

ARMORY

MANAGEMENT COMPANY

Rental Application

Move-In Information

Property Address: _____ Move-In Date: _____
Apartment Unit: _____ Monthly Rent: _____
Holding Deposit: _____ Application Fee: _____
How did you hear _____
about us? _____

Applicant Information

Name: _____
(First) (Middle) (Last)
SSN: _____ License: _____ Phone: _____
Email: _____ Current Undergrad? ☐ Yes ☐ No
Current Address: _____
(Street) (City) (State) (Zip)
Time at Current Address: From: _____ to _____ Rent Amount: _____
Current Landlord: _____ Phone Number: _____
Reason for Leaving: _____
(if less than three years at current address, please provide previous address information below)

Previous Address: _____
(Street) (City) (State) (Zip)
Time at Previous Address: From: _____ to _____ Rent Amount: _____
Previous Landlord: _____ Phone Number: _____
Reason for Leaving: _____
(if less than three years at current address, please provide previous address information below)

Current Employer: _____
Position: _____
Manager: _____ Phone: _____
Employer Address: _____
(Street) (City) (State) (Zip)
Date(s) Employed: From _____ To: _____ Monthly Pay: _____

- For Office Use Only -

Manager Approval: ☐ Application Approved ☐ Application Denied
Manager Initials & Date: _____

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Co-Applicant Information

Name: _____
(First) (Middle) (Last)

SSN: _____ License: _____ Phone: _____

Email: _____ Current Undergrad? ☐ Yes ☐ No

Current Address: _____
(Street) (City) (State) (Zip)

Time at Current Address: From: _____ to _____ Rent Amount: _____

Current Landlord: _____ Phone Number: _____

Reason for Leaving: _____
(if less than three years at current address, please provide previous address information below)

Previous Address: _____
(Street) (City) (State) (Zip)

Time at Previous Address: From: _____ to _____ Rent Amount: _____

Previous Landlord: _____ Phone Number: _____

Reason for Leaving: _____
(if less than three years at current address, please provide previous address information below)

Current Employer: _____

Position: _____

Manager: _____ Phone: _____

Employer Address: _____
(Street) (City) (State) (Zip)

Date(s) Employed: From _____ To: _____ Monthly Pay: _____

Occupants

Please list any other person(s) who will be living in the apartment. If they are over the age of 18, a background check must be completed for properties listed on the "Tenant Consent" form.

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Automobile(s) Information

Make: _____ Model: _____ Plate#: _____ State Reg. _____

Make: _____ Model: _____ Plate#: _____ State Reg. _____

Pet Information

Type: _____ Breed: _____ Weight: _____

Type: _____ Breed: _____ Weight: _____

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Additional Information

Have you or your 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? ☐ Yes ☐ No

Been sued for damage to rental property? ☐ Yes ☐ No

Declared bankruptcy? ☐ Yes ☐ No

If you answered “yes” to any of the above questions, please describe and date each occurrence:

Emergency Contact

Name: _____
(First) (Middle) (Last)

Relationship: _____ Phone: _____

Email: _____

Current Address: _____
(Street) (City) (State) (Zip)

Landlord Authorization

I hereby authorize Armory Management Company and its agents to obtain information from my past and present Landlords regarding my residency at any of my former or present addresses. I understand that any information obtained will be used in the decision-making process for the property at which I have applied to rent an apartment home.

Full Name: _____ Signature: _____ Date: _____

Employment Authorization

I hereby authorize Armory Management Company and its agents to obtain information from my past and present employers regarding my length of employment, rate of pay, typical hours worked per week and position. In addition, they are authorized to ask additional questions as needed for processing my rental application. I understand that any information obtained will be used in the decision-making process for the property at which I have applied to rent an apartment home.

Initial _____ Initial _____

Credit/Criminal/Eviction Authorization

I hereby authorize Armory Management Company and its agents to obtain a credit, criminal, and eviction report from the appropriate credit reporting agency. I understand that any information obtained will be used in the decision-making process for the property at which I have applied to rent an apartment home.

