

SunStates Management Corporation

RENTAL APPLICATION

The undersigned hereby make application to rent unit # _____ located at _____
_____ for a lease term of _____ months beginning on _____ at a
monthly rental rate of \$ _____.

Please Tell Us About Yourself:

Full Name: _____ Phone #: _____

Social Security #: _____ Date of Birth: _____

Email address: _____

Co-Applicant Full Name: _____

Co-Applicant Social Security #: _____ Date of Birth: _____

Rental History (For the past 2 Years – Begin with the most current):

Current Address: _____

Owned _____ Rented _____ Other _____ How Long? From _____ To _____

Landlord/Manager Name: _____ Phone #: _____

Previous Address: _____

Owned _____ Rented _____ Other _____ How Long? From _____ To _____

Landlord/Manager Name: _____ Phone #: _____

Previous Address: _____

Owned _____ Rented _____ Other _____ How Long? From _____ To _____

Landlord/Manager Name: _____ Phone #: _____

Employment Information:

Your Status: Full-Time _____ Part-Time _____ Student _____ Retired _____ Unemployed _____ Other _____

Current Employer: _____ Position: _____ Monthly Salary: \$ _____

Supervisor's Name: _____ Phone #: _____

If employed by above for less than six (6) months, give name and address of previous employer or school:

Spouse's Employer: _____ Position: _____ Monthly Salary: \$ _____

Supervisor's Name: _____ Phone #: _____

If employed by above for less than six (6) months, give name and address of previous employer or school:

Other Income: \$ _____ Source: _____

Names of Occupants (All persons occupying premises must be listed):

Name	Relationship to Applicant	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If any of the above requests access to the apartment, may we allow them access? Yes _____ No _____

Emergency Contact: _____ Relationship: _____

Address: _____ Phone #: _____

DO YOU HAVE ANY PETS? _____ **If so, how many?** _____ **What Kind?** _____

Check with Manager on information concerning Pet Fees.

Please List Your Bank and Credit References:

Bank: _____ City/State: _____

Bank: _____ City/State: _____

Credit Reference: _____ Phone #: _____

Credit Reference: _____ Phone #: _____

Automobile Information:

How many vehicles (including company cars) would you keep at this address? _____

Make: _____ Color: _____ Year: _____ Tag #: _____

Make: _____ Color: _____ Year: _____ Tag #: _____

If you have more than two vehicles, please let the Manager know – you may have to park the 3rd vehicle in an area that is less crowded. Recreational vehicles, trailers or boats are prohibited without management approval.

Have You Ever:

Filed for Bankruptcy? YES _____ NO _____

Been Evicted From Tenancy? YES _____ NO _____

Willfully or Intentionally Refused to Pay Rent When Due? YES _____ NO _____

Ever been convicted of a felony? YES _____ NO _____

Do you owe any Utility Companies? YES _____ NO _____

Do you owe any apartment complexes? YES _____ NO _____

Please give any additional information which might help management evaluate this application:

I recognize that as a part of your procedure for processing my application. Landlord and/or his agent is hereby authorized to verify the accuracy of all information and permission granted to obtain a credit report and criminal background check. I/We agree to pay \$35.00 for the first applicant and \$20 for each applicant and/or occupant over the age of 18 as a non-refundable application fee.

I/We certify that the information given herewith is complete to the best of my/our knowledge and belief. I/We consent to the disclosure of income and financial information from my/our employer and financial references for purposes of income and asset verification related to my/our application for tenancy.

Signature of Applicant: _____ Date: _____

Signature of Spouse: _____ Date: _____



SunStates Management Corporation

Criminal History Policy

All applicants and household members will be screened for criminal history. A history of any of the following by any household member is cause for rejection of an application for housing.

Any conviction or adjudication other than an acquittal of:

- First-degree murder,
- Sex offenses, including but not limited to forcible rape, child molestation, and aggravated sexual battery,
- Arson.
- Crimes involving explosives

Within **10 years** from the date of application any conviction or adjudication other than acquittal of:

- A felony that involved bodily harm against a person or property, including but not exclusive of:
- Homicide (other than first-degree murder),
- Manslaughter,
- Armed robbery,
- Aggravated Assault,
- Buying, receiving, or possession of stolen property,
- Burglary or theft,
- Auto theft,
- Embezzlement,
- Sales, or manufacture of a controlled substance,
- Any crime of violence that may establish that the applicant constitutes a direct threat to the health or safety of other individuals.

Within **5 years** from the date of application any conviction or adjudication other than acquittal of:

- A crime involving the illegal use of a controlled substance other than sales or manufacture,
- Illegal gambling,
- Prostitution,
- Commercialized vice,
- Stalking,
- Forgery,
- Weapons offenses.

