



# LEGACY PARTNERS APPLICATION FOR RESIDENCY

Each co-resident must submit separate application



Date: \_\_\_\_\_ Community Name: \_\_\_\_\_ Apt# \_\_\_\_\_ Apt. Type: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Move-In Date: \_\_\_\_\_ Pro-Rate \$ \_\_\_\_\_

## Applicant:

Applicant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security # \_\_\_\_\_  
first, middle, last

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_  
(Or other government issued ID)

## Other Occupants:

(List any additional occupants other than the applicants that will be occupying the apartment home)

1. Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ 3. Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

2. Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ 4. Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

## Rental History:

(Please include all addresses you have occupied in the last 24 months)

Current Address: \_\_\_\_\_  
Street \_\_\_\_\_ Apt# (if applicable) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Owned or Rented (circle one) \_\_\_\_\_ Dates of Residency: From: \_\_\_\_\_ To: \_\_\_\_\_ Present Landlord/ Manager: \_\_\_\_\_  
(If owned include mortgage company and loan # above under landlord) \_\_\_\_\_  
Contact phone number for landlord of mortgage co. \_\_\_\_\_

Monthly Payment: \_\_\_\_\_ Reason for moving: \_\_\_\_\_

Previous address: \_\_\_\_\_  
Street \_\_\_\_\_ Apt# (if applicable) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Owned or Rented (circle one) \_\_\_\_\_ Dates of Residency: From: \_\_\_\_\_ To: \_\_\_\_\_ Present Landlord/ Manager: \_\_\_\_\_  
(If owned include mortgage company and loan # above under landlord) \_\_\_\_\_  
Contact phone number for landlord of mortgage co. \_\_\_\_\_

Monthly Payment: \_\_\_\_\_ Reason for moving: \_\_\_\_\_

Have you ever been evicted from any leased premises: \_\_\_\_\_ If yes when: \_\_\_\_\_

Have you ever broken a rental agreement: \_\_\_\_\_ If yes please explain: \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic violation: \_\_\_\_\_ If yes please explain: \_\_\_\_\_

## Income:

Present Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Gross Monthly Salary: \_\_\_\_\_

## Additional Income:

(Please include all verifiable sources)

Gross monthly Amount: \_\_\_\_\_ Source: \_\_\_\_\_

Gross monthly Amount: \_\_\_\_\_ Source: \_\_\_\_\_

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## Vehicles:

Year & Make \_\_\_\_\_ Color \_\_\_\_\_ License # and State \_\_\_\_\_ Registered to: \_\_\_\_\_

Year & Make \_\_\_\_\_ Color \_\_\_\_\_ License # and State \_\_\_\_\_ Registered to: \_\_\_\_\_

Year & Make \_\_\_\_\_ Color \_\_\_\_\_ License # and State \_\_\_\_\_ Registered to: \_\_\_\_\_

Please include a description and license # for any BOAT, MOTORCYCLE, RV etc. that you make own and sometimes park at the community

## Pets:

Do you own a Pet: \_\_\_\_\_ If so how many \_\_\_\_\_ Type \_\_\_\_\_ Weight \_\_\_\_\_ Color & Breed \_\_\_\_\_

## Emergency Contact

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Contact # \_\_\_\_\_

I/We understand the application fee is a non-refundable payment for a credit check and processing charge of this application and such sum is not a rental payment or security deposit. This amount will be retained by Agent to cover the cost of processing application as furnished by the applicant; any false information will constitute grounds for rejection of application. THE RENTAL AGREEMENT WILL NOT BECOME EFFECTIVE UNTIL THIS APPLICATION IS APPROVED BY AGENT.

## I/ We understand the deposits and fees to be:

Security Deposit: \_\_\_\_\_ Pet Deposit: \_\_\_\_\_ Pet Rent: \_\_\_\_\_ Non-Refundable application Fee: \_\_\_\_\_

I/We hereby deposit \$ \_\_\_\_\_ with Agent. This amount will be refunded within 7 working days if the application is denied or if the applicant withdraws the application in writing within 72 hours of the date of the signed application. If the application is accepted and applicant fails to occupy the premises on the agreed upon date, except for delay caused by Agent, the deposited amount will be retained by Agent as liquidated damages for holding the apartment off the market.

I/We warrant(s) and represent(s) the information provided on this application to be true and correct. I/We authorize Legacy Partners or its Agent to make such investigation into my/our credit, employment, rental and criminal history as they may deem appropriate, We further authorize Legacy Partners to periodically run updated inquiries, both during and for a reasonable time following the term of any resulting lease period, for the purposes of assessing our continuing leasing qualifications and to assist in the collection of any unpaid balances due us. Further release all parties from liability for any damage that may result from furnishing such information to Agent

Applicants Signature \_\_\_\_\_ Date: \_\_\_\_\_

Managing Agents Signature \_\_\_\_\_ Date: \_\_\_\_\_



## RESIDENT SELECTION CRITERIA

### Equal Housing

This community does not discriminate on the basis of race, color, sex, religion, handicap/disability, familial status, sexual orientation, national origin, ancestry, age, marital status, source of income, medical condition or any arbitrary basis. The following qualification standards will be required from every prospective resident. They are as follows:

### Identification

All visitors must present a valid state or other government-issued photo identification in order to view the community.

### Application for Residency

An Application for Residency must be completed and maintained for each applicant 18 years or older who will be living in the apartment and contributing to the payment of rent. Unless, one of the following applies:

- Applicant is 18 years or older and is a full time student living with a legal guardian
- Applicant is 18 years or older and is a dependant relative living with a legal guardian

### Qualifying Standards

**Rental History:** 24 months of positive rental and/or mortgage payment history is required and will be verified on present and previous residence. A positive record of prompt monthly payment, sufficient notice, with no damages is expected. For applicants who are homeowners, permission must be granted to verify payment history with the bank or lending institution if there is a mortgage. Negative rental history is described as any damages owed, rental related debt as described above with a balance due over \$200 within the past forty-eight (48) months, and/or evictions filed within the past eighty-four (84) months. Applicants with less than 24 months of rental history have the option of a co-signer or an additional deposit equal to one month rent.

**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 within the past "48" months. If an applicant is rejected for poor credit history, the applicant will be issued an adverse action letter containing; the name, address and telephone number of the credit-reporting agency that provided the credit report. Upon request a copy of the report will be issued to the applicant. An applicant rejected for unsatisfactory credit is encouraged to correct any erroneous information that may be on the report, and resubmit an application to this community.

**Income:** Applicants must have a gross income source that can be verified and is at least **2.85** times the monthly market rent of the apartment being leased. Acceptable income verification required may include (but it is not limited to) 2 current pay stubs, an offer letter from the employer, the most recent W2, proof of government payments (such as welfare, social security, disability, etc), retirement income, investment income, bank statements, tax returns, etc.. **Proof of income is required within 72 hour of completing an application for residency. The 72 hour period is determined by the date on receipt for holding deposit and application processing fee.**

### Evaluation:

#### Guarantors

In the event a guarantor is required, he/she must complete an *Application for Residency* and meet all of the Resident Selection Criteria. A guarantor will be fully responsible for the *Lease Agreement* if the occupying resident(s) default.

**Application fee** per adult is **\$35.00** and a holding fee of **\$500.00** is required to **hold an apartment and the applicant must sign a holding deposit agreement.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Management Representative Signature

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Management Representative Signature