

Statement of Rental Agreement

We are dedicated to protecting the privacy of your personal information. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

You will be furnishing some of your personal information at the time you apply to rent from Realty Metrix. This information will be on the rental application form or other documents that you provide to us or to an apartment locator service, either on paper or electronically. We may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history, and we may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future. Within our company, only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

An application will not be considered "complete" until all of the following information has been provided to us:

- A separate **Application** has been fully completed and signed by all leaseholders (and co-signers where applicable)
- An **Application Fee** has been paid to us, an **Administrative Fee** has been paid to us, and documentation of income has been provided as outlined under "income verification".

If the application is declined, you will be notified in writing and the Administrative Fee will be refunded (the Application Fees are non-refundable). If your application is declined or is accepted with conditions, you will be given the name and contact information of the consumer reporting agencies that provided the consumer information to us. If you are declined for unsatisfactory credit you can obtain a copy of the credit report, correct any erroneous information and submit a new application to the community for further consideration. All applicable fees will apply at time of re-submission.

If your application is accepted or accepted with conditions, verification of income will be required **within 24 hours**. If we are unable to verify your income or your income is contrary to your application, acceptance of your lease application will be withdrawn. Failure to provide required documentation of your income prior to taking occupancy will automatically deny your right to residency.

If for any reason you withdraw an application or notify us that you've changed your mind about renting the apartment **after your application has been accepted**, we will be entitled to retain all monies paid by you as liquidated damages and the parties will then have no further obligation to each other. Other monthly fees that you may be required to pay in addition to your monthly rent include, but are not limited to: Utilities, Sewer, Storm Water, Rentable Items and Pet Fees.

Realty Metrix uses RealPage Onsite for applicant screening. Realpage Onsite is a statistically sound, credit scoring system to evaluate your consumer credit report. Credit scoring is based on real data and statistics, so it treats all applicants objectively. Your consumer credit report contains information about you and your credit experiences, such as your bill payment history, the number and type of accounts, late payments, collections actions, outstanding debt, and age of accounts. Based upon your credit score, your application will be accepted, declined or accepted on the condition that an additional security deposit is paid. Falsification of any information provided on the application will automatically deny your right to residency. A criminal background search will be conducted on each occupant and leaseholder, including all persons 18 years of age or older. Realty Metrix reserves the right to reject the application of any individual whose tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy would result in substantial physical damage to the property of others. In addition, if the criminal background search reveals past criminal behavior, which is contrary to your rental application, acceptance of your application will be withdrawn. Applicant(s) agrees that rental payment will commence on the lease begin date noted above (upon approval of the application). If both applicant and management agree on the date of move-in and that the apartment home is ready for move-in, the rental payment will commence on that date whether (the applicant) has moved in or not.

Realty Metrix adheres to Fair Housing Laws which stipulates that it is illegal to discriminate against any person in housing practices on the basis of race, color, religion, sex, national origin, disability, or familial status.

All applicants, roommates and guarantors (if applicable) must agree to the following by signing this Resident Selection Criteria and Consent Form and Rental Application Form.

I hereby consent to allow Realty Metrix through its designated agent and employees, to obtain and verify my credit information and a criminal background check for the purpose of determining whether or not to lease an apartment to me. I understand that should I lease an apartment, Realty Metrix and its agent shall have a continuing right to review my credit information, rental application, payment history and occupancy history for account review purposes and for improving application methods. I have read, understand and agree to abide by the qualifications for the application process. I understand that if my application is not approved, I will forfeit my Application Fee(s), but will receive a full refund of my Deposit, Administrative and/or Processing Fees. I also understand that the Application Fee(s) and the Administrative Fee are non-refundable if I cancel my application for any reason. I hereby affirm that I have read and reviewed a copy of the Resident Selection Criteria and Consent Form, the Application, Lease Agreement and all Addendums. I understand that a signed, executed copy of the Lease Agreement and Addendums will be given to me upon taking occupancy.