Within 3 years from the date of application any conviction or adjudication other than acquittal of:

- Any other felony, not included above

Within 3 years prior from the date of the application, the applicant or any household member has been imprisoned after being convicted of a felony.

Applicant's Signature

Date

Applicant's Signature

Date

AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

Please be advised that I have made an application to lease an apartment home.

I have named you as a reference on my application and request that you release any and all information concerning my past residency, employment, and banking for use in connection with my application.

Photocopies of this document may be made to facilitate multiple inquiries. In the event you do receive a photocopy of this document, it should be treated as an original and the requested information be released.

Thank you in advance for your consideration and prompt attention to this matter.

1st Applicant's Name (Print)

2nd Applicant's Name (Print)

Signature

Signature

Date

Date

CREDIT REPORT & CRIMINAL BACKGROUND SCREENING CONSENT FORM

A separate form must be completed for each household member 18 years of age and older.

Applicant / Household Member Name: _____

Social Security Number: _____ - _____ - _____ Date of Birth: ____/____/____

Present Address: _____ Home Phone No.: _____

Previous Address: _____

Co -Applicant / Household Member Name: _____

Social Security Number: _____ - _____ - _____ Date of Birth: ____/____/____

Present Address: _____ Home Phone No.: _____

Previous Address: _____

I hereby give consent to Management of the above-named apartment community to obtain an investigative consumer report and to access any records pertaining to me, which may be on file at any:

- Credit Agency
- Law Enforcement Agency
- City, State or Federal Court
- Information Service Bureau
- Local or State Agency
- State or Local Repository
- Federal, State or Local Sexual Offender Registry
- Criminal Search Agency

I do understand the investigation will include information from law enforcement agencies, credit reporting agencies, and other documents of public records, and these reports will be used in making decisions about my potential tenancy. I hereby authorize any agency contacted to furnish any and all information required. This releases the aforesaid parties from any liability and responsibility for providing the above information at any time.

Photocopies of this document may be made to facilitate multiple inquiries. In the event you do receive a photocopy of this document, it should be treated as an original and the requested information be released.

I further understand that this report will not be used in violation of any Federal or State Equal Opportunity Law or Regulation, and that, if any adverse action is to be taken on the Consumer Report, a summary of my rights under the Fair Credit Reporting Act will be provided to me.

Signature of Applicant

Date

Signature of Applicant

Date



SunStates Management Corporation

Security Deposit Agreement

This is not a Rental Receipt

It is our sincerest hope that all of our residents will leave their apartment in good condition with no damage. However, if there is property damage beyond the normal wear and tear, your security deposit may cover the expenses. If it is found that there is excessive damage beyond the amount of your security deposit, you will be charged the difference and billed accordingly.

The security deposit may be fully refundable if you are in compliance with the following:

1. Full term of the lease has expired
2. A thirty day written notice to vacate was given to management prior to leaving the apartment
3. A forwarding address is left with management
4. All keys returned
5. No damage to carpet and tile beyond normal wear and tear
6. No damage to property beyond fair wear and tear
7. No unpaid charges or delinquent rent
8. All debris, trash, belongings have been removed from the apartment and placed in proper trash containers, if applicable
9. All areas of the apartment are clean – including, but not limited to, the stove/range, oven, cabinets, countertops, refrigerator, closets & bathroom
10. All terms of the lease are complied with
11. Carpet is professionally steam cleaned

If applicant fails to sign the lease, this deposit shall be forfeited to Cypress Lake Apartments. Otherwise, deposit shall thereafter become security for the full and faithful performance of all the terms and conditions of the lease. Deposit refund will be mailed from the SunStates Management Corporate Office within 45 days after the premises are inspected by Management. The Management and/or Owner is not responsible for articles left in vacated apartments.

Early termination of the lease will result in immediate forfeiture of the security deposit.

Applicant is given 72-hours, after paying the security deposit to take said apartment off the market and lease it. If the applicant changes his/her mind about renting the apartment, he/must do so within 72 hours from the date of this agreement. After this period, if application is approved, the security deposit is not refunded.

Should the application not meet all requirements in order to be approved, the security deposit is given back and/or refunded.

\$_____ in the form of Money Order or Cashiers Check, received as security deposit for Apartment # _____ for _____ Apartments at _____.

Received From: _____ Date: _____

I hereby agree that this security deposit may not be applied as rent, and that the full monthly rent will be paid on or before the first day of every month including the last month of occupancy.

