

APPLICATION ACCEPTANCE GUIDELINES

Welcome to The Vue. Comet Management Services, Inc. is pledged to the letter and the spirit of the U.S. policy for the achievement of Equal Housing Opportunity throughout the nation. It is the policy of Comet Management to adhere to the Fair Housing Act, Which prohibits discriminatory housing practices, based on race, color, religion, sex, handicap, familial status, or national origin.

Please note these are the current rental criteria and nothing in these requirements shall constitute a guarantee or representation by our community that all residents and occupants residing in our community have met these requirements. There may be residents and occupants that have resided here prior to these requirements going into effect; additionally our ability to verify whether these requirements are met is limited to the information we receive from various resident reporting services.

Rental Criteria:

1. EMPLOYMENT

A. *New Employment*

Employer must verify new employment by letter stating starting date, position and salary.

B. *Current Employment*

Employer must verify starting date, position, and salary.

C. If the prospective resident has been employed less than three years by the current employer, the name of company, address, supervisor, telephone number, applicant's position and salary of former employer must be provided to the leasing consultant.

2. SALARY QUALIFICATIONS

A. Gross monthly income of leaseholder(s) must meet or exceed two and a half (2.5) times the monthly rent.

3. RESIDENCY

A. *Eviction*

The application will be denied if the prospective applicant has been evicted from a residential dwelling.

B. *Previous Residency*

If the prospective applicant has resided at the current residence for less than one (1) year, it is necessary for the applicant to provide the leasing consultant with the former landlord's name, telephone number, residency address, length of occupancy and rent. Rent must have been paid as agreed and the resident must have been in "good standing" with the previous landlord.

C. *Current Residency*

The residency of the applicant will be verified. Rent must be paid as agreed and applicant must be in "good standing" with the current landlord.

4. *AGE REQUIREMENT*

- A. Minimum age of applicant is twenty-one (21) year of age.
- B. Guarantor/co-signer as leaseholder must be a minimum of twenty-one (21) years of age.
- C. If a Guarantor/co-signer is under twenty-one (21) years of age, the Guarantors/co-signer's salary may not be used for salary requirements.

5. *CREDIT REQUIREMENTS*

A. *Credit History*

A credit history for the past three years will be used to evaluate the application.

B. *Negative Rating*

Liens and/or civil judgements must be satisfied.

An account over ninety (90) days is considered negative; excluding student loans, medical bills or debt incurred under twenty-one (21) years of age.

An account transferred to collection is considered negative.

A charge off is considered negative.

A utility collection must be paid and proof of payment is necessary.

Bankruptcy must be discharged and current credit after the discharge must be as agreed.

In order to meet our credit requirements, the leaseholder must not have more than one (1) out of three (3) negative ratings.

6. *QUALIFICATIONS*

- A. Guarantors/co-signers must meet all of the above qualifications. The guarantor must physically sign the lease either in front of the office or in front of a notary.
- B. There may be situations whereby the leaseholders will be requested to pay first and last month's rent.

7. *CRIMINAL BACKGROUND CHECK*

- A. Residents and occupants must submit to a criminal background check. An application will be rejected if residents or occupants have been:
 - 1. Convicted of a sexually-oriented or child victim-oriented offense.
 - 2. Required to register as a sex offender.
 - 3. Convicted of a felonious drug related crime.
 - 4. Conviction or current indictment for the theft, burglary, felony, fraud, or any crimes involving firearms or crimes against persons or property.

Management reserves the right to add or delete any or all of the above guidelines and qualifications.

IN MOST SITUATIONS, THE APPLICANT(S) WILL BE NOTIFIED WITHIN SEVENTY-TWO (72) HOURS IF THE APPLICATION IS ACCEPTED OR REJECTED.

I have read and understand the guidelines and qualifications for The Vue.

Prospective Resident

Date



(Property Name: The Vue)
PLEASE PRINT ON THIS APPLICATION
ALL APPLICANTS MUST SIGN AND DATE THE BOTTOM OF THIS APPLICATION

FOR OFFICE USE ONLY:

Deposit Received _____
Apartment # _____

Money Order # _____
Lease Term: _____

General Information

Applicant's Name _____ SS# _____
Current Address _____ Birthdate _____
City _____ State _____ Zip _____
Home Phone () _____ Work Phone () _____
Email Address _____
How long have you lived at this address? _____
When does your present lease expire? _____
Previous Address _____
City _____ State _____ Zip _____
How long at this address? _____
Has any landlord ever sued you for rent or possession? _____
Have you ever been convicted of a felony? _____
Are you subject to any required registration for "sex crimes"? _____
How did you hear about our community? _____

List who will occupy this apartment: Please list Spouse or Co-applicant first if applicable.

