

**RADCLIFF APARTMENTS LLC.**  
**WHERE OUR TENANTS ARE WHAT MATTERS!!**

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

Application fee non-refundable

**Office use only Ref:**

Apartment: # \_\_\_\_\_

Rent: \$ \_\_\_\_\_

\_\_\_ Approved \_\_\_ Declined    Required for Move in: \_\_\_\_\_    Application Fee: \$ \_\_\_\_\_

Special Accommodation Request: \_\_\_\_\_    Sec. Pd/Date \_\_\_\_\_

As an inducement to the owner management, to accept this application, the undersigned hereby represents that the following facts are true and authorizes Radcliff Apartments LLC and agents, to verify any information contained herein and make such other investigations as it shall deem necessary to determine the undersigned's financial and credit standing, criminal background, and rental and personal references.

1. Name: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Co-Applicant's Name: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Applicant's Present address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Rent \_\_\_\_\_ Own \_\_\_\_\_

Date of Birth \_\_\_\_\_ Co-Ap. Dob \_\_\_\_\_ Applicant's Phone: \_\_\_\_\_

Previous or/Co-Applicants Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Rent \_\_\_\_\_ Own \_\_\_\_\_ Phone \_\_\_\_\_

2. Children and other persons who are now or will be living in the apartment for which application is being made:

Name	Age	Relationship	Sex
_____	_____	_____	_____
_____	_____	_____	_____

Size of Apartment interested in -    1 Bedroom \_\_\_\_\_    2 Bedroom/1Bath \_\_\_\_\_    2 Bedroom/2 Bath \_\_\_\_\_

What time frame will you be needing an apartment? \_\_\_\_\_

Next of kin and address in case of emergency: Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Relationship: \_\_\_\_\_

3. Employment: Business Name \_\_\_\_\_ Name of Manager \_\_\_\_\_

Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

Position held \_\_\_\_\_ Length of employment \_\_\_\_\_ Net Monthly Earnings \$ \_\_\_\_\_

Are any other members of the household employed? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes Name of Business: \_\_\_\_\_ Name of Manager \_\_\_\_\_

Address \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Position held \_\_\_\_\_ Length Employment \_\_\_\_\_ Net Monthly Earnings \$ \_\_\_\_\_

List any additional income (SSI, Disability, etc). \_\_\_\_\_

Current Monthly Expenses (All Monthly Payments): \_\_\_\_\_

4. Credit Information:

Name and address of Bank \_\_\_\_\_

Credit reference \_\_\_\_\_ Address \_\_\_\_\_

Credit reference \_\_\_\_\_ Address \_\_\_\_\_

5. Name, address and phone number of personal references:

a) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

b) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

6. Other information:

List real estate owned: \_\_\_\_\_ Is real estate owned rented or leased? \_\_\_\_\_

List automobiles owned by you (make, model and license number and where financed): \_\_\_\_\_

Reason for moving from present address (Be Specific): \_\_\_\_\_

Landlord's Address: \_\_\_\_\_ Telephone No.(\_\_\_\_) \_\_\_\_\_

Have you ever been a party to an eviction? Yes \_\_\_ No \_\_\_ Reason \_\_\_\_\_

Have you ever filed bankruptcy or is there a judgment or any litigation threatened or pending against you?

Yes     No    Date \_\_\_\_\_

\_\_\_\_\_  
Rental agent

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Co-Applicant

## Radcliff Apartments LLC Leasing Criteria

In order for Radcliff Apartments LLC to preserve the safety of our property and residents we have established rental qualifications as set forth below. We abide by Fair Housing Laws regarding discrimination and no prospective tenant shall be denied due to race, religion, color, national origin, gender, familial status, age, disability or any other defined protected class according to law.

### Application Process

1. View and select an available unit with help from the Leasing Agent on duty. Unless specified, the unit you view will be rented to you as it appears. Leasing Agent will discuss with you any changes that might be made to that unit before an application is made.
2. Complete the entire application form for all applying over 18 years old. Proof of income will need to be attached to the form for all income sources.
3. Pay the nonrefundable application fee for every adult. Application will not be processed without payment of all application fees.
4. We will notify you of application results. Please verify we have correct phone numbers. Processing times can take up to a few hours or more depending on time of day and the response of the credit/background company we use.
5. If application is approved, we will set up a time for you to sign the lease agreement. All potential adult occupants must be present to sign lease agreement. A **nonrefundable** security deposit will need to be paid to "Hold" the apartment if not signing lease within 2 business days of being approved. The lease must be signed within 10 days of approval (with deposit already paid) unless unit has additional renovations needing to be complete. Leasing agent will notify you of that date. All move-in monies required must be paid in full before lease can be signed. Failure to sign lease within time frame established may result in apartment being placed back on the market for rental. Any deposits or rents paid will be forfeited.

### Income Requirements

1. Applicants need to have **net** income of 3 times the monthly rent.
2. Proof of monthly income must be provided in the form of paystubs (last 2 recent stubs), awards letter (if SSI or VA benefits etc.) or previous 2 months bank statements showing deposits.

Credit requirements

1. A credit and background check will be processed on each applicant.
2. Credit reports showing collections, evictions, bankruptcies or judgements may require additional security deposit.

\*Co-signers may be considered if they meet all the same requirements. Co-signers must live in the United States and cannot have a history of evictions, foreclosure or property related monetary judgments.

Grounds for *potential* denial of application:

1. Application incomplete or falsified
2. Credit Report with several collections or judgements
3. Poor credit history
4. Bankruptcy within last 3 years or bankruptcy not yet discharged
5. Prior evictions or collections owed from prior rentals
6. Convicted of criminal acts including but not limited to: Crimes placing applicant on the Sexual Offender Registry, production or distribution of illegal drugs, crimes of a violent nature against people or property including crimes that may constitute a direct threat to the health and safety of an individual, community or property of others
7. Poor rental profile as determined by previous rental inquiries
8. Any combination of the above

By signing below, I acknowledge I have read Radcliff Apartments LLC Leasing Criteria and that a credit and background screening will be done. I understand that if I do not meet the property's rental criteria or give false information, that my application for occupancy may be denied. I further understand that should the application be denied that all application fees and deposits will be retained by Radcliff Apartments LLC.

_____	_____	_____	_____
Applicant	Date	Co-Applicant	Date
_____	_____		
Radcliff Apartments LLC	Date		