

**EQUAL HOUSING
OPPORTUNITY**

Sunset Springs Apartments
RENTAL APPLICATION

Individual applications required from each adult occupant
(All Sections Must be Complete)

Desired Occupancy Date _____
Photo ID? () Yes () No
App Fee Received \$ _____
Applicant's pref if any _____

Internal use only

Please Print Clearly in Black Ink

Applicant GENERAL INFORMATION						
Last		First		Middle		
Social Sec. #		Date of Birth		Drivers License # State		
Auto: Yr, Make, Model, Color		License Plate & State		Auto: Yr, Make, Model, Color License Plate & State		
RESIDENTIAL HISTORY						
Present Address and Apt #, include zip code		Start Date		Your Phone # Monthly Pmt. \$		
		Your Email				
		Owner/Manager/Apt Complex			Phone #	
		() Rent () Own () Family Reason for moving?				
List previous address(es) if residing in present address less than 5 years. Use the back if necessary.						
Previous Address and Apt #, include zip code		Start Date		End Date Monthly Pmt. \$		
		Owner/Manager/Apt Complex Phone #				
		() Rent () Own () Family Reason for moving?				
		List previous address(es) if residing in present address less than 5 years. Use the back if necessary.				
Previous Address and Apt #, include zip code		Start Date		End Date Monthly Pmt. \$		
		Owner/Manager/Apt Complex Phone #				
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Previous Address and Apt #, include zip code		Start Date		End Date Monthly Pmt. \$		
		Owner/Manager/Apt Complex Phone #				
		() Rent () Own () Family Reason for moving?				
		List previous address(es) if residing in present address less than 5 years. Use the back if necessary.				
EMPLOYMENT HISTORY						
Present Employer Name & Address			() Full Time () Part Time: Hrs/Wk: _____			
			Phone #			
			Contact Person:			
			Position/Title		Hire Date	Salary () Hr () Mth
Include 3 yrs of employment history. Complete section below if you currently have more than 1 job or if you have not worked at current position for 3 years. Use the back if necessary.						
Previous Employer Name & Address			() Full Time () Part Time: Hrs/Wk: _____			
			Phone #			
			Contact Person:			
			Position/Title		Hire Date - Term Date	Salary () Hr () Mth
Previous Employer Name & Address			() Full Time () Part Time: Hrs/Wk: _____			
			Phone #			
			Contact Person:			
			Position/Title		Hire Date - Term Date	Salary () Hr () Mth
INCOME SOURCES (other than employment)						
Description		Amount		Frequency: Annual, Wkly, etc		
		\$				
		\$				
FINANCIAL OBLIGATIONS List all. Use the back if necessary.						
Name and Description of Creditor			Mo.Pymt. Amt.			
			\$			
			\$			
			\$			
			\$			
			\$			
MISCELLANEOUS INFORMATION						
Name of other occupants		B-day	Relationship to Applicant	Name of other occupants		
Names of your banks		Branch or Address		Account Numbers		
				Savings		
				Checking		
				Savings		
				Checking		
In Case of Emergency, Notify:		Address		Phone Relationship		

Last	First	Middle
Personal References (Non Related)	Address	Phone
		Length of Acquaintance

How many pets? Please list/describe each:

Does anyone in the household currently smoke or vape? () Yes () No

Is anyone in the household a former smoker/vaper? () Yes () No If yes, please list each and when quit:

Have you ever been evicted or asked to move? () Yes () No If yes, When/Where/Why?

Have you ever been arrested, convicted, or charged with a felony or misdemeanor? () Yes () No If yes, please explain on back:

Have you ever filed Bankruptcy? () Yes () No If yes, what Chapter? How did you learn about this property?

REPRESENTATION AND AUTHORIZATION BY APPLICANT

Applicant is applying to rent housing accommodations at Sunset Springs Apartments and represents that all of the above statements are true and correct. Applicant hereby gives permission to have any information verified including but not limited to obtaining a credit report and verifying employment, past employment, income, bank account, rental history, and criminal background information. Applicant also attests that all occupants of the apartment will be legal to reside in the United States. Applicant further agrees to furnish additional pertinent information or credit references on request. A photocopy of this authorization may be accepted with the same authority as the original.

Applicant also acknowledges receipt of the Sunset Springs Apartments Rental Criteria.

_____ Dated _____
 Applicant

Sunset Springs Apartments

A Smoke-Free Community

To live at Sunset Springs, all applicants must meet our rental screening requirements. These requirements must be met to our satisfaction or: (1) your application could be denied, or (2) payment of increased rental security deposit could be required, and/or (3) you may need a qualified cosigner.

We adhere to and comply with the federal and state Fair Housing laws. We do not discriminate on the basis of race, color, sex, religion, national origin, disability, familial status, source of income, gender identify, or sexual orientation.

APPLICATION PROCEDURE

Application process: We evaluate every unit application in the following manner: You must submit a completed and signed rental application and answer all questions on the form. You must pay the non-refundable application fee. We will verify the information on your application and submit it to our screening company to run your credit report and criminal history. This process normally takes one or two business days, but may take longer depending on the application. False statements on your application are grounds for denial. Applications are good for 60 days.

