

It is the policy of Flaherty & Collins Properties and The Flats at Fishers MarketPlace to treat all current and prospective residents in a fair, professional manner, without regard to race, color, religion, sex, familial status, handicap, or national origin.

Objective: To select Residents who are likely to pay their rent on time and respect community property.

APPLICATION INTAKE

Applications for residency are accepted **Monday-Friday, from 9:00 a.m. to 6:00 p.m., Saturday 10:00am to 5:00 pm and Sunday 12:00pm to 5:00pm**

- An application for occupancy must be completed and maintained for each legal adult prospective resident who will be living in the apartment or contributing to the payment of rent. The head, co-head and/or spouse must be 18 years of age or older to qualify for tenancy. An application fee of \$35.00 per adult household member is required at the time of application.
- Applicants must provide true, complete and accurate information pertaining to all households. Any false information will constitute grounds for rejection of application and the lease will be nullified.
- Applicants must provide a valid state issued, photo I.D, driver's license or U.S. Passport.
- Applications for apartment homes will be accepted on a first come first served basis and subject to the availability of the apartment type requested. Rental rates are subject to change without notice.

Security Deposits:

A security deposit in the amount of \$200 to month rent is required at the time of move-in.

A \$200 administration fee will be collected at the time of application and is a non-refundable fee unless your application is denied.

A refundable security deposit is required at this community and is held as a security for the resident's fulfillment of the conditions of the lease agreement. Deposit may be applied by management to satisfy all or part of the resident's obligations, and such act shall not prevent management from claiming damages in excess of the deposit. If the application is rejected by management, the security deposit will be refunded in full. If the application is approved, and the applicant fails to occupy the premises on the agreed upon date, except for delays caused by the holding over of a prior resident, management will retain the deposit after a 24-hour time period. If there is a delay due to construction, the applicant will not be responsible.

Qualifying Standards:

Screening of all adult members of a household includes but is not limited to income, landlord, credit, and criminal background screenings.

- **Rental History:** Up to 24 months of positive rental history may be verified on present and previous residence. A positive record of prompt monthly payments, sufficient notice, and no damages are expected. For applicants who are homeowners, permission must be granted to verify payment history with the bank or lending institution. An unsatisfactory rental history or mortgage history can disqualify an applicant from renting an apartment home at this community. Unsatisfactory rental history or mortgage history can disqualify an applicant from renting an apartment home at this community.
- **Employment:** Stable employment record and income verification may be required. In order for an application to be approved, he/she must generally earn on a gross monthly basis a minimum of three times the gross monthly rent. Acceptable income verification if required may include: 2 most recent pay stubs, a letter from the employer, the most recent W2 form; or, for self-employed applicants, a copy of the most recent tax return or certified verification from his/her company accountant or bank.
- **Credit Report:** An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one which reflects past or current bad debts, late payments or unpaid bills, liens, judgments, or bankruptcies. If an applicant is rejected for poor credit history, the applicant will be given the name, address, and telephone number of the credit reporting agency that provided the credit report (but not told the content of the credit report). An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the report from the credit reporting agency, correct any erroneous information that may be on the report, and resubmit an application to this community. The following are criteria that we look for on the credit report.
 - Applicants who have filed bankruptcy must provide proof of discharge or verification from bankruptcy attorney that **Flats at Fishers MarketPlace** cannot be added to a pending bankruptcy. Additional deposit may be required and re-established credit should be present.
 - Applicants with unpaid collections/write-offs are required to pay off these debts before consideration will be given. Medical bills and student loans are not considered unpaid collections or write-offs.
 - Applicants with recent history of late/slow-pays may be required to pay an additional deposit of up to one month's rent.
 - If an applicant "passes with conditions" a ½ month's rent will be required in addition to the typical deposit or Sure Deposit.
- **Criminal History:**
If a member of an applicant household has been convicted of any of the felony offenses listed below, the applicant will be denied admission (list is not all inclusive):
First Degree Murder / Rape / Sex Crimes / Violent Crimes against Children / Arson / Crimes involving Explosives.
If a member of an applicant household has been convicted of a violent felony offense not covered above, the applicant will be denied admission if the conviction, or exit from incarceration, occurred within the last 8 years of application.
Offenses include but are not limited to: manufacture or sale of a controlled substance / possession of cocaine or meth / DUI, DWI, DUI causing injury / abandonment & neglect of animal / shoplifting / vandalism / terroristic threats / harassment or stalking
If a member of an applicant household has been convicted of a nonviolent felony offense, the applicant will be denied admission if the conviction, or exit from incarceration, occurred within the last 6 years of application:
Offenses include but are not limited to: counterfeiting / embezzlement / insurance or welfare fraud / cyber stalking or hacking / bribery / failure to appear / public gaming / drug use or possession / minor in possession of alcohol / public intoxication / trespassing / probation violation

Evaluation:

Based on the above criteria, we may choose to accept or reject an applicant, or seek additional requirements for approving the lease. These requirements may include, but are not limited to, additional documentation of income or employment, additional rental references, an additional deposit, or a co-signer.

