



APT NO. \_\_\_\_\_ APT TYPE \_\_\_\_\_  
 MONTHLY RENT \_\_\_\_\_ MOVE-IN DATE \_\_\_\_\_  
 SOURCE \_\_\_\_\_ PRO-INS \_\_\_\_\_  
 LEASE DATES FROM \_\_\_\_\_ TO \_\_\_\_\_  
 CONCESSION AMOUNT \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

DATE \_\_\_\_\_  
 (Each prospective leaseholder or occupant of legal age must submit separate applications)



### APPLICATION FOR RESIDENCY

<b>APPLICANTS INFORMATION</b>	APPLICANT'S NAME _____ DATE OF BIRTH _____ SS# _____ <small>First Middle Last</small> APPLICANT'S ADDRESS _____ MARITAL STATUS _____ DRIVERS LICENSE NO. _____ STATE _____ SPOUSE'S NAME _____ DATE OF BIRTH _____ SS# _____ SPOUSE'S DRIVERS LICENSE NO. _____ STATE _____ SPOUSE'S E-MAIL ADDRESS _____ OTHER OCCUPANTS: <table style="width:100%; border:none;"> <tr> <td style="border:none;">Name _____</td> <td style="border:none;">Date of Birth _____</td> <td style="border:none;">Relationship _____</td> <td style="border:none;">Name _____</td> <td style="border:none;">Date of Birth _____</td> <td style="border:none;">Relationship _____</td> </tr> <tr> <td style="border:none;">Name _____</td> <td style="border:none;">Date of Birth _____</td> <td style="border:none;">Relationship _____</td> <td style="border:none;">Name _____</td> <td style="border:none;">Date of Birth _____</td> <td style="border:none;">Relationship _____</td> </tr> </table>	Name _____	Date of Birth _____	Relationship _____	Name _____	Date of Birth _____	Relationship _____	Name _____	Date of Birth _____	Relationship _____	Name _____	Date of Birth _____	Relationship _____
Name _____	Date of Birth _____	Relationship _____	Name _____	Date of Birth _____	Relationship _____								
Name _____	Date of Birth _____	Relationship _____	Name _____	Date of Birth _____	Relationship _____								
<b>RESIDENT HISTORY</b>	PRESENT ADDRESS _____ <small>Street Apt # City State Zip</small> DATES: FROM-TO _____ MONTHLY PAYMENT _____ PRESENT HOME PHONE NO. _____ PRESENT APT. NAME/LANDLORD/MORTGAGE CO. _____ PHONE _____ <input type="checkbox"/> RENT <input type="checkbox"/> OWN REASON FOR MOVING _____ MOVING FROM: <input type="checkbox"/> APT. <input type="checkbox"/> CONDO <input type="checkbox"/> HOME <input type="checkbox"/> TOWNHOME <input type="checkbox"/> OTHER REASON FOR LEASING HERE: _____ PREVIOUS ADDRESS _____ <small>Street Apt # City State Zip</small> PREVIOUS APT. NAME OR LANDLORD _____ ADDRESS _____ PHONE NO. _____ DATE FROM: _____ TO: _____ MONTHLY PAYMENT _____ REASON FOR MOVING _____ HAVE YOU EVER BEEN EVICTED FROM ANY LEASED PREMISIS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN _____												
<b>EMPLOYMENT</b>	PRESENT EMPLOYER _____ POSITION _____ BUSINESS ADDRESS _____ BUSINESS PHONE NO. _____ <small>Street City State Zip</small> SUPERVISOR _____ EMPLOYED FROM: _____ TO _____ PREVIOUS EMPLOYER _____ POSITION _____ BUSINESS ADDRESS _____ BUSINESS PHONE NO. _____ <small>Street City State Zip</small> SUPERVISOR _____ EMPLOYED FROM: _____ TO _____ SPOUSE'S EMPLOYER _____ POSITION _____ BUSINESS ADDRESS _____ BUSINESS PHONE NO. _____ <small>Street City State Zip</small> SUPERVISOR _____ EMPLOYED FROM: _____ TO _____												
<b>INCOME</b>	TOTAL ANTICIPATED INCOME FROM DATE OF MOVE-IN THROUGH THE NEXT 12 MONTHS *ANNUAL SALARY (INCLUDING FEES, TIPS, COMMISSION AND BONUSES) _____ ANNUAL SALARY (SPOUSE) _____ + _____ **ADDITIONAL ANNUAL INCOME (CHILD SUPPORT, PARENTAL SUPPORT, ETC.) _____ + _____ SOURCE _____ TOTAL ANTICIPATED INCOME _____ = _____ *IF SELF EMPLOYED, WE MUST BE FURNISHED WITH A NOTARIZED STATEMENT FROM YOUR CPA OR ATTORNEY FOR THE AMOUNT OF INCOME YOU EXPECT TO RECEIVE. **YOU MUST FURNISH US WITH A NOTARIZED STATEMENT OF THIS INCOME.												
<b>BANK</b>	CHECKING ACCOUNT NO. _____ BANK NAME AND BRANCH _____ SAVINGS ACCOUNT NO. _____ BANK NAME AND BRANCH _____												
<b>VEHICLE</b>	YEAR, MAKE & MODEL _____ COLOR _____ TAG NO. & STATE _____ REGISTERED TO _____ YEAR, MAKE & MODEL _____ COLOR _____ TAG NO. & STATE _____ REGISTERED TO _____ ADDITIONAL VEHICLES _____ GIVE DESCRIPTION AND TAG NUMBERS OF ANY BOAT, MOTORCYCLE, CAMPER, VAN, ETC, YOU MAY OWN _____ _____												
<b>PETS</b>	DO YOU OWN ANY PETS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, HOW MANY? _____ KIND _____ WEIGHT _____ COLOR _____ AGE _____ KIND _____ WEIGHT _____ COLOR _____ AGE _____												
<b>MISC.</b>	EMERGENCY CONTACT: NAME _____ RELATIONSHIP _____ ADDRESS _____ PHONE _____												
<b>APPLICATION FEE</b>	APPLICANT HAS SUBMITTED THE SUM OF \$ _____ WHICH IS A NON REFUNDABLE PAYMENT FOR A CREDIT CHECK AND PROCESSING CHARGE OF THIS APPLICATION. SUCH SUM IS NOT A RENTAL PAYMENT OR A SECURITY DEPOSIT. ONCE THIS APPLICATION IS SUBMITTED, THIS AMOUNT WILL BE RETAINED BY MANGEMENT TO COVER THE COST OF PROCESSING APPLICATION AS FURNISHED BY THE APPLICANT. ANY FALSE INFORMATION WILL CONSTITUTE GROUNDS FOR DENIAL OF APPLICATION.												



