

BAINBRIDGE

LIVEBAINBRIDGE.COM

APPLICATION FOR RESIDENCY

OFFICE USE ONLY

APT # _____	APT TYPE _____
MONTHLY RENT _____	MOVE IN DATE _____
DEPOSIT _____	PRO-RATE _____
LEASE DATES _____	
SOURCE _____	PET TYPE _____

APPLICANT NAME _____ **DATE OF BIRTH** _____

First Middle Last

SOCIAL SECURITY # _____ **DRIVER'S LICENSE #** _____ **STATE ISSUED** _____

E-MAIL ADDRESS* _____ CELL/ HOME PHONE () _____ WORK PHONE () _____

SPOUSE _____ DATE OF BIRTH _____

First Middle Last

SOCIAL SECURITY # _____ DRIVER'S LICENSE # _____ STATE ISSUED _____

E-MAIL ADDRESS* _____ CELL/ HOME PHONE () _____ WORK PHONE () _____

* By providing an email address, I agree to accept email correspondence from the leasing office.

OTHER OCCUPANTS:

NAME _____ DATE OF BIRTH _____ RELATIONSHIP _____

First Middle Last

NAME _____ DATE OF BIRTH _____ RELATIONSHIP _____

First Middle Last

NAME _____ DATE OF BIRTH _____ RELATIONSHIP _____

First Middle Last

RESIDENT HISTORY:

PRESENT ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP CODE** _____

(2 years required) **Street Name** _____ **Apt #** _____

LANDLORD/ MTG COMPANY _____ CITY _____ STATE _____ ZIP CODE _____

LANDLORD/ MTG CO. PHONE _____ MONTHLY PAYMENT _____ FROM _____ TO _____ RENT \ OWN

Circle one

PREVIOUS ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

Street Name Apt #

LANDLORD/ MTG COMPANY _____ CITY _____ STATE _____ ZIP CODE _____

LANDLORD/ MTG CO. PHONE _____ MONTHLY PAYMENT _____ FROM _____ TO _____ RENT \ OWN

EMPLOYMENT:

PRESENT EMPLOYER _____ PHONE _____

(3 years required) Name Business Address City State Zip

POSITION _____ NAME OF SUPERVISOR _____ MONTHLY GROSS INCOME _____ SINCE _____

PREVIOUS EMPLOYER _____ PHONE _____

(3 years required) Name Business Address City State Zip

POSITION _____ NAME OF SUPERVISOR _____ MONTHLY GROSS INCOME _____ SINCE _____

SPOUSE'S EMPLOYER _____ PHONE _____

(3 years required) Name Business Address City State Zip

POSITION _____ NAME OF SUPERVISOR _____ MONTHLY GROSS INCOME _____ SINCE _____

SPOUSE'S PREVIOUS EMPLOYER _____ PHONE _____

(3 years required) Name Business Address City State Zip

POSITION _____ NAME OF SUPERVISOR _____ MONTHLY GROSS INCOME _____ SINCE _____

EMERGENCY CONTACTS:

Name _____ Street _____ City _____ Zip _____ Phone _____ Relationship _____

Name _____ Street _____ City _____ Zip _____ Phone _____ Relationship _____

In the event of an emergency, (check one or more) ☐ the above person, ☐ your spouse, or ☐ your parent or child, we may allow such person(s) to enter your dwelling to remove all contents, as well as your property in the mailbox, storerooms, and common areas. If no box is checked, any of the above are authorized at our option. If you are seriously ill or injured, you authorize us to call EMS or send for an ambulance at your expense. We're not legally obligated to do so.

VEHICLE INFORMATION:

YEAR _____ MAKE _____ MODEL _____ COLOR _____ TAG # _____ STATE _____
 YEAR _____ MAKE _____ MODEL _____ COLOR _____ TAG # _____ STATE _____

PET INFORMATION:

(Keeping of pets requires a pet fee and the owner's consent.)

