

PACES AT THE ESTATES
 4150 Academy Drive
 Opelika, Alabama 36801
 Office: (334) 749-9493
 Fax: (334) 749-9473
 pacesatestates@bellsouth.net

Rental Application

FOR OFFICE USE ONLY	
DATE	_____
PROPERTY	_____
APT NO	RENT \$ _____
AGENT	_____

Please complete all requested information on the front and back of this form. Thank you for your interest in our apartments.

Date of Application _____ Desired Date of Occupancy _____
 Type and Size of Apartment Wanted (No. of Bedrooms, etc.) _____

PERSONAL INFORMATION

APPLICANT'S FULL NAME _____ **Date of Birth** _____
Social Security No. _____ **Driver's Lic. No./State** _____ **E-mail** _____
Home Phone _____ **Work Phone** _____ **Cell Phone** _____
CO-APPLICANT'S FULL NAME _____ **Date of Birth** _____
Social Security No. _____ **Driver's Lic. No./State** _____ **Relationship** _____
E-mail _____ **Home Phone** _____ **Cell Phone** _____

Full Names of All Other Residents:	Relationship to You	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____

How Many Pets Do You or Other Occupants Own? _____
 Kind of Pet, Breed, Weight and Age _____
 How Did You Hear About Our Property? _____

RESIDENCE HISTORY

PRESENT ADDRESS _____
 Present Telephone _____ Dates From _____ To _____
 Present Landlord or Mortgage Co. _____ Telephone _____
 Monthly Payment \$ _____ Reason for Moving _____
PREVIOUS ADDRESS _____
 Dates From _____ To _____
 Previous Landlord or Mortgage Co. _____ Telephone _____
 Monthly Payment \$ _____ Reason for Moving _____

EMPLOYMENT INFORMATION

PRESENT EMPLOYER _____ Dates From _____ To _____
 Employer's Address _____ Telephone _____
 Position _____ Supervisor _____ Gross Monthly Salary \$ _____
PREVIOUS EMPLOYER _____ Dates From _____ To _____
 Employer's Address _____ Telephone _____
 Position _____ Supervisor _____
CO-APPLICANT'S EMPLOYER _____ Dates From _____ To _____
 Employer's Address _____ Telephone _____
 Position _____ Supervisor _____ Gross Monthly Salary \$ _____

BANKING AND CREDIT REFERENCES

BANK NAME & BRANCH _____ Telephone _____
 Checking Acct. No. _____ Savings Acct. No. _____
 Loan Acct. No. _____ Monthly Payment \$ _____

CREDIT REFERENCE _____ Telephone _____
 Address _____ Account No. _____

CREDIT REFERENCE _____ Telephone _____
 Address _____ Account No. _____

OTHER REFERENCE _____
 Address _____

OTHER INFORMATION

TOTAL NUMBER OF VEHICLES (including Company Vehicles) _____
 Make/Model _____ Year _____ Color _____ Tag No./State _____
 Make/Model _____ Year _____ Color _____ Tag No./State _____
 Other Car, Motorcycle, etc. _____

Total Gross Monthly Household Income \$ _____

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ _____ Per _____ Source _____ Telephone _____
 Amount \$ _____ Per _____ Source _____ Telephone _____

Comments: _____

HAVE YOU OR CO-APPLICANT EVER: Been sued for non-payment of rent? Yes No
 Been evicted or asked to move out? Yes No Broken a Rental Agreement or Lease? Yes No
 Been sued for damage to rental property? Yes No Declared Bankruptcy? Yes No

In Case of Personal Emergency, Notify _____ Relationship _____
 Address _____ Home Phone _____ Work Phone _____

I hereby make application for an apartment and certify that this information is correct. 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'S SIGNATURE _____
 CO-APPLICANT _____
 DATE SIGNED _____

FOR OFFICE USE ONLY — DO NOT WRITE BELOW

Date Application Received _____ Received By _____

REFERENCE VERIFICATION	REMARKS
<input type="checkbox"/> Present Landlord	
<input type="checkbox"/> Previous Landlord	
<input type="checkbox"/> Employment	
<input type="checkbox"/> Previous Employ.	
<input type="checkbox"/> Co-Applicant Employ.	
<input type="checkbox"/> Bank	
<input type="checkbox"/> Credit (1)	
<input type="checkbox"/> Credit (2)	
<input type="checkbox"/> Credit (3)	
<input type="checkbox"/> Other	

