

# Barrington Residential Prospective Resident Application Process

(One per Applicant)

Please be sure that you have provided all of the items on this checklist in order to ensure that your application(s) is/are processed as promptly as possible.

**Completed Application (One per person 18 years of age or older)**

- Be sure to provide all the necessary information. If an item does not apply, please write "N/A" on the line so that we know you did not accidentally leave it blank.
- If a cosigner is required, he or she must complete the application and the full process below. All required documents, including identification, income verification, and notarized guaranty of payment should be attached.

**Initialed Resident Leasing Criteria (One per person 18 years of age or older)**

**Identification – Any ONE of the following:**

- Government Issued Identification Card
- Driver License
- Passport / Visa
- Military ID

Please note: School ID, Work ID, or any other non-government issued ID will **NOT** be accepted

**Income Verification – Any ONE of the Following**

- Pay Stubs – Must provide 4 consecutive weeks of employment (past 1 month of pay stubs)
- W2 or Previous Year's Tax Return Filing
- Benefits Letter for: Social Security Benefits
- Letter of Employment

**Application Fee**

- \$16.00 Processing Fee **per person** (18 years of age or older). This is a non-refundable fee.

**Holding Fee**

- Once the application has been approved, a \$200 holding fee must be paid to hold the unit. This fee is non-refundable 48 hours after approval and will be applied towards your balance at the time of move in. However, in the event that your application is denied, the fee will be refunded.

**Your application will not be processed unless all of the above items have been provided for ALL occupants 18 years of age or older.**

## Pet Policy

- \$200 Non-refundable pet fee
- Monthly pet fee of \$35 per dog or \$35 per cat
- 2 pet maximum number per household
- Weight limit varies depending on apartment community
- Certain breeds prohibited

Thank you for your interest in our community, managed by Barrington Residential. If you should have any questions, please do not hesitate to contact us.



## Barrington Residential Resident Leasing Criteria

- Identity:** Applicants, co-applicants, and co-signers/guarantors must present government issued photo identification
  
- Applicant Consent:** Applicants, co-applicants, and co-signers/guarantors must agree to the following when submitting a rental application:

I consent to allow the Landlord/Owners through its agents and employees to obtain and verify my credit information, criminal history, investigative consumer report, consumer report, employment, income and landlord references, for any purpose, including determining whether or not to lease me an apartment. I understand that should I lease an apartment, the Landlord/Owner shall have a continuing right to review these items in addition to my residency application, payment history, and occupancy history for account review purposes and for improving application methods. Landlord/Owners may obtain information from any source and may exchange credit information with consumer reporting agencies.
  
- Consumer Credit Scoring:** Barrington Residential uses OneSite, an applicant screening service to evaluate your consumer report. When a prospective resident applies to lease an apartment, there are three possible outcomes; the application will be, accepted, accepted with conditions (such as additional security deposit or co-signer) or declined.
  
- Income/Employment Verification:** You are required to verify your income by supplying one month of pay stubs or other acceptable proof of income. If we are not able to verify your income or your income is contrary to that presented on your rental application, the acceptance of your lease application may be withdrawn. Your monthly income requirement must be a minimum of 3.5 times the rent to qualify.
  
- **Sex Offender Database Search:** If your rental application is accepted or accepted with conditions we will conduct a multi –state sex offender search. Our policy is not to lease to applicants who have been registered as a sex offender. Our Sex Offender Database vendor will search for sex offender information on all applicants, if a report is found, your application will be declined and you will be provided with the name, address, and telephone, number of the agencies which provided the sex offender information to us.
  
- Age Requirement:** Unless otherwise required by law, you must be at least 18 years of age to be the responsible party on a lease or to be a co-signer/guarantor.
  
- Pets:** Except as required by law, restriction or prohibition on pets may apply. Please consult the specific apartment community regarding pet policies.

