



APARTMENT ASSOCIATION OF NORTH CAROLINA
RESIDENT APPLICATION FOR OCCUPANCY

TAN - APPLICANT

GRAY - COSIGNER(S) / COAPPLICANT(S)

BROWN - BOTH

Name of Community: (Hereinafter "Management") Date
Expected Occupancy Date Lease Term

PART 1 PLEASE PRINT CLEARLY

Applicant Name:
Home Tel: Work Tel: Cell:
Date of Birth (mm/dd/yyyy): Social Security #:
Email Address:

Cosigner/Co-Applicant Name:
Home Tel: Work Tel: Cell:
Date of Birth (mm/dd/yyyy): Social Security #:
Email Address:

Have you or your co-applicant/spouse ever been convicted for any felony offense: YES NO
If yes, please explain:
Total number of persons who will occupy apartment (including applicants):

OTHER OCCUPANTS:

1. Full Name DOB Relationship
2. Full Name DOB Relationship

In case of emergency notify (other than occupants): Tel:
Mailing Address of emergency contact:
Do you have any pets? If so, please specify type(s)/breed(s): Weight(s):

PART 2 CURRENT ADDRESS

Applicant How Long: Mo. Rent/Pmt:
Street Address (Apt#) City State Zip

Cosigner/Co-Applicant How Long: Mo. Rent/Pmt:
Street Address (Apt#) City State Zip

PART 3 CURRENT EMPLOYMENT

Applicant
Company Name: Monthly Income:
Note: Stated income will NOT be considered, unless applicant(s) provide proper documentation.

Cosigner/Co-Applicant
Company Name: Monthly Income:
Note: Stated income will NOT be considered, unless applicant(s) provide proper documentation.

Other Income? For Which Applicant:
If so, please provide the following information:
Source: Amt. per month:
Financial Aid is not considered Income. Other Income also needs to provide documentation to be considered.

PART 4 VEHICLE IDENTIFICATION

Make/Model/Color: License Plate #: County/State:
Make/Model/Color: License Plate #: County/State:

PART 5

Why did you choose to live at our community?

Application Fee
Applicant(s) has submitted the sum of \$ ("Application fee") with this application. Applicant(s) understand and agree that this application shall not be considered by management until the application fee is paid. Applicant(s) understand and agree that the application fee is used by management for the payment of processing this application, which includes costs for verifying the authenticity of the information provided and to obtain or other wise procure information regarding applicants credit history, criminal background and rental references. As such, applicant(s) understand and agree that the application fee is nonrefundable. Applicant(s), by signing this application for occupancy represent that the information provided herein is true and correct to the best of their knowledge. In the event that management discovers that any information provided herein is false, resident understands and agrees that management may at managements sole option, reject this application and immediately rescind any current or future agreement with applicant(s). Other Fee(s) List and Describe:

Applicant(s) Release and Authorization
By signing this application for occupancy, the undersigned applicant(s) authorize management to obtain a consumer credit report and any other information necessary in management's sole discretion to assist in the evaluation of this application for occupancy. Applicant(s) understand and agree that any such information obtained by management may include, but is not limited to applicant's credit history, criminal record, evidence of any civil litigation and civil judgments, recorded of arrest, past rental history, employment history, salary information and history, vehicle records driver's licenses records, drivers history or any other information. Applicant(s) release management its principals, investors, employees, agents, vendors, the owner(s) of the community or property generally described in this application and any furnisher or supplier of information related to this application from any and all liability in the procurement, use, distribution and possession of all obtained information. Applicant(s) understand and agree that any such information obtained by management may include, but is not limited to applicant's credit history, criminal record, evidence of any civil litigation and civil judgments, recorded of arrest, past rental history, employment history, salary information and history, vehicle records driver's licenses records, drivers history or any other information may be provided to state, local and or federal government agencies. Any disposal of information received by management shall be done in accordance with 16 CFR part 682 and N.C. Gen. Stat. 75-64, et seq.

Applicant's Signature: Date:
Co-Applicant's Signature: Date:



All applicants will be processed based on the following criteria. Further information may be requested by management if needed.