LEASE APPLICATION



The undersigned warrant(s) and represent(s) the information on this rental application to be true and correct. All persons and/or firms named may freely give any requested information concerning me and I hereby waive all right to action for any consequence resulting from such information.

I hereby deposit the following with management as a good faith deposit, in connection with this application for residency.

Table with 6 columns: Category, Required Amount, Amount Paid, Date Paid, Amount Paid, Date Paid. Rows include Security Deposit, Other Deposit, Non Refundable Administration Fee, Non Refundable Pet Fee, and Total.

If my application is accepted, I understand the security deposit will become my refundable security deposit upon meeting the terms of the lease and the community rules and regulations. If for any reason, management decides to decline my application, then management will refund this good faith deposit to me in full.

I have also read and received a copy of the Rental Qualifying Standards.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_ Spouse's Signature \_\_\_\_\_ Time: \_\_\_\_\_

THE LEASE AGREEMENT WILL NOT BECOME EFFECTIVE UNTIL APPROVED BY MANAGEMENT.

Title VIII of the Civil Rights Act of 1968 makes discrimination based on race, color, religion, sex, family status or national origin illegal in connection with the rental of most housing. The Federal agency which administers compliance with this law concerning this company: Department of Housing and Urban Development.

EQUAL CREDIT OPPORTUNITY ACT: The federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of sex or marital status. The Federal agency which administers compliance with this law concerning this company: Equal Credit Opportunity; Federal Trade Commission, Washington, D.C. 20580.

THIS PORTION OF THE APPLICATION FOR OFFICE USE ONLY
CALCULATION OF ELIGIBLE INCOME - Only for those residents with assets