Signature of Applicant

Date

Signature of Applicant

Date

Realty Metrix Representative

Date

RealtyMetrix



Resident Selection Criteria and Consent Form

It is the policy of Realty Metrix and Williamsburg Plaza Apartments LLC to treat all current and prospective residents in a fair, professional manner, without regard to race, color, religion, sex, familial status, handicap, or national origin.

Objective: To select Residents who are likely to pay their rent on time and respect community property

APPLICATION INTAKE

- An application for occupancy must be completed and maintained for each legal adult prospective resident who will be living in the apartment or contributing to the payment of rent. The head, co-head and/or spouse must be 18 years of age or older to qualify for residency.
- Applicants must provide true, complete and accurate information pertaining to all households. Any false information will constitute grounds for rejection of application and the lease will be nullified.
- Applicants must provide a valid social security number for all household members, and a copy of a valid state issued photo I.D. Applications for apartment homes will be accepted on a first come first served basis and subject to the availability of the apartment type requested. Rental rates are subject to change without notice.

Fee Schedule

- We require the following:
 - Administrative fee of \$150.00 to \$200.00. The administration fee is not refundable and due at time of move in. If the application is rejected by management, the reservation fee will be refunded in full.
 - Application fee of \$62.25 per lease applicant. Application fees are not refundable.
- If application is returned "Approved with Conditions": an additional fee/deposit may be required upon Management's review.

APPLICATION VERIFICATION

Rental History: We verify your present and past residences for the past two (2) years. A positive record of prompt monthly payment, sufficient notice and no damages are expected. For applicants who are homeowners, permission must be granted to verify payment history with the bank or lending institution. An unsatisfactory rental history or mortgage history can disqualify an applicant from renting an apartment home at this community. Unsatisfactory rental history includes, but is not limited to the following:

- Record of disturbances;
- Destruction of property;
- Disruptive behavior;
- Conduct which adversely affects the safety or welfare of others;
- History of constant late payment of rent, or other obligation under the lease;
- Unsanitary or hazardous housekeeping

Credit Report: An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one which reflects past or current bad debts, late payments or unpaid bills, liens, judgments, or bankruptcies. If an applicant is rejected for poor credit history, the applicant will be given the name, address, and telephone number of the credit reporting agency that provided the credit report (but not told the content of the credit report). An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the report from the credit reporting agency, correct any erroneous information that may be on the report, and resubmit an application to this community. Our credit criteria includes, but is not limited to the following:

- Applicants who have filed bankruptcy must provide discharge of debtor paperwork in order to be considered. Additional deposit may be required and 1 year of reestablished credit should be present
- No more than three (3) collection items. Medical debt and student loans are not considered unpaid collections or write-offs;
- Outstanding debt to a previous landlord is not acceptable and must be paid in full in order to be considered;
- Proof that utilities can be established in own name will be required if an outstanding debt to Gas and Electric Co. appears on your credit report;



- Poor credit rating, which is a result of a divorce in which the spouse is responsible for the debt(s); Applicant must present proof of his/her spouse's ex spouse's responsibility. Example of such proof would include divorce decree or court order.

Employment: Stable employment record and income verification may be required. In order for an application to be approved, he/she must generally earn on a gross monthly basis a minimum of 2.5 times the gross monthly rent. Acceptable income verification if required may include: 2 most recent pay stubs, a letter from the employer, the most recent W2 form; or, for self-employed applicants, a copy of the most recent tax return or certified verification from his/her company accountant or bank.

Criminal History: An applicant will be automatically disqualified if the criminal history shows one or more of the following:

- An arrest, charge or conviction of the applicant or a member of the applicant's household within the last 12 month period or conviction of the applicant or member of the applicants household within the prior sixty months for felony convictions, misdemeanors or any criminal activity that includes crimes of violence to persons and property, criminal trespassing, or a record of other criminal activity which could adversely affect the health, safety and/or the other residents, including crimes of theft, including sexual crimes, including stalking crimes, including fraud, or comes including drugs/alcohol.

Evaluation:

Based on the above criteria, we may choose to accept or reject an applicant, or seek additional requirements for approving the lease. These requirements may include, but are limited to, additional documentation of income or employment, additional rental references, an additional deposit, or a co-signer. Applicants denied may not reapply for ninety (90) days.