Application Fee: A \$25 non-refundable application fee is required for each applicant or cosigner that is 18 years or older. There are additional fees for applicants that have lived outside of Utah within the last five years for any length of time. Please note that some states require higher application fees. An additional \$8 fee is also required for each name used within the past five years. All fees must be in the form of a check or money order made out to Sunset Springs Apartments. In the event a check is returned from the bank for any reason, a \$20 Returned Check Fee will be assessed.

Identification: Two forms of identification for each adult applicant must be shown. We required at least one government-issued photo identification card, such as a driver's license; the second must have your name pre-printed. Business cards are not accepted.

Additional Occupants/Residents: Every occupant of the Apartment Home must be named on the lease and every occupant of the Apartment Home 18 years or older must meet all the same screening criteria. Dependent children or minors living in the Apartment Home must be named on the application and lease as an additional occupant(s). All minors or other occupants (17 years or younger) must be children of the adults on the lease or in legal custody of those adults.

RENTAL CRITERIA

SMOKING

- We are a *smoke free* community; smoking is not permitted anywhere on the property--indoors or outdoors. Being a current or recent smoker is grounds for denial.
- This policy also applies to the use of hookah and electronic cigarettes as well as other tobacco products.

PETS

- We have a no pet(s) policy; pets are not permitted--even temporarily.

OCCUPANCY LIMITS

- We allow up to 5 persons in an apartment.
- We provide free parking for a maximum of 2 vehicles. We allow a 3rd vehicle, but we charge a monthly fee. We do not allow more than 3 vehicles. We reserve the right to restrict the type/size of vehicles.

EMPLOYMENT REQUIREMENTS**

- Employment will be verified.
- Self-employed applicants must provide a current CPA prepared financial statement or most recent tax return.
- If not employed, please refer to the Income Requirements below.

INCOME REQUIREMENTS**

- All income sources must be verifiable. We require you to provide documentation.
- The combined gross income of all adult persons living in the apartment must be at least 3 or 4 times the monthly rental rate (depending on credit).
- Alimony and/or child support will be considered verifiable income provided it is pursuant to a Court Order.
- Applicants that do not meet the above employment or income requirements may provide a qualified cosigner and/or savings account statements showing a minimum balance equal to 12 months of rental payments.

HOUSING REFERENCES**

- Any negative rental/residential history is grounds for the denial of an application.
- An application may not be approved if there are any previous evictions, defaults in lease agreements, untimely rental payments, unit damages, or outstanding balances owed to another landlord.
- Proper notice must be given to current or previous landlords.
- We require a complete list of at least the last five consecutive years of housing history, whether it be rental, student housing, home ownership, with family, church missionary service, etc.
- Two years of housing history should be verifiable from an unbiased source.

CREDIT HISTORY**

- Credit risk score of 600 or higher.
- Credit report must reflect that all accounts are current.
- No uncharged bankruptcies.
- Any bankruptcy must have been discharged at least eighteen months prior to the date of application.

**** If applicant is slightly deficient in any of the above marked categories, they may still be considered with an increased security deposit and/or a qualified cosigner.**

CRIMINAL HISTORY

Any of the following may be grounds for denial:

- Any charge or conviction of a felony which involves bodily harm or molestation of a child.
- Any charge or conviction of a felony within the past seven years which involved injury to a person or property.
- Any arrest for the distribution or manufacture of any controlled substance.
- Any arrest(s) within the past seven years involving illegal use or possession of a controlled substance.
- Any current illegal use or addiction of a controlled substance.
- Anyone whose tenancy would constitute a threat to the health or safety of other individuals or whose tenancy would result in a substantial physical damage to the property of others, or whose tenancy would interfere with the peaceful and quiet enjoyment of the premises.
- Being listed on *any* state's sex offender registry.
- Any criminal activity that would lead us to believe that the applicant's money was obtained by illegal or fraudulent activity.

LEASE SIGNING and MOVING IN

- ◆ All leaseholders must be physically present for lease signing and/or before taking possession of the apartment (i.e. before receiving a key to the apartment).
- ◆ No personal belongings will be permitted in the apartment prior to the move-in date listed on the lease.
- ◆ The non-refundable lease initiation fee and the refundable deposit must be paid on or before the move-in date listed on the lease.
 - The amount of the refundable security deposit is dependent on what we find as we process the household's application. Typically it ranges from \$600 to \$1200.
 - The non-refundable lease initiation fee is \$250 for a six month lease.

COSIGNERS

A cosigner signs an addendum that becomes part of the lease. The cosigner is financially responsible for the total rent due, fees, charges for damages caused to the leased premises etc. that are not paid by the tenant in a timely manner. The cosigner will be notified of all unresolved warnings or lease violations issued to the tenants. The cosigner is cosigning for **all** occupants of the apartment for the duration of their tenancy. The Cosigner Agreement must be signed before management will sign and validate the lease.

Qualifications for Cosigners: A potential cosigner must complete and submit an application with the appropriate application fee. A cosigner will be APPROVED if, in addition to the applicant(s) requirements, the following qualifications below are met. If the cosigner does not meet any of the following criteria then the cosigner will not qualify:

- ◆ **Cosigner's Housing History:** Two years of valid and verifiable rental or mortgage history with no late payments.
- ◆ **Cosigner's Credit:** A credit risk score of 700 or higher and all accounts in good standing.
- ◆ **Cosigner's Income:** Same as applicant, except that we will deduct the cosigner's own housing costs before applying his or her income to our income standard.
- ◆ **Cosigner's Criminal Standard:** Same as applicant