**Applicant #1 Initials** \_\_\_\_\_

**Applicant #2 Initials** \_\_\_\_\_



*An equal housing opportunity community*

RENTAL APPLICATION

APPLICANT # 1 (Check appropriate one) [ ] Resident [ ] Co-Signer/Guarantor

Desired Move-In Date: \_\_\_\_\_ Desired Unit Type: \_\_\_\_\_ Community Name: \_\_\_\_\_
Applicants Full Name: \_\_\_\_\_
Present Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
Present Telephone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Date of Birth \_\_\_\_\_
Email Address: \_\_\_\_\_ May we contact you by email? [ ] Yes [ ] No
Mother's Maiden Name: \_\_\_\_\_ How long have you lived at present address: \_\_\_\_\_
Amount of Rent: \_\_\_\_\_ Present Landlord: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_
Landlord Phone: \_\_\_\_\_
Previous Address: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_
Dates lived at this address? From: \_\_\_\_\_ To: \_\_\_\_\_ Amount of Rent: \_\_\_\_\_
Have you ever been evicted, sued for non-payment of rent, or breached a lease (if so please explain)? \_\_\_\_\_
Have you ever been convicted of a crime (if so please explain)? \_\_\_\_\_
Present Employer: \_\_\_\_\_ Length of employment: \_\_\_\_\_
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_
Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

APPLICANT # 2 (Check appropriate one) [ ] Resident [ ] Co-Signer/Guarantor

Applicants Full Name: \_\_\_\_\_
Present Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
Present Telephone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Date of Birth \_\_\_\_\_
Email Address: \_\_\_\_\_ May we contact you by email? [ ] Yes [ ] No
Mother's Maiden Name: \_\_\_\_\_ How long have you lived at present address: \_\_\_\_\_
Amount of Rent: \_\_\_\_\_ Present Landlord: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_
Landlord Phone: \_\_\_\_\_
Previous Address: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_
Dates lived at this address? From: \_\_\_\_\_ To: \_\_\_\_\_ Amount of Rent: \_\_\_\_\_
Have you ever been evicted, sued for non-payment of rent, or breached a lease (if so please explain)? \_\_\_\_\_
Have you ever been convicted of a crime (if so please explain)? \_\_\_\_\_
Present Employer: \_\_\_\_\_ Length of employment: \_\_\_\_\_
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_
Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

<b>List all other occupants including children (<u>All occupants aged 18 years or older must be listed as an applicant and must sign the application</u>)</b>		
Name: _____	DOB: _____	Relationship: _____
Name: _____	DOB: _____	Relationship: _____
Name: _____	DOB: _____	Relationship: _____
Name: _____	DOB: _____	Relationship: _____

**ADDITIONAL INFORMATION**

**Vehicle Identification**

(1) Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Plate \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_

(2) Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Plate \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_

**Pet Information**

Do you own a pet? (Yes or No) \_\_\_\_\_ Number of pets \_\_\_\_\_

If yes, description of your Pet(s) (Pet Type/Breed/Weight): \_\_\_\_\_

- **CATS, DOGS, FISH, & BIRDS ARE ALLOWED WITH A NON-REFUNDABLE PET FEE AND MONTHLY PET RENT**
- **MAMMALS, REPTILES, RODENTS OR INSECTS ARE NOT ALLOWED**
- **PET(S) INTERVIEW REQUIRED BY MANAGEMENT IF APPLICATION APPROVED**
- **PET ONE-TIME FEE: Applicant is required to pay Landlord a one-time \$200.00 non-refundable pet fee.**
- **PET FEE: \$35.00 fee per month, per cat/per dog (LIMIT 2). WEIGHT RESTRICTIONS APPLY. RESTRICTIONS MAY VARY BY PROPERTY.**

**Miscellaneous Information**

Do you own a waterbed? \_\_\_\_\_ \*Proof of Insurance Required\*

In case of an emergency, NOTIFY: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

