

## Application To Rent (all sections must be completed)

Individual applications are required from each occupant 18 years of age or older



An H.G. Fenton Community

Apt No.	Size	Rate \$	Furn \$	Other \$
Application Date		Move-In Date		
Anticipated Length of Residency				

### Applicant Information

Applicant's Last Name	First Name	Middle Initial	Date of Birth	Driver's License Number And State	Social Security Number
Additional Persons To Occupy Residence (including minors)  _____  _____  _____			Date of Birth	Applicant's Current Home/Work Number	
				Do you have a pet?	Do you own a waterbed?
			Type and size of pet:	If so, do you have waterbed insurance?	

### Residential History

Applicant's Current Address	Apt Number	City	State/Zip	Name of apartment community (if applicable)
Manager Or Contact Name	Phone Number	Monthly Payment/ Rental Rate:	How Long: Yrs	Mos
Reason For Leaving				
Previous Address	Apt Number	City	State/Zip	Name Of Apartment Community (if applicable)
Manager Or Contact Name	Phone Number	Monthly Payment/ Rental Rate:	How Long: Yrs	Mos

### Employment History

Current Employer	Street Address	City	Monthly Salary
Occupation	Supervisor's Name	Phone Number	Start Date
Previous Employer	Street Address	City	Monthly Salary
Occupation	Supervisor's Name	Phone Number	Length Of Employment
Source Of Additional Income		Phone Number/Contact	Monthly Amount

### Financial Data/Credit References

Name of Bank/Credit Union	Location	Checking Account Number	Phone Number
Name of Bank/Credit Union	Location	Savings Account Number	Phone Number
Major Credit Card	Account Number	Address	Phone Number

### Other

Auto #1 Make	Model	Color	Year	License Plate #	State Issued
Auto #2 Make	Model	Color	Year	License Plate #	State Issued
Have you ever filed for bankruptcy?			Have you ever been evicted or asked to move?		
Have you ever been convicted for selling, distributing, or manufacturing illegal drugs?					
Emergency Contact 1	Relationship	Address			Phone Number
Emergency Contact 2	Relationship	Address			Phone Number

Possession of the premises will not be given until: 1) application has been accepted by Owner (both manager and office); 2) lease has been properly executed by RESIDENT; and 3) first month's rent and total deposit have been paid in full. Rents are due and payable on or before the 1st day of each calendar month. This requirement is strictly enforced.

A \$100.00 payment will hold your apartment for a period of 72 hours. If you cancel the rental within the 72-hour period, the \$100.00 is fully refundable after the check clears the bank (in approximately 3 weeks). If the 72-hour option period expires without rental of the apartment either: (a) being fully completed; or (b) cancelled, the \$100.00 shall be retained by the Owner. This application is not a lease agreement or contract and is subject to approval by the resident manager as an agent for the Owner.

Applicant represents that all of the above statements are true and correct and hereby authorizes verification of the above items, including but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request. Applicant consents to allow previous owners/managers to disclose tenancy information to owner/manager. The undersigned applicant agrees that if any information herein contained is false, the lease made on the strength of this application, may at the option of the landlord, be terminated at any time.

Revised: December 2007

\_\_\_\_\_  
Applicant Signature / Date

# Rental Scoring & Your Rental Application

Many landlords rely upon “Rental Scores” to estimate the relative financial risk of leasing an apartment to you. In addition to estimating risk, rental scores are an objective and consistent way of reviewing relevant applicant information, and help speed the application approval process.

## *How is my rental score determined?*

Rental scoring systems assign points to certain factors identified as having a statistical correlation to future financial lease performance. Your rental score results from a mathematical analysis of information found in your credit report, application, and previous rental history. Such information may include your bill-paying history, the number and type of accounts you have, collection actions, outstanding debt, income, and the number of inquiries in your consumer report. The final number, or rental score, represents an estimated level of risk as compared to the performance of other consumers in a range of scores.

The rental scoring was used was created for the purpose of treating all applicants consistently and impartially, without regard to subjective criteria.

## *How is my rental score used?*

Rental decisions are based upon how much risk a landlord is prepared to accept. Each landlord, therefore, sets the minimum score required for approval of an application. It is possible for your rental score to yield different results depending upon where you apply. Your rental score might mean a denial at one property, while the same score might be approved at another. It all depends upon the risk a landlord is prepared to accept.

## *What can I do to improve my rental score?*

Your rental score may change if the underlying information it is based upon changes. The total improvement, however, generally depends on how that factor relates to other factors considered by the scoring system. Nevertheless, to improve your rental score, concentrate on paying your bills on time, paying down outstanding balances, and not taking on new debt. Your chances of approval should also improve if you apply for an apartment with lower monthly rent.

## *Where can I have my score explained?*

Should your application be denied based upon your rental score, you can learn which factors most negatively influenced your score by contacting the consumer reporting agency listed below. Additionally, you can obtain a free copy of your consumer report, if you make the request to the consumer reporting agency within 60 days of the denial.