APPROVAL LEVELS

Management utilizes a credit scoring system to assign acceptable risk levels to potential residents. The system factors in a number of separate items including income to expense ratios, credit history, and landlord payment history, and a score is automatically generated. Please note, the staff has no control over or can they override the automatically generated scores. Approval and denial levels are as follows:

- **Approved without Deposit**
- **Approved with ½ Month Deposit**
- **Approved with 1 Month Deposit**
- **Declined at this Property, Eligible for Other Signature Sister Properties (where you don't have to pay another application fee)**
- **Declined**

GENERAL APPLICATION, HABITABILITY AND LEASE INFORMATION

- Applicants must have a valid social security card in order to qualify for residency. For persons without social security numbers such as those with international Visas or work permits, please inquire about leasing options with a 2 month security deposit.
- All intended occupants of the apartment must be listed on the lease. Persons who visit for consecutive days may be considered occupants and thus may be required to be listed on the lease.
- Any occupant 18-years-of-age or greater must apply for, be approved for, and be listed upon the lease as a leaseholder.
- Occupants under 18-years-of-age must be ONLY the children of the Lessee(s).
- All non-caged pets require a \$300 non-refundable pet fee due in full at move-in (or if acquired after the lease is signed, due before the pet moves in). Unreported and discovered pets will incur additional fees. The maximum number of pets is two per apartment and certain aggressive breeds, such as pit bulls, Staffordshire terriers, Dobermans, chows, etc., are prohibited due to insurance regulations. CityView at Southside has a pet weight restriction of 65 lbs.
- **CityView at Southside and The Gardens at Anthony House are age-restricted communities. All leaseholders at CityView at Southside and The Gardens at Anthony House must be 21+ years-of-age.**

ITEMS WE'LL NEED FROM YOU:

Before Approval

- One check or money order for \$40 (application fee) per applicant, which is non-refundable
- Drivers Licenses of each applicant
- Verification of income as reported on application. Acceptable forms of verification include last 3 pay stubs, tax returns, or letter on company letterhead signed by the supervisor of the applicant.

After Approval

- A separate check or money order for \$149 (administrative fee) which is non-refundable once you have been approved

ACCEPTABLE CRIMINAL HISTORY

Signature Property Group, Inc. utilizes the services of a third party screening company to conduct criminal background searches which either automatically approves an applicant or indicates to the leasing staff that their corporate supervisor will need to review the applicants criminal records. The leasing staff does not have access to view the actual criminal history report. General guidelines are that a Felony, or more than 2 misdemeanor's, is an automatic rejection.

USE OF COSIGNERS

Some denied applications may qualify for a cosigner – reapplication fees may apply. Cosigners must have acceptable criminal history.

OCCUPANCY STANDARDS

With the exception of Nuclear Families (mother + father + their direct children ONLY), only 2 people per bedroom are permitted maximum.

AUTOMOBILE POLICY

Only vehicles in good repair with undamaged bodies, good even paint finishes, current tags, and current inspection stickers are permitted on the property. Vehicles with dents, rust spots, offensive paint jobs or stickers, cracked or broken windows, missing hub caps or bumpers, broken tail light covers, or those leaking oil or grease will not be allowed on the premises. Parking of tractor trailers, tractors, trailers, delivery trucks, boats, work trucks with ladders, etc. is prohibited without written approval from Management. Working on and cleaning vehicles on the premises is not permitted. Any vehicle found in violation of these rules is subject to being towed at the expense of the owner. Residents are responsible for any oil emitted from their vehicle.

Signature Property Group, Inc. adheres to the Federal Fair Housing Law (Title VIII of the Civil Rights Acts of 1968 as amended by the Housing and Community Development Act of 1974 and the Fair Housing Amendment of 1988) which stipulate that it is illegal to discriminate against any person in housing practices because of race, color, religion, sex, national origin, handicap/disability, or familial status.

"THIS IS AN EQUAL HOUSING OPPORTUNITY COMMUNITY"