- (a) TOTAL ANTICIPATED INCOME (FROM FRONT OF FORM) \$ \_\_\_\_\_ (a)
TOTAL AMOUNT OF ASSETS \$ \_\_\_\_\_
(b) FOR LOWER INCOME APPLICANTS, WHEN TOTAL ASSETS ARE LESS THAN \$5000, GO TO (c). \$ \_\_\_\_\_ (b)
IF THE ASSETS ARE GREATER THAN \$5000, ENTER 6.5% OF THE ASSET HEAR, THEN GO TO (c).
OR
(c) ENTER THE INCOME EXPECTED DURING THE NEXT 12 MONTHS FROM THE ASSETS AND ENTER HERE \$ \_\_\_\_\_ (c)
(lower and eligible applicants)
(d) TAKE THE LARGER FIGURE OF EITHER (b) OR (c) AND ADD TO THE AMOUNT SHOWN IN (a). GRAND TOTAL \$ \_\_\_\_\_ (d)
(e) WHEN THE RESIDENT FIRST GAVE US HIS ANTICIPATED ANNUAL INCOME FIGURE, DID HE INCLUDE ANY \$ \_\_\_\_\_ (e)
OF THE ASSET INCOME? IF SO, SUBTRACT THE AMOUNT HE ALREADY TOLD US ABOUT FROM YOUR GRAND TOTAL.
(f) ENTER THE REVISED GRAND TOTAL IN THIS SPACE \$ \_\_\_\_\_ (f)
COMPLETED BY \_\_\_\_\_ DATE \_\_\_\_\_

APPLICATION VERIFICATION

RESIDENCE HISTORY

Table with 10 columns: Name of Landlord, Payment History, Rent Amount, Length of Occupancy, Any Complaints, Notice Given, Deposit Refunded, Condition, Person Giving Information, By.

EMPLOYMENT CHECK

Table with 10 columns: Employer, Date Started, Date Ended, Salary, Satisfaction, Reason for leaving, Title, Person Giving Information, By.

SPOUSE'S EMPLOYMENT

Table with 10 columns: Same structure as Employment Check table.

BANK REFERENCES

Table with 5 columns: Date Opened, Rating, Range, Person Giving Information, By.

CREDIT BUREAU INFORMATION
ATTACH CREDIT REPORT TO APPLICATION

PROPOSED MOVE IN DATE \_\_\_\_\_ [ ] APPROVED [ ] DISAPPROVED

NOTIFICATION: DATE APPLICANT & CO-APPLICANTS WERE NOTIFIED OF [ ] APPROVED OR [ ] DECLINED
BY [ ] TELEPHONE [ ] LETTER, COPY ATTACHED OR [ ] IN PERSON

NAMES OF PERSONS TO WHOM ABOVE NOTIFICATION WAS GIVEN (ALL CO-APPLICANTS ARE TO BE NOTIFIED):
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF OWNER'S REPRESENTATIVE WHO GAVE ABOVE INFORMATION: \_\_\_\_\_

IF THIS APPLICATION WAS DENIED, SEND THE APPLICANT THE FORM LETTER STATING THE NAME AND ADDRESS OF THE PERSON OR REPORTING AGENCY THAT VERIFIED THE APPLICATION TO COMPLY WITH THE FAIR CREDIT REPORTING ACT.

[ ] YES [ ] NO DATE: \_\_\_\_\_ MANAGER'S SIGNATURE \_\_\_\_\_

IF THIS APPLICATION WAS DENIED, WHAT WAS THE BASIS FOR REFUSAL?

- [ ] UNFAVORABLE CREDIT REPORT [ ] NUMBER OF OCCUPANTS \_\_\_\_\_
[ ] UNFAVORABLE REPORT FROM PREVIOUS LANDLORD [ ] NUMBER OR SIZE OF PETS \_\_\_\_\_
[ ] UNFAVORABLE EMPLOYMENT REFERENCES [ ] OTHER (SPECIFY) \_\_\_\_\_
[ ] INCORRECT INFORMATION SUBMITTED ON APPLICATION \_\_\_\_\_

# **BECO ASSET MANAGEMENT RENTAL QUALIFYING STANDARDS**

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**BECO Asset Management does business in accordance with the Fair Housing Act. We provide equal housing and service for all people regardless of race, color, religion, sex, national origin, handicap or familial status.**

**Occupancy Guidelines:** No more than two individuals per bedroom may occupy an apartment unit, plus one infant up to the age of 18 months at the time the lease is signed. Residents whose newborn has reached 18 months of age during the lease term will be required upon the expiration of their current lease term to either 1) move into another available dwelling of the Owner which has more bedrooms or 2) move out. A bedroom is defined as a space that is used primarily for sleeping, designed to be closed with a door and a closet space for clothing.