I affirm that all the information in this application is true and complete. If any of this information is false, the landlord may cancel and annul any lease given in reliance upon such information. I authorize Landlord through its agents and employees to obtain and verify my credit information, criminal history, investigative consumer report, consumer report, employment income, and landlord references. Any application fees (\$16.00 per adult) are considered non-refundable once processed and will not be credited towards any security deposits or rental payments of the applicant. Upon receiving notification an application has been deemed approved, the applicant has the option to place a holding fee on the unit. If the holding fee is not submitted, the unit will continue to be made available to the market. If a holding fee is placed and for any reason the applicant does not take the apartment after 2 business days upon receipt of the holding fee deposited with Landlord, the holding fee will be forfeited to Landlord. **Renters Insurance for the specific unit is required and proof must be provided by the time the lease is signed.** This application is subject to prior applications. This application shall remain the property of the owner. No person shall be denied the right to rent our property because of race, color, religion, national origin, gender, age, familial status, physical or mental disability, marital status, gender identity, sexual orientation, and/or military status.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Co-Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY (To be completed by Management):**

Unit #: \_\_\_\_\_ Target Move-In Date: \_\_\_\_\_ How did applicant hear about us? \_\_\_\_\_ Referral?: \_\_\_\_\_

App. Fee Paid?  Yes  No Amount? \$ \_\_\_\_\_ ID photocopied?  Yes  No Own a pet(s)?  Yes  No If yes, type of pet: \_\_\_\_\_

Rent: \$ \_\_\_\_\_ Specials: \$ \_\_\_\_\_ Lease Term: \_\_\_\_\_

Fees: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_ Lease Dates: From \_\_\_\_\_ To \_\_\_\_\_

Fees: \$ \_\_\_\_\_ Additional Deposit or n/a: \$ \_\_\_\_\_

Fees: \$ \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**GUARANTY**

DATE OF GUARANTY: \_\_\_\_\_

GUARANTOR'S NAME: \_\_\_\_\_

GUARANTOR'S ADDRESS: \_\_\_\_\_

GUARANTOR FOR (Name of Resident): \_\_\_\_\_

COMMUNITY NAME: \_\_\_\_\_

RESIDENT'S APT #: \_\_\_\_\_ RENT AMOUNT: \$ \_\_\_\_\_

**1. REASON FOR GUARANTY**

I know that the Landlord will not rent the apartment to the Tenant unless I guarantee Tenant's payment of all Rent and the performance of all other obligations of Tenant under the Lease. I have also requested the Landlord to enter into such Lease with the Tenant, and have a substantial interest in making sure the Landlord rents the Premises to the Tenant.

**2. GUARANTY**

The following is my Guaranty:

- I guaranty the payment of all rent obligations of Tenant under the Lease and the full performance of the Lease by the Tenant. This is a Guaranty of payment, not merely of collection, and is absolute and without any conditions. It includes, but is not limited to, the payment of rent and other money charges.
- In addition, I agree to these other terms.

**3. CHANGES IN LEASE HAVE NO EFFECT**

This Guaranty will not be affected by any in change in the Lease, whatsoever. This includes, but is not limited to, any extension of time or renewals. The Guaranty will bind me even if I am not a party to these changes or am not provided with notice of these changes.

**4. WAIVER OF NOTICE**

I do not have to be informed about any default by Tenant. I waive notice of nonpayment or other default.

**5. PERFORMANCE**

If the Tenant defaults, the Landlord may require me to perform without first demanding that the Tenant perform.

**6. WAIVER OF JURY TRIAL**

I give up my right to trial by jury in any claim related to the Lease or this Guaranty.

**7. CHANGES**

This Guaranty can be changed only by written agreement signed by all parties to the Lease and this Guaranty.

**REQUIRED SIGNATURES**

GUARANTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTARY SIGNATURE REQUIRED IF DOCUMENT NOT SIGNED IN PRESENCE OF LANDLORD

NOTARY SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_