Applicant Date

Management agrees that, subject to the conditions listed above, this security deposit will be returned in full.

Management Date

Military Holding Fee

Applicant is given 72-hours, after paying the holding fee, to take said apartment off the market and lease it. If the applicant changes his/her mind about renting the apartment, he/must do so within 72 hours from the date of this agreement. After this period, if application is approved, the holding fee is not refunded.

Should the application not meet all requirements in order to be approved, the holding fee is given back and/or refunded.

\$_____ in the form of Money Order or Cashiers Check, received as a holding fee for Apartment # _____ for _____ Apartments at _____.

Received From: _____ Date: _____

I hereby agree that this holding fee will be applied as rent, and that the balance of the monthly rent will be paid on or before the first day of every month including the last month of occupancy.

Applicant Date



SunStates Management Corporation

PET POLICY

Residents will not be allowed to keep pets in or about their apartments without express written permission of the Manager. Residents must execute a PET AGREEMENT and must pay a *Non-Refundable* pet fee of \$200.00. This fee is not a deposit and no part of the fee will be refunded. A resident is allowed a maximum of two pets and an additional pet charge of \$200.00 is required for the second pet and is due immediately upon it being brought on the premises.

In the event of a violation of any of the following terms and conditions, the owner/management shall have the right to immediately cancel this agreement and require the pet owner/tenant to immediately remove the pet from the premises. Cancellation of this agreement will not imply a waiver of the tenant's responsibility for any damages.

Resident's Name: _____ Apartment: _____

Owner/management agrees to waive the pet restrictions of the rental agreement/lease provided that the tenant and pet owner agree to meet the following conditions:

1. Only the pet/pets listed and described below are authorized under this pet agreement. Additional or other pets must be approved by the owner/management.
2. Pets will not cause: danger, damage, nuisance, noise, health hazards or soil the apartment, premises, grounds, common areas, walks, parking area, landscaping or gardens. Resident agrees to clean up after the pet and agrees to accept full responsibility and liability for any damage, injury or actions arising from or caused by his/her pet(s).
3. Resident agrees to register the pet(s) in accordance with local laws and requirements. Resident agrees to immunize the pet(s) in accordance to local laws and requirements. Pet(s) will not be allowed until copies of records are provided to landlord for resident's file.
4. Resident warrants that the pet(s) is housebroken (cats are litter box-trained). Resident warrants that the pet(s) has no history of causing physical harm to persons or property, such as: biting, scratching, chewing, etc. and further warrants that he pet(s) has no vicious history or tendencies.
5. No vicious breeds or mixed breeds including, but not limited to: American Staffordshire (Pit Bulls), Anatolian Sheppard, Australian Sheppard, Bull Terrier, Bullmastiff, Mastiff, Chinese Shar Pei, Dalmatian, Rottweillers, German Shepherds , Huskies, Alaskan Malamutes, Doberman Pinschers, Chow-Chows, Great Danes, Saint Bernard or Akitas.
6. The Resident agrees to observe the following regulations:

Dogs: A maximum of 2 dogs per apartment. Dogs may not weigh more than 50 pounds at full growth. Dogs must be controlled at all times, must be kept on a leash and not left unattended, or in a carrier if in the common area or grounds. Dogs **MUST** be caged if a member of our staff or approved agency will be entering the apartment. Disposal of dog defecate must be picked up and disposed of immediately or the resident will incur a fee for each occurrence. Three violations could result in eviction.

Cats: Must be controlled at all times. Must be kept on a leash or in a carrier if in the common area or ground. Proper disposal of cat litter (bagged and tied) will be done on a frequent basis and should **NEVER** be flushed down the toilet or sink. Odors arising from cat litter will not be tolerated.. Maximum 2 cats.

Birds: Birds will be properly caged at all times. Seeds and droppings will be shielded or caught to prevent accumulation and/or damage to carpeting/floors

Fish: Aquariums will not leak and will be cleaned regularly to prevent foul waters and/or odors. May not be larger than 50 gallons.

Before obtaining a pet, please consult the Manager. Please read the Pet Agreement to understand the full Pet Policy. We do not allow "Visiting" pets over night. Failure to register your pet(s) with the management office will constitute a **\$100 penalty per pet in addition to the normal pet fee.**

Pet Violations are as follows:

1. Leash violations are \$30.00 per offense
2. Not picking up after your pet is \$50.00 per offense

Management reserves the right to request the removal of the pet(s) from the property if the pet(s) exceeds the 50 pound weight limit during its residency and/or if the Resident receives (3) Pet Violations. Failure to remove the pet(s) could result in possible eviction.