Do you have any pets: ☐ YES ☐ NO (*check one*) How many? _____
 NAME _____ BREED _____ WEIGHT _____ AGE _____ COLOR _____
 NAME _____ BREED _____ WEIGHT _____ AGE _____ COLOR _____

YOUR RENTAL/CRIMINAL HISTORY:

Check only if applicable. Have you, your spouse, or any occupant listed in the Application ever: ☐ been evicted or asked to move out? ☐ moved out of a dwelling before the end of the lease term without the owner's consent? ☐ declared bankruptcy? ☐ been sued for rent? ☐ been sued for property damage? ☐ been charged, detained, or arrested for a felony or sex crime that was resolved by conviction, probation, deferred adjudication, court-ordered community supervision, or pretrial diversion? ☐ been charged, detained, or arrested for a felony or sex-related crime that has not been resolved by any method? Please indicate below the year, location and type of each felony and sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. *You represent the answer is "no" to any item not checked above.* _____

Initials and Dates

ACKNOWLEDGEMENT

Neither the management company nor the owner has a duty to verify, and neither represents nor covenants that it will verify, the accuracy of the answers provided to the foregoing questions concerning prospective residents. Furthermore, the management company and owner have no duty, and expressly disclaim any obligation, to perform a criminal background check on each person that applies for occupancy in the community. The ability of the management company or owner to run a criminal background check does not constitute any guarantee, assurance or representation that all residents have no prior criminal record or background or that management has undertaken any effort to verify the lack of a criminal record or background in its applicants. By signing below, applicant represents that the information provided in the application is true and correct. The applicant understands that the management company and owner are relying on the information in this application and its accuracy as attested to by the applicant. The management company and/or owner may cancel, and expressly reserve the right to cancel, any lease if the applicant has made any misleading, incorrect or untrue statements in this application.

The undersigned warrants and represents the information on this rental application to be true and correct. The undersigned further acknowledges the providing of false information shall constitute grounds for denying this application, or if the lease agreement is executed by or on behalf of Owner in reliance upon incorrect information provided herein, the lease may be terminated for material noncompliance upon election of the owner and/or Owner's representatives. Owners shall retain all deposit money and administration fees as liquidated damages in the event false information is provided herein.

All persons or firms named may freely give any requested information concerning me and I hereby knowingly and voluntarily waive all rights of action for any consequence resulting from such information. The undersign applicant(s) hereby authorize manager or release any and all information contained in this application and behalf and for the benefit of the undersigned applicant(s).

ADMINISTRATION FEE

Applicant has deposited \$ _____ in consideration for the Owner taking the dwelling unit off the market while processing this application and, if approved, pending Applicant taking occupancy. In the event this application is not approved, \$ _____ shall be refunded to the applicant. In the event the applicant is approved, and Applicant declines to sign a lease and/or occupy the dwelling described herein, Owner shall retain \$ _____ and such retention shall operate as liquidated damages for Applicant's failure to occupy the dwelling unit and to pay the rent contemplated herein and for any loss of prospective Residence during the time the unit was placed off the market in reliance upon this application.

APARTMENT DEPOSIT AGREEMENT (Choose one):

☐ Applicant has deposited the sum of \$ _____ in consideration for the Owner taking the dwelling unit off the market while processing this application and, if approved, pending Applicant taking occupancy. In the event this application is not approved, the deposit shall be refunded to the applicant. In the event the applicant is approved, the deposit shall be applied to the security deposit as stated in the lease agreement. In the event the applicant is approved, and Applicant declines to sign a lease and/or occupy the dwelling described herein, Owner shall retain the deposit and such retention shall operate as liquidated damages for Applicant's failure to occupy the dwelling unit and to pay the rent contemplated herein and for any loss of prospective Residence during the time the unit was placed off the market in reliance upon this application.

☐ Applicant will be depositing the sum of \$ _____ as the security deposit at the time of move in.

THE LEASE AGREEMENT WILL NOT BECOME EFFECTIVE UNTIL THIS APPLICATION IS APPROVED BY MANAGEMENT. IT DOES NOT OBLIGATE THE OWNER OR OWNER'S AGENT TO EXECUTE A LEASE OR DELIVER POSSESSION OF THE PROPOSED DWELLING.

Applicant

Date

Co-Applicant

Date

TITLE VIII of the Civil Rights Act of 1966 and subsequent amendments make discrimination based on race, color, religion, sex, familial status, persons with disabilities, or national origin illegal in connection with the rental of most housing. The Federal Agency, which administers compliance with this law concerning this company: Department of Housing and Urban Development.

EQUAL CREDIT OPPORTUNITY – The Federal Equal Credit Opportunity Act prohibits creditor from discrimination against credit applicants on the basis of sex or marital status. The Federal Agency which administers compliance with the law concerning this company: Equal Credit Opportunity, Federal Trade Commission, Washington, D.C. 20580.

