between Applicant and the Landlord, termination of said lease. I further warrant and represent that I have fully read and understand this Rental Application.

Signature of Applicant

Date

Signature of Applicant

Date

EQUAL OPPORTUNITY HOUSING

We do business in accordance with the Federal Fair Housing laws.