RECORD OF PAYMENTS RECEIVED		
Date	Description	Amount

THIS APPLICATION: Approved Not Approved

Date _____
 By _____
 Assigned to Apt. No. _____ Rent \$ _____
 Apartment Address _____
 Applicant Notified By _____
 Anticipated Move-In Date _____

List of Items Needed for Submitting an Application

1. **Application** (Signed on back by applicant)
2. **Signed copy of the Qualification Procedures Form**
3. **Signed Apartment Rental Verification Request Form**
(if moving from another rental property).
Simply sign and date the bottom of this form, and we will be happy to contact the rental company for you. Please remember we will need your previous rental information on your application to do so.
4. **Income Verification in one of the following forms:**
 - a. Last two paycheck stubs
(Monthly gross salary must equal at least three times the monthly rent.)
 - b. Job offer letter including start date and salary amount if it is a new position
 - c. A copy of the first page of the previous year's tax return
5. **Copy of Driver's License** per applicant.
6. **\$40 Application Fee** per applicant. Please make checks payable to Paces at The Estates.
7. **Parental Guaranty Form***
Use Parental Guaranty if your credit score and/or monthly income do not meet the Qualification Procedures.
8. **Criminal Lease Form* + \$20 Additional Occupant fee***
A \$20 fee will be incurred for each additional occupant (18+) listed under "Other Residents" and a Criminal Background Screening Report will be performed.

*Only when applicable.

Please contact Paces at The Estates if you have questions concerning any of the listed items necessary for submitting an application.

Phone: (334) 749-9493

E-Mail: PacesAtEstates@Bellsouth.net

QUALIFICATION PROCEDURES

Paces at The Estates is an equal housing opportunity provider. This property does not discriminate on the basis of race, color, religion, sex, disability, familial status or national origin.

PREVIOUS RENTAL AND CREDIT HISTORY:

1. Good verifiable rental history
2. No history of noise complaints or other non-compliance notices
3. Never been evicted or owe another renter money (this is an automatic rejection of application.)
4. Have given proper notice to current Lessor
5. Verifiable employment (check stubs, tax forms, etc)
6. Copy of driver's license
7. Credit check must have no unpaid collections, no unpaid judgments or liens against you, no bankruptcies less than two years old of the date you are applying, no more than three 60 to 90 day late accounts; beacon score must be at least a 600.
8. Mitigating circumstances will be considered

INCOME REQUIREMENTS:

- Applicant's income must equal 3 times the monthly rent, or a guarantor will be required.
- A deposit will be taken to hold an apartment in conjunction with a credit application. Deposits are non-refundable after 72 hours if the applicant is approved.
- Application fees are non-refundable.

Anyone who provides false information on the rental application will be automatically rejected.

I UNDERSTAND AND AGREE TO THE CONTENTS OF THE PACES AT THE ESTATES QUALIFICATION PROCEDURES.

APPLICANT'S SIGNATURE



**CRIMINAL HISTORY RECORDS
CONSENT FORM**

The undersigned individual hereby authorizes Paces at The Estates Apartments to receive any criminal history record information pertaining to me, which may be in the files of any state and/or local criminal agency. Furthermore, in the event it becomes necessary to request specifics regarding "existing out-of-state records" indicated on local file, the applicant will be required to pay an additional charge of \$40.00 per state to obtain the out-of-state records and avoid application rejection. The applicant understands that out-of-state record information can take up to 7 days from the date of request. Receipt of out-of-state records are required as part of the application process. Without it, the application approval will not be granted. Please also provide a copy of your drivers' license with form.

THE INFORMATION BELOW MUST BE COMPLETED BY ALL APPLICANTS 18 YEARS OF AGE AND/OR OLDER.

Please print clearly.

NAME: _____

PRESENT ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SEX: _____ RACE: _____

DOB: _____ SSN: _____

Applicant Signature

Date

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4150 ACADEMY DRIVE
OPELIKA, AL 36801



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APARTMENT RENTAL VERIFICATION REQUEST FORM

CURRENT PREVIOUS

To: _____ Fax: _____

Attention: _____

Tenant Name: _____

Address: _____

Move in Date: _____

Move out Date: _____

Expire Date: _____

Was proper notice given? YES NO

Rental Amount: _____

Number of Late Pays: _____ Number of NSF's: _____

Complaints: _____

Damage to Unit: _____

Would you Re-rent? YES NO

Verified by: _____

Position: _____

From: _____ Date: _____

PLEASE RELEASE MY INFORMATION FOR RESIDENCY.

APPLICANT'S SIGNATURE

DATE