<input type="checkbox"/> Spouse or <input type="checkbox"/> Co-Applicant	Name _____	ss _____	Birth date _____
	Name _____	ss _____	Birth date _____
	Name _____	ss _____	Birth date _____
	Name _____	ss _____	Birth date _____

Employment (COMPLETE ONLY IF AN APPLICANT IS CURRENTLY EMPLOYED)

Applicant's Present Employer _____
Address _____ City/State/Zip _____ Phone _____
Your Position _____ Monthly Income _____
How long have you been employed here? _____ Other source of income? /mo _____
Previous employer _____ Dates of employment _____
Address _____ City/State/Zip _____ Phone _____
Your Position _____ Monthly income _____
 Spouse or Co-Applicant Employer _____
Address _____ City/State/Zip _____ Phone _____
Your Position _____ Monthly income _____
How long have you been employed here? _____ Other source of income? /mo _____

Credit References

Checking Account Number _____ Bank _____
Savings Account Number _____ Bank _____
Bank loan Monthly Payment \$ _____ Bank _____
Auto Loan(s) Monthly Payment \$ _____ Bank _____
Credit Card Type _____ Monthly Payment _____ Bank _____
Credit Card Type _____ Monthly Payment _____ Bank _____
Do you own or rent your place of residence? Own or Rent What is monthly Payment or Rent _____
Other _____ Company _____

Property Name: _____
 Applicant Name: _____

Personal References

Name _____	Phone _____
Name _____	Phone _____
Person we can contact in the case of an emergency _____	Phone _____
Name _____	Phone _____
Address _____	Relationship _____
How many motor vehicles will you have at residence? _____	
Make/Year/Color _____	License # _____
Make/Year/Color _____	License # _____

No representations, promises or agreements as to occupancy, lease or date of possession have been made and this application shall not be construed as a lease or agreement therefore. This application is made subject to Owner's approval. If this application is approved by the Owner and the applicant does not enter into a Lease Agreement, the deposit made shall not be refunded. In the event this application is not approved, the deposit will be refunded to the applicant and both parties shall have no further liability to each other. The thirty five dollar (\$35.00) Application Fee is not refundable.

CONSUMER AUTHORIZATION TO OBTAIN CONSUMER REPORT

"I hereby authorize Comet Management Service to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I understand that subsequent consumer reports may be obtained and utilized under this authorization in connection with an update, renewal, extension or collection with respect or in connection with the rental or lease of a residence for which application was made. **I hereby expressly release Comet Management Service and any procurer or furnisher of information, from any liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies.**"

\$ _____ Non-Refundable Application Fee		
\$ _____ Deposit Received		
\$ _____ Balance Due	_____ Applicant's Signature	_____ Date
\$ _____ First Month's Rent		
\$ _____ Total Balance Due Upon Execution of Lease	_____ Spouse or Co-Applicant's Signature	_____ Date
Date Lease Typed _____	_____ Leasing Agent	

Please fax or mail your completed application and applicable documents to the property you are applying for.



REQUEST FOR VERIFICATION OF RESIDENCY

The applicant listed below has applied for an apartment at The Vue.

Applicant: _____ Suite Address: _____

Address of Applicant: _____

1. Date of residence: _____

2. Pay history, please include number of NSF and late payments:

3. Rent Amount: \$ _____

Is the rental account current? _____ Does this include utilities? _____

Rent is generally paid: On time _____ Occasionally Late _____ Often Late _____

Housekeeping habits: _____ Good _____ Average _____ Poor _____

4. Complaints or problems concerning these resident(s): _____

5. Amount of Security Deposit returned to resident: \$ _____

6. Did they give proper notice to vacate? _____

7. Would you rent to this resident(s) again? _____

If No please explain:

Comments:

The information is provided in strict confidence in response to your request.
Information will be kept confidential.

Signature of Landlord: _____ Date: _____

Company: _____ Title: _____

Applicant authorization to release information: _____



REQUEST FOR VERIFICATION OF EMPLOYMENT

(Please return this form OR 2 paystubs OR W2 OR Offer Letter)

The applicant listed below has applied for an apartment at The Vue.

Applicant: _____ Suite Address: _____

Position of Applicant: _____

Base Pay (enter amount and check period): Annual \$_____ Monthly \$_____

Earnings Last 12 Months: \$_____ Base Pay \$_____

Commissions \$_____ Bonus \$_____

Starting Date: _____ Probability of continued employment: _____

Comments:

The information is provided in strict confidence in response to your request.
Information will be kept confidential.

Signature of Employer: _____ Date: _____

Company: _____ Title: _____

Applicant authorization to release information: _____