Co-Signers:

In the event a co-signer is required, he/she must complete an application for occupancy and meet all income and qualifying standards. A co-signer will be fully responsible for the Lease Agreement if the occupying resident(s) default. A co-signers income must be 4 time the monthly rent amount.

Subletting:

Subletting is strictly prohibited.

Occupancy Standards:

Occupancy standards must comply with Federal, State, and Local fair housing and civil rights laws, landlord-tenant laws, and zoning restrictions.

The following standards shall be used solely as guidelines:

<u>Apartment Size</u>	<u>Maximum Occupancy</u>
One Bedroom	2 Persons
Two Bedroom	4 Persons

Roommates:

Each person must complete an application and will jointly qualify for the apartment. Each is fully responsible for the entire rental payment, and each must execute the lease agreement and its supporting documents.

By signing below, you acknowledge and fully understand and accept the terms for qualification for Williamsburg Plaza Apartments. Furthermore, by signing below, you give consent to allow Realty Metrix to verify the information provided on the application and obtain a copy of my criminal and credit reports. I also acknowledge that the Application Fee is non-refundable. Please submit this page with your application.

(Applicant's Signature)

(Date)

(Applicant's Signature)

(Date)

(Owner's Signature)

(Date)



Williamsburg Plaza Rental Application

Applicant Information										
First		M.I.	Last			Social Security #:				
Date of Birth:		Driver's License #:				State of License:				
Current Address						Home Telephone #				
City			State		Zip Code		Cellular Telephone #			
Own/ Rent/ Parents		Payment \$	Moved In		Moved Out					
Rental/ Mortgage Co. Name					Telephone #			Miles to Work		
Employer			Position				Date Started		Monthly Income \$	
Employers Address/ City/ State/ Zip					Supervisor/ Commanding officer			Telephone #		
Other sources of income					Amount			When received		
Co- Applicant Information										
First		M.I.	Last			Social Security #:				
Date of Birth:		Driver's License #:				State of License:				
Current Address						Home Telephone #				
City		State			Zip Code		Cellular Telephone #			
Own/ Rent/ Parents		Payment \$		Moved In		Moved Out				
Employer			Position				Date Started		Monthly Income \$	
Employers address/ City/ State/ Zip					Supervisor/ Commanding Officer			Telephone #		
Other Information										
Child Name				D.O.B.		S.S. #'s				
Child Name				D.O.B.		S.S. #'s				
Pet's if any? Breed			Pets Name			Pounds		Color	Age	
Emergency Contact Name				Address				Telephone #		
How did you hear about Williamsburg Plaza Apartments?										
Have you ever been convicted of any criminal offense? (If yes please explain.)										
Any litigation, such as eviction, suits, judgments, bankruptcies, foreclosures, etc.?										

It is understood that the premises are to be used as a residence to be occupied by not more than _____ persons and that occupancy is subject to possession being delivered by present occupant. An application fee in the sum of \$_____ received on _____ (date) has been deposited with the clear understanding that this application including each prospective occupant, is subject to approval and acceptance by Landlord in its sole discretion. I hereby authorize Landlord to obtain information it deems desirable in the processing of my application, including: credit reports, civil or criminal actions , rental history, employment/salary details, police and vehicle records, and other relevant information. Upon approval and acceptance, the applicant agrees to execute a lease before possession is given and to pay the security deposit and the first months rent within five days after being notified of acceptance, failing which the application fee shall be retained by Landlord as the agreed compensation for credit investigation, processing and verification of the application. In no way is the application fee refundable. The applicant hereby waives any claim for damages by reason of non-acceptance of this application which the Landlord or its agent may reject without stating reasons for so doing. It is further agreed that if any information herein is false, the lease made on the strength of this application may, at the option of the Landlord, be terminated at any time.

Agent
Date applied
Apartment
Move in date
App. Fee
Admin Fee
Paid

Applicant Signature: _____ Date: _____

Co- Applicant Signature: _____ Date: _____