Initial _____ Initial _____

Qualification Standards

Equal Housing Opportunity

Armory Management Company complies with the Federal Fair Housing Act. We do not discriminate on the basis of race, color, religion, sex, national origin, age, familial status, sexual orientation, or disability, or any other basis protected by applicable state, Federal or local fair housing laws.

Applications

Each person that will occupy the apartment who is 18 years or older must complete an application and sign the lease. Applications containing untrue, incorrect or misleading information will be declined. Applications are evaluated based on a scoring method analyzing prior rental history and payment performance. Based on the score, we may choose to accept or decline an applicant or seek additional requirements for approval. All applicants without a social security number must provide a copy of a valid Visa and Passport. The Visa must be current through the entire lease term. A holding deposit in the form of a check or money order made payable to "Armory Management Company". Some properties managed by Armory Management Company do not lease to undergraduates. Please see properties rules for further details.

Income Requirements

Rent should not exceed 30% of gross annual income. For savings accounts to be used in lieu of income applicant must provide a current savings account statement showing at least four times the annual rent. Income verification in the form of last year's W-9, 1099, or one's two most recent pay stubs is required for all potential household members 18 years of age and older. Verbal clarification may also be utilized to explain discrepancies or as otherwise deemed appropriate by Management. Inaccurate or misrepresented information is grounds for rejecting an application and/or termination of any ensuing tenancy.

Rental History

References will be obtained from all Landlords in the last three years or from the last two successive tenancies, whichever is more inclusive. If applicant is living with family or friends, a landlord reference will be sought from that household's landlord if applicable. Negative information from former landlord is grounds for rejecting an application.

Credit History

Application is based on a credit scoring method. Unsatisfactory credit history may disqualify an applicant from approval at Armory Management Company. Should an applicant meet all other qualifying criteria other than poor credit score or no credit history, the applicant may re-qualify with a Guarantor if the Guarantor meets all qualifying requirements. Credit checks of all household members 18 years of age and older, will be obtained from a credit bureau. Credit agency provides eviction information, credit history, and criminal record. Credit history which is in the discretion of Management, poor or negative, is grounds for rejecting an application. However, additional consideration may be given if negative information can be acceptably explained, including supporting information and documentation. Foreclosure is, by itself, grounds for rejection, but may be subject to reconsideration if reasonable explanation, including supporting information and documentation acceptable to Management, is provided. If any evictions or convictions appear on the credit report, application will automatically be rejected.

Employment History

Applicant's employment must be verified by either paystubs or a recent (less than 30 days) offer letter on company letterhead. Self-employed applicants must provide current annual tax returns or a notarized letter from a Certified Public Accountant indicating anticipated annual income.

Guarantors

To qualify as a Guarantor, the Guarantors' annual income must meet or exceed three and a half (3.5) times the annual rent, have a valid social security number, be a resident of the United States and meet all other qualifications listed. Guarantors may be accepted for those applicants with no rental history, no credit history, marginal credit (only with positive rental history) and full-time students. Guarantors will NOT be accepted for unsatisfactory rental history, unacceptable criminal backgrounds or for those who cannot provide proof of sufficient income. Guarantors will be required to complete an application. The guarantor's application will be checked for credit, rental history, and employment under the same guidelines as the applicant. The guarantor must meet the same rent to income ratio as an applicant. A guarantor addendum to the lease must be signed which makes the guarantor financially responsible for the rent, any late/legal fees that may be assessed due to late or nonpayment of rent, and damages if applicable. Guarantors have no legal access to the apartment, nor are they permitted use of the community facilities.

Pet Policy

It is up to the property owner as to whether pets are accepted. Please refer to pet policy for the property to which you are applying.

Final Agreements

I represent that the information provided in this application is true, complete and accurate to the best of my knowledge. I understand that any misrepresentation or omission of information is grounds for eviction. I understand that the information provided might be used by Landlord to determine whether to accept this application. I authorize Landlord to verify all the information given in this application, including past rental information and employment information provided. I also authorize the Landlord to obtain a current credit check as well as a background check as required by the property that I am applying to live at.

I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rent is to be payable the first day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts, **\$200.00** of the deposit will be retained to offset the agents cost, time, and effort in processing my application.

