

**APPLICATION FOR RESIDENCY (\$30.00 FEE per person)**  
**CORAL RIDGE APARTMENTS**

**1<sup>st</sup> Applicant Information:**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Current Address: \_\_\_\_\_

How long have you resided at this address? \_\_\_\_\_

Current Landlord or Mortgage Co. Name and Phone Number \_\_\_\_\_

Previous address for last 5 years:

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

Have you been sued for non-payment? Yes No

Been evicted or asked to move out? Yes No

Broken a Rental or Lease Agreement? Yes No

Been sued for damage to rental unit? Yes No

Been convicted of a felony? Yes No

If yes please explain:

**Employment Information:**

Current Employer: \_\_\_\_\_ Dates: \_\_\_\_\_

Telephone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_

Last 5 years of employment:

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

**APPLICATION FOR RESIDENCY (\$30.00 FEE per person)**

**CORAL RIDGE APARTMENTS**

**2<sup>nd</sup> Applicant Information:**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Current Address: \_\_\_\_\_

How long have you resided at this address? \_\_\_\_\_

Current Landlord or Mortgage Co. Name and Phone Number \_\_\_\_\_

Previous address for last 5 years:

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

Have you been sued for non-payment? Yes No

Been evicted or asked to move out? Yes No

Broken a Rental or Lease Agreement? Yes No

Been sued for damage to rental unit? Yes No

Been convicted of a felony? Yes No

If yes please explain:

**Employment Information:**

Current Employer: \_\_\_\_\_ Dates: \_\_\_\_\_

Telephone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_

Last 5 years of employment:

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

**Name and Date of Birth of Residents under 18 years old.**

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

**Vehicles:**

Make & Model: \_\_\_\_\_

Make & Model: \_\_\_\_\_

**I hereby make application for an apartment unit and certify that this information is correct. I/We also agree to abide by the Complex Rules now in effect or which may later be posted. I authorize you to contact any references that I have listed. I also authorize you to obtain my consumer credit report from your credit-reporting agency, which will appear as an inquiry on my file.**

**Applicant 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Applicant 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

# Coral Ridge Apartments

## AUTHORIZATION FOR RELEASE OF INFORMATION

### CONSENT

I/We, the undersigned, authorize and direct any Individual, Business, Organization, Federal, State, or Local Agency to release and/or verify any information which is deemed necessary in connection with the processing of my/our application for residency at Coral Ridge Apartments, Monroe County, in the state of MI.

### INFORMATION COVERED

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested, include but are not limited to:

Identity	Credit and Criminal Activity
Residences and Rental Activity	Employment

### GROUP OR INDIVIDUAL THAT MAY BE ASKED

The groups or individuals that may be asked to release/verify the above information include but are not limited to:

Courts & Post Offices	Law Enforcement Agencies Utility
Companies	Credit Providers & Credit Bureau
Employer	Financial Institutions
Previous Landlords (Including Public Housing Agencies)	

### CONDITIONS

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file in the management office. I understand I/We have a right to review my file and correct any information that I can prove is incorrect.

Applicant 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## RESIDENT SELECTION CRITERIA

1. **Application for Residency:** All Adult applicants/occupants 18 or older must submit a fully completed, dated and signed residency application and fee. Applicant must provide proof of identity. A Non refundable application fee will be required for all adult applicants. We only accept certified funds such as money order or cashier's check for application fees.
2. **Income:** Applicants must have a combined gross income of at least three times the monthly rent. **We reserve the right to require a cosigner/guarantor for any credit issues that may arise.**
3. **Income to Debt:** A verifiable consistent monthly gross income less the total monthly debt obligations shown on the credit report must result in (3) times the market rental rate for the desired home. **We reserve the right to require a cosigner/guarantor for any credit issues that may arise.**
4. **Credit History:** Credit history and or Civil Court Records must not contain slow pays, judgments, eviction filings, collections, or liens within the past 5 years. Minimum credit score of 600 is required. **We reserve the right to require a cosigner/guarantor for any credit issues that may arise.**
5. **Income:** All sources of income must be verifiable proof of income including 6 months of employment (at same employer) – verified by a minimum of two current check stubs. Self employed applicants are required to produce upon request 2 years of tax returns or 1099's and non employed individuals must also provide verifiable proof of income.
6. **Criminal History:** Criminal records must contain no convictions for felonies and no sexual offenses. Any criminal history must be reviewed by your Regional Manager but if they have not had a felony, drug related misdemeanor or violent behavior conviction in the last 10 years we can consider someone with a criminal history but is at the discretion of the Regional Manager. In the event a record comes back "adjudication withheld" further documentation may be required and applicant may be denied on this basis.
7. **Rental History:** Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise disturbances or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.
8. **Pets:** No pets (with the exception of medically necessary pets) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, to landlord and/or any additional pet rent/fees assigned.
9. **Security Deposit:** Applicants will be required to pay a security deposit at the time of lease execution in a minimum amount of one month rent. We reserve the right to require a higher security deposit and or additional prepaid rent. Resident(s) shall be liable for amounts for damages, cleaning, re-keying etc. that exceed the applied security deposit amount.
10. **Occupants:** The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.
11. **Holding Deposit:** We may require a holding or good faith deposit to be collected to hold a property off the market. In the event the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this deposit. In the event the application is approved and the lease is executed, this deposit shall be applied to the required security deposit.
12. **Exceptions:** **Any exceptions to our company's criteria will need to be submitted in writing to the rental agent for presentation to the Regional Manager for consideration. If approval is then given for such exceptions, additional security amounts, co-signers, and/or additional advance rent payments may be required.**
13. **Notification:** Applicants will be informed of the status of their application by phone or mail within 3 business days from submitting the application and the required application processing fee. If the applicant is rejected, the applicant will be mailed a copy of a denial letter which contains a contact for agencies used to determine eligibility.

Management cannot be held responsible for inaccuracies contained in any information obtained, and is not allowed to provide details or advice to the applicant regarding said information.

14. **Policy:** Our company policy is to report all non compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau.

**FAIR HOUSING: This community does not discriminate on the basis of race, color, sex, religion, handicap, familial status, sexual orientation, national origin or any other class protected by applicable law.**