Pet Description: Name: _____ Breed: _____

Color: _____ Weight: _____ Age: _____

Pet Fee: Resident agrees to pay the following **non refundable** pet fee... **\$200.00 per pet**

NOTICE: ANY FEE ABOVE SHALL NOT LIMIT THE RESIDENT'S OBLIGATION OR LIABILITY

I, the undersigned, hereby acknowledge that I have been provided with a copy this policy, that I have read and understand it, and that I agree to abide by it. I also understand that the Pet Policy may be amended from time to time and that I agree to abide by any reasonable amendments.

Applicant

Date

Applicant

Date

Owner/ Management

Date

SunStates Management Corporation

Resident Selection Policy

FAIR HOUSING AND EQUAL OPPORTUNITY REQUIREMENTS & STATEMENTS OF NONDISCRIMINATION

It is the policy of this Property to comply fully with Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, Fair Housing Amendments Act of 1988, and any legislation protecting the individual rights of residents, applicants, or staff which may subsequently be enacted.

The Property shall not discriminate because of race, color, sex, familial status, religion, handicap, disability, or national origin in the leasing, rental, or other disposition of housing in any of the following:

- deny to any household the opportunity to apply for housing, nor deny to any eligible applicant the opportunity to lease housing suitable to its needs,
- provide housing which is different than that provided others,
- subject a person to segregation or disparate treatment,
- restrict a person's access to any benefit enjoyed by others in connection with the housing program,
- treat a person differently in determining eligibility or other requirements for admission,
- deny a person access to the same level of services, or
- deny a person the opportunity to participate in a planning or advisory group which is an integral part of the housing program.

The Property will seek to identify and eliminate situations or procedures which create a barrier to equal housing opportunity for all. In accordance with Section 504, the Property will make reasonable accommodations for individuals with handicaps or disabilities (applicants or residents). Such accommodations may include changes in the method of administering policies, procedures, or services.

In reaching a reasonable accommodation with, or performing structural modification for otherwise qualified individuals with disabilities, the Property is not required to:

- make structural alterations that require the removal or altering of a load-bearing structure,
- provide support services that are not already part of its housing programs,
- take any action that would result in a fundamental alteration in the nature of the program or service, or
- take any action that would result in an undue financial and administrative burden on the Property, including structural impracticality as defined in the Uniform Federal Accessibility Standards (UFAS).

PRIVACY POLICY

It is the policy of the Property to guard the privacy of individuals conferred by the Federal Privacy Act of 1974 and to ensure the protection of such individuals' records maintained by the Property.

Therefore, neither the Property nor its agents shall disclose any personal information contained in its records to any person or agency unless the individual about whom information is requested shall give written consent to such disclosure.

This Privacy Policy in no way limits the Property's ability to collect such information as it may need to determine eligibility, compute rent, or determine an applicant's suitability for tenancy. Consistent with the intent of Section 504 of the Rehabilitation Act of 1973, any information obtained on handicap or disability will be treated in a confidential manner.

OCCUPANCY STANDARDS: 1 Bedroom (1-2 Persons) -- 2 Bedroom (1-4 Persons) -- 3 Bedroom (1-6 Persons). Additional persons added to the lease after the initial move-in must also qualify under the resident selection policy.

CREDIT HISTORY

A report will be attained on all applicants. Applicants will not be permitted to view their credit reports. Applicants will be informed, upon rejection of the source of the credit report so that they may request, from the source, a copy of their report.

CRIMINAL BACKGROUND SCREENING

Management has established a Criminal History Policy that all applicants and household members will be screened for convictions and outstanding warrants with local, state and possibly federal authorities.

EMPLOYMENT

Employment will be verified. If the applicant is self-employed, the two most recent years of tax returns must be provided for verification. If the applicant is not self-employed, he/she must show proof of income, and this income must be verified in writing by a third party. In this situation, applicant must meet all other qualifying criteria.

INCOME/EXPENSE VERIFICATION

Verified income and debts noted on the credit report will be used in determining applicants' ability to pay the rent. Income must be equal to or greater than three times the monthly rental amount of the apartment.