I hereby deposit **\$200.00** as earnest money to be refunded to me if this application is not accepted within **3 (three) business banking days**. Upon acceptance of this application, this deposit shall be retained as part of the security deposit. When so approved and accepted, I agree to execute a lease before possession is given and to pay the balance of the first months rent within **5 (five) business banking days** after being notified of acceptance, or the deposit will be forfeited as liquidated damages in payment for the agent's time and effort in processing my inquiry and application, including making necessary investigation of my credit, character, and reputation. If this application is not approved and accepted by the owner or agent, the deposit will be refunded, the applicant thereby waiving any claim or damages by reason of nonacceptance

Print Name: _____ Signature: _____ Date: _____
Print Name: _____ Signature: _____ Date: _____

Privacy Policy
Addendum to Lease Agreement

Congress recently passed the Gramm/Leach/Bliley Financial Modernization Act that, in conjunction with the Fair Credit Reporting Act of 1970, deals in part with how certain businesses treat nonpublic personal financial information. Armory Management Company and its affiliates understand that your privacy is very important to you. It is important to us to maintain a high degree of integrity. We want you to understand how we protect your privacy when we collect and use certain private financial information about you.

What kind of information do we collect about you and from whom?

We may collect nonpublic personally identifiable financial information as follows:

- When you fill out a rental application you disclose a certain amount of personal financial information to us such as your income, prior rental history, assets and liabilities.
- Additionally, in order to qualify to lease one of our properties, you must consent to allow us to obtain a personal credit report with personal financial information from one of the credit reporting agencies.

What do we do with the information?

Personal financial information which has been collected about you, which we keep, will be contained in our files. We review it in evaluating your lease application. We may also share such information with affiliates or nonaffiliated third parties as permitted by law who assist us in collection efforts in the event of a default under any lease. Any such nonaffiliated third parties will contractually agree to maintain and protect your personal financial information. We do not sell personal financial information.

How do we protect the confidentiality of your information?

We maintain appropriate security standards and procedures to prevent unauthorized access to your information in whatever medium it is stored. We limit employee access to personal financial information to those with a business reason for knowing such information. We believe in educating our employees so that they will understand the importance of confidentiality of personal financial information and in taking appropriate measures to enforce employee privacy responsibilities.

What do we do with information regarding former tenants?

We are frequently asked by other landlords to describe our rental history with residents. Typically, as is the practice in our industry, we share such information, which includes a tenant's rental payment history, with landlords who make such requests.

Print Name: _____ Signature: _____ Date: _____
Print Name: _____ Signature: _____ Date: _____

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Unconditional Guaranty of Lease Addendum to Lease Agreement

Guarantor's Information

Name: _____
(First) (Middle) (Last)

SSN: _____ License: _____ Date of Birth: _____

Email: _____ Phone: _____

Current Address: _____
(Street) (City) (State) (Zip)

Current Employer: _____

Position: _____

Manager: _____ Phone: _____

Employer Address: _____
(Street) (City) (State) (Zip)

Date(s) Employed: From _____ To: _____ Monthly Pay: _____

Agreements

The Guarantor listed above agrees to be responsible for any financial obligation for rent or related services or damages incurred by the Tenant: _____ located at: _____

In consideration of the making of the attached lease by the Landlord with the Tenant, at the request of the undersigned Guarantor and in reliance on this Guaranty, the Guarantor hereby guaranties payment of the rent to be paid by the Tenant and the performance by the Tenant of all the terms and conditions of the Lease. The Guarantor promises to pay all of the Landlord's expenses, including reasonable attorney fees incurred by the Landlord in enforcing all obligations of the Tenant under the Lease of insured by the Landlord in enforcing this Guaranty.

The guarantor understands that the Landlord will obtain an investigative credit report in connection with the Guarantor's application to become a resident/cosigner/guarantor of the Tenant. This report may include information about the Guarantor's character, general reputation, personal characteristics, and/or mode of living and credit standing. The Guarantor understands that the Landlord will provide the name of the reporting agency obtaining this information.

In witness whereof, the undersigned has caused this Guaranty to be executed on _____.
(today's date)

_____ Guarantor's Signature	_____ Date	_____ Tenant's Signature	_____ Date
_____ Tenant's Signature	_____ Date	_____ Tenant's Signature	_____ Date