To be completed pending approval/disapproval of application.**OFFICE USE ONLY**

Apartment Assigned _____
 Non-Refundable Application Fee \$ _____
 Security Deposit \$ _____
 Pet Deposit \$ _____
 Pet Fee \$ _____
 Non-Refundable Administration Fee \$ _____
 Date Prospect Notified _____

Owner's Representative _____ Date _____

Mgr Approval (*please initial*) _____Mgr Disapproval (*please initial*) _____

BC106



BAINBRIDGE

BainbridgeCompanies.com

Welcome to our community! Before you apply and complete a rental application, please take the time to review the resident screening criteria.

Availability	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.
Rental Application	An Application for Occupancy must be completed and maintained for each legal adult prospective resident who will be living in the apartment and/or contributing to the payment of rent. Any false information will constitute grounds for rejection of application and the lease may be nullified.
Evaluation	As a means of evaluating credit, the following information is evaluated with a scoring method that weighs the indicators of feature payment performance. The score is based on statistical analysis of prior renters' indicators and subsequent payment performance. Based on the score, we may choose to accept or reject an applicant, or seek additional requirements for approving the lease. The requirements may include, but are not limited to, additional documentation of income or employment, additional rental references, or an additional deposit.
Residence	Up to 24 months of rental history may be verified on present and previous residence. A positive record of prompt monthly payment, sufficient notice, and no damages is expected. For applicants who are homeowners, permission must be granted to verify payment history with the bank or lending institution.
Credit Report	If an applicant is rejected, or if the applicant's rent or deposit is increased or a co-signer is required because of the applicant's poor credit history reflected on a consumer report, the applicant will be given the name, address and telephone number of the credit reporting agency that provided the credit report so the applicant may obtain a copy of the report. All such applicants are encouraged to obtain a copy of their credit report from the credit reporting agency and to correct any erroneous information that may be on the report. Once the erroneous information (if any) is cleared from and/or corrected on the report, then the applicant is encouraged to resubmit an application to this community.
Employment	Stable employment record and income verification may be required. In order for an applicant to be approved, he/she must generally earn on a gross monthly basis a minimum of three times the gross monthly leased rent. Acceptable income verification if required may include: a paystub; a letter from the employer the most recent W-2 form; or, for self-employed applicants, a copy of the most recent tax return or certified verification from his/her company account or bank.
Criminal Background	Grounds for rejection of an applicant or occupant may include any felony or misdemeanor convictions including but not limited to violent crimes, drug trafficking crimes, and any sexual offender related crimes. While we screen for pending criminal cases involving allegations of criminal conduct which if resulting in a conviction would result in a determination of ineligibility, we do not use any arrest records as a basis for any eligibility determination. Verification of criminal backgrounds is made by third party agencies based upon federal and state public records. Verification effective 05/2017.
Cosigners/Guarantors	In the event a cosigner/guarantor is required, he/she must complete an Application for Occupancy and meet all income and qualifying standards. A co-signer/guarantor will be fully responsible for the Lease Agreement if the occupying resident(s) default.
Subletting	Subletting is prohibited without the prior written consent of management.
Application Fee	A non-refundable fee paid by each applicant for verification of information.
Administrative Fee	A non-refundable fee is required to offset expenses incurred by management. If the application is rejected by management, the administrative fee will be refunded in full. If applicant cancels after approval by management, the administrative fee will be retained by management.
Security Deposit	A refundable Security Deposit may be required at designated properties and is held 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 as liquidated damages. If there is a delay due to construction, the applicant will not be responsible.
Occupancy Standards	Maximum occupants per apartment are as follows: Studio 2 occupants, One bedroom 3 occupants, Two bedroom 5 occupants & Three bedroom 7 occupants.
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.
Identification Requirements	Applicants must present a valid government issued photo identification card and a valid Social Security number. Applicants who are citizens of another country must provide the following: (1) a passport; (2) the document that entitles the Applicant to be in the United States through the term of the lease, such as a visa, work authorization, or an I-20 verifying student status and proof of enrollment.

The following criteria are general in nature and may be subject to change in order to comply with the laws of the jurisdiction where the property is located. Bainbridge complies with all laws and regulations including but not limited to the Fair Housing Act (as amended) and any state and/or local amendments such as those prohibiting source of income discrimination ("Local Laws"). In the event that any of the criteria herein conflict with such Local Laws, the Local Laws shall supersede and control rental eligibility notwithstanding anything to the contrary herein.

Applicant

Date

Co-Applicant

Date