***First Advantage SafeRent***  
ATTN: Consumer Relations Department  
11140 Rockville Pike, PMB 1200  
Rockville, MD 20852  
Ph. (888) 333-2413

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Applicant Signature

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Date

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Applicant Signature

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Date

## **RESIDENT SELECTION CRITERIA**

H.G. Fenton Company supports The Fair Housing Act as amended, prohibiting discrimination in housing based on race, religion, sex, national origin, handicap, or familial status. The following qualification standards will be required from every prospective resident. They include, but are not limited to:

### **Identification**

At least one visitor must present a valid driver's license or other photo identification in order to view the community. Other acceptable forms of identification are: Valid state issued ID card, valid Military ID card or a valid Passport.

**Credit History:** An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one that 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 First Advantage SafeRent, who provided the credit report (but not be told the content of the credit report). An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report from First Advantage SafeRent, correct any erroneous information that may be on the report, and resubmit an application to this community.

**Income:** Written verification of income is required (i.e. Two current, consecutive original pay stubs, Two current consecutive original Bank Statements, most recent tax return, most recent W2, employment contract or offer letter on company letterhead, certified verification from company accountant or government or legal documents detailing benefits.) Applicants must make 3 times the monthly rental amount to qualify.

### **Evaluation**

H.G. Fenton Company evaluates the above information with a scoring method that weighs the indicators of future rent payment performance. For further explanation of this type of method, please refer to "Rental Scoring and your Rental Application".

Dated \_\_\_\_\_, 2\_\_\_\_\_

Resident(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner:

H. G. Fenton Company, Authorized Agent

By: \_\_\_\_\_  
Authorized Representative

## Tenant Screening Report Authorization and Notice

As part of \_\_\_\_\_ (“Landlord/Agent”) screening procedure for residency, Landlord/Agent will obtain the following report(s) about you:

	Nature of Report	Scope of Report
<input type="checkbox"/>	Eviction report	
<input type="checkbox"/>	Criminal history records <sup>1</sup>	
<input type="checkbox"/>	Financial history (other than credit check)	
<input type="checkbox"/>	Employment history verification	
<input type="checkbox"/>		

The report(s) may contain information about your character, general reputation, personal characteristics and/or mode of living, and will be used, in part, to verify information contained in your application for residency. The report(s) will be obtained from the following company:

***First Advantage SafeRent***  
 ATTN: Consumer Relations Department  
 11140 Rockville Pike, PMB 1200  
 Rockville, MD 20852  
 Ph. (888) 333-2413

A summary of consumer rights under the California Investigative Consumer Reporting Agencies Act, California Civil Code §1786.22 is attached<sup>2</sup>. Landlord/Agent reserves the right to verify any information provided by you in your application by any other method allowed by law.

By signing below, you authorize Landlord/Agent to obtain the indicated report(s). Additionally, if you are applying for residency with a co-applicant, you authorize Landlord/Agent to release any and all information related to your application for residency (including your application form, your credit reports, the report(s) indicated above, and any notice of adverse action related to these items), to your co-applicants.

Landlord/Agent will provide you with a copy of your report(s) at your request. Please indicate below whether you want a copy of your report(s) and return this form to the Landlord/Agent leasing agent. If you request a copy of your report(s), they will be sent to you within three business days after Landlord/Agent receives the report(s).

(If checked) Yes, I would like a copy of my report(s). Please provide them to me at the following address: \_\_\_\_\_

(If checked) No, I do not want a copy of my report(s).

If you do not indicate a preference above, your report(s) will not be sent to you.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Your Name: \_\_\_\_\_

FOR OFFICE USE ONLY
A copy of the report(s) were provided to the applicant by <input type="checkbox"/> personal delivery <input type="checkbox"/> first class mail on _____ by employee _____.

<sup>1</sup> While Landlord/Agent may obtain criminal history checks on potential residents, occupants, guests or contractors in the Community, Landlord/Agent has no duty to do so, and does not warrant or guarantee the personal safety of any resident, occupant, guest or other person in the Community.

<sup>2</sup> The issue as to whether the specified reports fall under the California Investigative Consumer Reporting Agencies Act (“ICRA”) is contested and is currently being litigated. Landlord/Agent does not admit or concede that ICRA applies to these reports.

### **California Civil Code § 1786.22**

You have a right under California law to inspect files maintained on you by an investigative consumer reporting agency pursuant to any of the following procedures, during normal business hours and on reasonable notice:

- 1) You may personally inspect the files if you provide proper identification (e.g., valid driver's license, social security account number, military identification card, credit cards), and may receive a copy of the file for the actual cost of duplication services provided.
- 2) You may make a written request, by certified mail and with proper identification, as described above, for copies to be sent to a specified addressee.
- 3) You may make a written request, with proper identification as described above, for telephone disclosure of a summary of information contained in your files, if any toll charge is prepaid by or charged directly to you.

If you are unable to provide "proper identification" through the types of cards or numbers listed above, the agency may require additional information concerning your employment and personal or family history in order to verify your identity.

The agency must provide trained personnel to explain to you any information that the agency is required to furnish to you from your file. The agency also must provide you with a written explanation of any coded information contained in your files at the time your file is provided to you for inspection. You are permitted by law to be accompanied by one other person of your choosing when inspecting your files. That person must furnish reasonable identification. The agency may require you to provide the agency with a written statement granting permission to the agency to discuss your file in such person's presence. The agency also is not required by law to make available to you the sources of information in your files, although such information would be obtainable through discovery procedures in any court action brought under the Investigative Consumer Reporting Agencies Act.