**Qualification Guidelines:** All leaseholders or occupants 18 years and older must fill out an application. (Married couples may complete one application). Resident history, credit history, and income / employment are verified for all applicants. All information provided must be true and correct, as well as verifiable. All verified information is entered into a scoring system which determines rental eligibility, as well as security deposit levels. Each applicant's resident, credit, and employment information will be individually scored; leaseholders' income will be combined for scoring. All occupants of legal age must be a leaseholder unless dependency status can be verified. Cosigners will be allowed to assist with income requirements only. Cosigners will not be considered for declined applicants. At least one lease holder must permanently reside in the apartment.

**Resident History:** A minimum of two years resident history is requested for all leaseholders. Rental verification will be including length of occupancy, payment record and status, and compliance with rules and regulations. Renting from a relative is not considered resident history as contract performance cannot be determined. Home mortgages can substitute for resident history. If applicant has been evicted within the past seven years or owes landlord monies, the application will be declined.

**Employment:** Two consecutive paycheck stubs or a W2 form from employer will be required for all applicants. New Employment Offer letters will also be considered. Employment verification will include length of employment with current employer as well as anticipated annual income. If self employed or primarily commission-based one of the following will be required: 1) a copy of the previous two years' tax return, 2) a financial statement from a CPA verifying employment and income, 3) photocopies of three most current bank statements illustrating the ability to pay rent through the entire lease term.

**Income:** Gross Annual income will be verified for all leaseholders. Annual rent as a percent of leaseholder(s) annual income will be determined. Annual rent cannot exceed 35% of annual income. If the monthly rental rate is greater than 35% of the applicant's total monthly income, the application will be declined. Additional sources of income may be considered. Other verifiable income may mean, but is not limited to, alimony/child support, trust accounts, social security, grants/loans.

**Credit Worthiness:** A credit report will secured for all leaseholders to verify account credit ratings as well as percentage of favorable accounts. The percentage of favorable accounts cannot fall below 66% of total accounts. Unfavorable accounts include, but are not limited to: collection, charge off, repossession and current delinquency. If acceptable check writing history does not meet criteria, the applicant will be required to pay by cashier's check or money order only.

**Non-US Citizens:** Applicants who are citizens of another country must provide (1) a passport and (2) the INS document that entitles the applicant to be in the United States and (3) proof of employment in this country or an I-20 verifying student status. BECO Asset Management may ask to make a photocopy of any of the applicant's INS documents, passport and visa. In addition, for applicants who do not have credit history in this country, BECO Asset Management will accept in lieu of the credit requirements an additional deposit of two months rent.

*REASONS FOR NOT APPROVING AN APPLICATION INCLUDE, BUT ARE NOT LIMITED TO : BANCKRUPTCY WITHIN THE PAST TWO YEARS, INSUFFICIENT INCOME, UNPAID JUDGEMENTS, EVICTIONS, OUTSTANDING RENT DEBT, HOUSEHOLD SIZE EXCEEDING OCCUPANCY LIMITS, AND FALSIFICATION OF THE APPLICATION INFORMATION.*

**BECO Asset Management LLC**

I (WE) HAVE READ THE ABOVE AND UNDERSTAND THE BASIS FOR CONSIDERATION OF MY (OUR) APPLICATION.

\_\_\_\_\_  
Applicant's Signature                      Date

\_\_\_\_\_  
Applicant's Signature                      Date

\_\_\_\_\_  
Applicant's Signature                      Date

\_\_\_\_\_  
Agent/Owner's Representative                      Date



Revised 3/14/06

**CRIMINAL BACKGROUND SEARCH APPLICANT CONSENT**

The undersigned applicant(s) and/or co-signer(s) here by consent to allow Harbour Breeze Apartments (“Management”), itself or through its designated agents or employees, to obtain criminal record information for the purpose of determining whether to lease an apartment to me/us. I/We also agree and understand that “Management” and its designated agents and employees may obtain additional criminal record reports on each of us in the future to update or review our account. Upon my/our request, “Management” will tell me/us whether criminal record reports were requested and the names and addresses of any agency that provided such reports.

**ANY UNANSWERED “YES” OR “NO” QUESTIONS SHALL RESULT IN THE DENIAL OF YOUR APPLICATION.**

Have you or any member of your household ever been convicted of or pled guilty or “no contest” to any felony?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

Have you or any member of your household ever been convicted of or pled guilty or “no contest” to a sexual offense?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

Have you or any member of your household ever been listed on a registry of sexual offenders?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

Have you or any member of your household ever been convicted of or pled guilty or “no contest” to any drug related criminal offense?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes to any of the above questions, please explain, providing the location, date and nature of the offense:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
APPLICANTS NAME(PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANTS NAME(PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANTS NAME(PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

