



Dear Future Resident,

Thank you for considering us in your search for a new apartment home!

Prior to submitting this application packet, please carefully read the attached materials. If you have any questions during any point of this process, please feel free to contact one of our staff members.

When submitting an application, please be sure to include the following:

- Completed application signed by all applicants. Each adult occupant must submit a separate application unless applicants are married. Please complete all of the fields or write N/A if a space does not apply to you.
- Application fee (non-refundable) payable by check or money order to Falcon Point Apartments.
 - \$25 per person or \$50 per married couple
- Current pay stubs, W-2 form, or other proof of income.
- Copy of driver's license or other official government photo identification
- If you would like to reserve a particular unit, please enclose a Holding Fee of \$250 payable by certified check or money order to Falcon Point Apartments. Once you move in, the Holding Fee will convert to your Security Deposit. If you do not move in for any reason, the Holding Fee is non-refundable.

It typically takes 2 business days to process an application. Once the process has been completed, you will be contacted by a staff member to inform you of your application status.

Thank you so much for your interest in Falcon Point Apartments. We look forward to having you become a part of our community!

Sincerely,

The Staff at Falcon Point Apartment Homes
Owned and Operated by The Runnymede Corporation

Employed Applicant (one of the following)

- Pay Stubs that cover the time period of the last 30-days
- In the case of a recent job change, last year's W-2(s) plus the most recent pay stub from the current employer
- If applicable, order of alimony or child support, or 3 months most recent consecutive bank statements (or check copies) showing regular deposits of alimony or child support
- Irregular additional income that does not appear on a pay stub, such as gratuities, commissions, etc. may be counted only with verifiable documentation (i.e. tax returns).

Self Employed Applicant (one of the following)

- Must provide either a financial statement signed by a CPA verifying current income or the last 3 consecutive bank statements showing liquid assets totaling at least 3 times the net effective monthly rent for the entire lease term.
- 2 years tax returns either signed by the applicant's CPA or notarized as authentic by applicant.

Applicant with a Job Offer

- An offer letter effective before the lease start date, on company letterhead (will be verified with the company either by email, phone, or fax).

Applicant Who is Not Employed (one of the following)

- A Social Security Benefits Letter, SSA-1099: Social Security Benefit Statement, or SSA Notice of Change in Payment. Benefits letter must be dated no more than 14 months from the date of application.
- Income Assistance Benefit Statement.
- A statement of annuity account payment showing regular annuity income.
- A statement from the financial aid office of a college or university that shows loans and/or grants awarded for living expenses beyond tuition and other school expenses.
- The last three consecutive bank statements showing liquid assets totaling at least 3 times the net effective monthly rent for the entire lease term.

Co-Signer Applicant (must make 6 times the monthly rent and provide one of the following)

- Pay Stubs that cover the time period of the last 30-days
- In the case of a recent job change, last year's W-2 plus the most recent pay stub from the current employer.
- The last three consecutive bank statements showing liquid assets totaling at least 6 times the net effective monthly rent for the entire lease term.
- A Co-Signer living outside of the U.S. must have a Social Security Number and meet all credit and income requirements in order for The Runnymede Corporation to screen and collect in the event of default.

NON-DISCRIMINATION – Falcon Point Apartment Homes adheres to all federal, state, and local Fair Housing laws, which forbid discrimination based on race, color, creed, religion, sex, handicap, familial status, elderliness, or national origin.

Falcon Point Apartment Homes utilizes the following Resident Selection Criteria to determine if applicants are qualified to become residents at our community:

Income Verification

- Confirmation of all income information provided by applicant is required.
- Prospective renters' combined monthly gross income must be at least three (3) times the monthly rental amount.
- Co-signer applicants must show a monthly gross income of at least six (6) times the monthly rental amount.

Credit Approval Process

- The credit scoring system used by Falcon Point Apartments for the credit approval portion of the application process will be based upon the applicant's credit report, gross monthly income, and recent rental history.
- An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community.
- Some circumstances may require a co-signer and/or additional security deposit.
- An unsatisfactory credit report is one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments or open 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, as required by the FCRA.
- An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency, correct any erroneous information that may be on the report, and re-submit an application to this community.
- The content of any credit reports will not be released from management.

Rental History

- Two years of residential history will be verified on each applicant.
- Rental history should reflect the applicant's ability and willingness to comply with lease terms as well as community policies and guidelines.
- Lack of rental history will not be considered a negative factor.