RENTAL HISTORY

Two years of rental history will be obtained. If applicant owns or has owned his/her own housing, he/she must provide proof of timely mortgage payments and/or ownership of title. The following information will be used in determining eligibility: *Rental Payment History, Violations of Lease, Debts not Current, Fulfillment of Lease, Eviction and Proper Notice of Intent to Vacate.*

REJECTION OF INELIGIBLE OR UNQUALIFIED APPLICANTS

Management reserves the right to reject applicants for housing if it is determined that the applicant or any member of the household falls within any one or more of the following categories:

- Misrepresentation: Willful or serious misrepresentation in the application procedure for the apartment
- Records of Disturbance of Neighbors, Destruction of Property or Other Disruptive or Dangerous Behavior: Includes behavior or conduct which adversely affects the safety or welfare of other persons by physical violence, gross negligence or irresponsibility, which damages the equipment or premises in which the family resides; or which is disturbing or dangerous to neighbors or disrupts sound family and community life.
- Non-compliance with Rental Agreement: Includes evidence of any failure to comply with the terms of rental agreements at prior residences, providing shelter to unauthorized persons and pets or other acts in violation of rules and regulations.
- Owing Prior Landlords: Applicants who owe a balance to present or prior landlords will not be considered for admission.
- Owing Utility Providers: Applicants who owe a balance to a utility provider for present or prior residences will not be considered for admission until the account is paid in full and reasonable assurance is obtained that the contributing causes for failure to pay the utility bill have changed sufficiently to enable the family to pay and maintain utilities in the name of the head of household.
- Credit History: A consistent, severe or recent history of deficiencies in overall credit or rent payment which indicate the family will be unable or would otherwise fail to pay when rent is due for the apartment and other expenses relating to occupancy of the apartment. The following will be additional reasons for rejection:
 - Credit score lower than 550
 - Bankruptcy filed within seven (7) years of application date

Excluded from the Credit History decision are Medical Debts and Student Loans

- Criminal Activity: Management has established a policy to reject all applications where the applicant or any household member has engaged in certain criminal activity established in the Criminal History Policy
- Eviction: Applicants that have been evicted from a rental or leased unit in the past.
- The applicant displayed belligerent behavior, verbally abused or sexually harassed an existing resident or company employee.

When rejecting an application, management will provide notification in writing for reasons for rejection.

Management reserves the right to require criminal background checks at any time during residency if in receipt of credible and verifiable information.

Prior to Move-In, applicant must present proof of all necessary utilities placed in their name.

Incomplete or unsigned applications will not be accepted for processing. Applications will be accepted along with a non-refundable application fee and a security deposit in the form of a personal check, cashiers/certified check or money order.

I understand and accept these policies as conditions to my lease:

Applicant Signature

Applicant Signature

IT IS THE POLICY OF THIS COMPANY TO PROVIDE HOUSING ON AN EQUAL OPPORTUNITY BASIS. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, FAMILIAL STATUS, NATIONAL ORIGIN OR HANDICAP.

SunStates Management Corporation

Military Partnership Policy



In accordance with the Housing Rental Partnership Program Agreement executed between this apartment community and local military installation housing offices, rental units offered to military personnel must meet the following minimum adequacy criteria:

1. Must be a complete dwelling unit with private entrance, bath, and kitchen intended for sole use of a single family,
2. Must be well constructed and in good repair,
3. Must have heating and air conditioning adequate to cool and heat the unit, stove, refrigerator, and access to cable TV,
4. Must meet acceptable standards for health and sanitation.

The monthly rental rate shall include appliances, amenities and services normally provided by the Landlord to non-military tenants and at no extra charge.

The property manager or owner has agreed to waive reference and credit checks and the assessment of out-of-pocket moving in expenses such as security deposits, application fees, redecoration fees, or any other administrative fees with the exception of a pet fee or deposit which may be charged. As a condition of the “no deposit provision”, the military tenant will agree to the government release of future assignment and address information to the Landlord.

In the event that the military member receives permanent change of station (PCS) orders, deployment orders or temporary duty (TDY) orders for a period in excess of ninety (90) days, or the service member has fulfilled his/her initial 12-month lease, **the liability of the military member under the lease may not exceed: (1) thirty (30) days rent after written notice is given** to the landlord (Note: **the 30-day clock starts on the first day rent is due after written notice is given**), and (2) the cost of repairing damages to the premises by an act or omission of the tenant.

The tenant may terminate at the completion of the 12-month lease by submitting a thirty (30) day written notice on the first day of the last full month of their lease.

The Landlord and military member acknowledges that the military installation (Army, Air Force, Navy, Coast Guard, etc.) is not responsible for any loss, injuries, damages, or other casualty arising out of or resulting from performance under this Program.

It is the military member’s responsibility to contact the Rental Partnership Program when the lease is renewed or terminated so that monthly payments can be adjusted accordingly.

Should the military member choose not to participate in the Rental Partnership Program or if he/she cancels his/her existing Rental Partnership agreement, the military member will be responsible for paying a full security deposit upon move-in or within thirty (30) days of cancellation.

Applicant Signature Date

Applicant Signature Date