Co-Signers:

In the event a co-signer is required, he/she must complete an application for occupancy and meet all income and qualifying standards. A co-signer will be fully responsible for the Lease Agreement if the occupying resident(s) default. A cosigner's income must be 4x the monthly rent amount.

Subletting:

Subletting is strictly prohibited.

Occupancy Standards:

Occupancy standards must comply with Federal, State, and Local fair housing and civil rights laws, landlord-tenant laws, and zoning restrictions. Reasonable Accommodation Requests are accepted in writing.

The following standards shall be used solely as guidelines:

Apartment Size	Maximum Occupancy
Studio / Efficiency	2 Persons
One Bedroom	3 Persons
Two Bedroom	5 Persons
Three Bedroom	7 Persons
Four Bedroom	9 Persons

Roommates:

Each person must complete an application and will jointly qualify for the apartment. Each is fully responsible for the entire rental payment, and each must execute the lease agreement and its supporting documents.

By signing below, you acknowledge and fully understand and accept the terms for qualification for The Flats at Fishers MarketPlace. Furthermore, by signing below, you give consent for The Flats at Fishers MarketPlace to verify the information provided on the application and obtain a copy of my criminal and credit reports. I also acknowledge that the application fee is non-refundable, no exceptions and the reservation fee is non-refundable unless my application is denied.

(Applicant's Signature)

(Date)

(Applicant's Signature)

(Date)

(Applicant's Signature)

(Date)





Date: _____	Move-In Date: _____
Rate: _____	Lease Term: _____
Apt. Type: _____	Unit #: _____
Community: _____	
Address: _____	
Special Terms: _____	
Leasing Assoc: _____	

Home Phone: _____
Cell Phone: _____
E-MAIL: _____

LEASE APPLICATION

Name: _____ (First) _____ (Middle) _____ (Last) Marital Status: Single Married Divorced (Check One)

Date of Birth: _____ Age: _____ Social Security No.: _____ Driver's License No.: _____ State: _____

Spouse Name: _____ (First) _____ (Middle) _____ (Last)

Date of Birth: _____ Age: _____ Social Security No.: _____ Driver's License No.: _____ State: _____

Current Address: _____ City: _____ State: _____ Zip: _____ Monthly Rent: _____

Own / Rent Date Range Occupied: _____ Name of Landlord / Mortgage Company: _____ Phone No.: _____

Previous Address: _____ City: _____ State: _____ Zip: _____ Monthly \$: _____

Own / Rent Date Range Occupied: _____ Name of Landlord / Mortgage Company: _____ Phone No.: _____

Have you ever broken a lease with an apartment community? Yes No
Are you subject to a lifetime state sex offender registration program in any state? Yes No

Have you ever been evicted from an apartment community? Yes No

Occupant Information (please list any and all persons who permanently or temporarily occupy (more than 7 days) leased premises):		Bedroom Size Preference: _____
Name	Relationship	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you or any member of your household have a condition that requires a special need? _____

Do you have Pets? Yes No How many? _____ What Type, Gender, Breed, Weight, Color & Name? _____

Do you have a musical instrument? Yes No What type of musical instrument do you have? _____

Do you have a waterbed? Yes No

Employment Status (if less than one year, please give prior employment information):

Applicant	Spouse
Employer's Name: _____	Employer's Name: _____
Employer's Address: _____	Employer's Address: _____
Employer's Phone #: _____	Employer's Phone #: _____
Job Title: _____	Job Title: _____
Gross Monthly Income: _____	Gross Monthly Income: _____
Supervisor Name: _____	Supervisor Name: _____
Dates of Employment: _____	Dates of Employment: _____
Add'l Income & Source: _____	Add'l Income & Source: _____

What type of vehicles do you own?

Type	Year	Make	Model	Color	License Plate # / State Issued
Automobile <input type="checkbox"/> Truck <input type="checkbox"/> Motorcycle <input type="checkbox"/>	_____	_____	_____	_____	_____
Automobile <input type="checkbox"/> Truck <input type="checkbox"/> Motorcycle <input type="checkbox"/>	_____	_____	_____	_____	_____
Automobile <input type="checkbox"/> Truck <input type="checkbox"/> Motorcycle <input type="checkbox"/>	_____	_____	_____	_____	_____

What is the name of your nearest relative? _____ Relationship: _____

What is the address of your nearest relative? _____ Phone No.: _____

In the event of an emergency, does the above listed relative have permission to enter your apartment? Yes No

A fee of \$_____ is submitted with this application and will be applied as an application processing fee; this is a non-refundable fee. In addition, a non-refundable fee of \$_____ is submitted as a reservation fee. Therefore, if I should cancel my application at any time, the application and reservation fee will be non-refundable. Should my application not be accepted, the reservation fee will be refunded. The application fee will not be refunded once the application is submitted.

By signing this application, I have read and understand the aforementioned statement; I give permission to verify the above information and conduct a credit and criminal background evaluation. To the best of my ability all information represented, by me, is accurate and complete. If information is found to be falsified, said application will be declined.

Owner's Representative

Date

Signature of Applicant

Date

Spouse's Signature

Date