Occupancy Standards

- You will be allowed a maximum of two persons per bedroom.

In order to protect the health and safety of residents and employees as well as the safety of the property, Falcon Point Apartments performs criminal background checks on applicants. This policy does not automatically exclude all individuals due to prior criminal convictions or arrest records and is consistently applied to all applicants. This policy is narrowly tailored to reflect the legitimate concerns and interests of Falcon Point Apartments. Accordingly, as detailed in the policy below, greater weight shall be given to offenses that more strictly reflect these concerns. All criminal history shall be treated uniformly and all applicants for housing will be treated equally.

In order to apply this policy consistently, criminal screening shall be done at the end of the application, after the applicant's financial and other qualifications have been assessed. If the application has not been denied based on the financial or other qualifications of the applicant, each adult applicant shall be subject to the criminal background check and public records search. An adult is any person age 18 years or older or a person convicted of a crime as an adult under federal, state or tribal law. A \$25.00 fee will be required for applicants and occupants 18 and older.

Certain types of crimes pose legitimate concerns to a housing provider because of its responsibility to provide a safe and healthy environment for its residents, employees, and property. Based on these concerns, the following convictions will result in a denial of your application as they present a demonstrable risk to resident safety and/or property:

The following factors are taken into account:

- Nature of the conviction.
- Severity of the conviction.
- Time frames (measured from the completion of the sentence).
- Adherence to laws regarding completion of deferred adjudication or similar programs.

MISDEMEANOR CONVICTIONS, while serving deferred adjudication or case pending for the following:

Theft of property (exclude by check)	Denied within 7 years from completion of sentence
Damage to Property	Denied within 7 years from completion of sentence
Drug Violation	Denied within 7 years from completion of sentence
Weapons	Denied at any time
Violence	Denied at any time
Crime/Injury to Persons	Denied at any time
Sexual Offenses	Denied at any time

FELONY CONVICTIONS, while serving deferred adjudication or case pending for the following:

Theft of property (exclude by check)	Denied within 10 years from completion of sentence
Damage to Property	Denied within 10 years from completion of sentence
Drug Violation	Denied within 10 years from completion of sentence
Weapons	Denied at any time
Violence	Denied at any time
Crime/Injury to Persons	Denied at any time
Sexual Offenses	Denied at any time



Criminal Background Check Policy (cont'd)

Falcon Point Apartments will not consider unproven allegations or arrests that did not result in convictions as evidence of criminal activity.

All applicants have a right to request a reasonable accommodation, if applicable, and present mitigating circumstances, as well as the protections available under the Violence Against Women Act.

If the criminal background check reveals negative information about a household member resulting in the denial of an application, Falcon Point Apartments will send the subject of the record a copy of the criminal record and provide an opportunity to dispute the accuracy and relevance of the record.

If an applicant is denied based on a criminal record not affected by the mandatory prohibitions above, said applicant has seven (7) business days to submit documentation and statements that mitigate or explain any concerning convictions flagged by the screening process. Several factors shall be taken into consideration, including: the time, nature and extent of the conduct; evidence of rehabilitation and the probability of future favorable conduct; evidence of the applicant's family's willingness to participate in social services or counseling; and successful completion of drug or alcohol rehabilitation, if applicable. The applicant may also submit information related to the facts and circumstances surrounding the criminal conduct, age at the time of the conduct, evidence of good tenancy before or after the conduct, and rehabilitative efforts.

If the applicant does not contact Falcon Point to dispute the criminal record within 7 business days, Falcon Point will send a written notice of ineligibility to the applicant.

Applicant's Signature _____ Date _____

Applicant's Printed Name _____
Last First Middle

Spouse's Signature _____ Date _____

Spouse's Printed Name _____
Last First Middle

Date of Application _____

Desired Move-In Date _____

Application Type (check one)

 Resident (adult living in apartment and on lease) - *Entire Application must be completed.*
 Occupant Only (adult living in apartment and not on lease) - *Entire application must be completed.*
 Co-Signer Only (adult not living in apartment but on lease) - *Entire application must be completed except for Emergency Contact and Vehicle sections.*
Applicant Personal Information

 Name _____
Last First Middle

Work# _____ Home# _____

Cell# _____ Fax# _____

Email Address _____

Date of Birth _____ DL# _____ DL State _____

Social Security Number _____

Maiden Name _____

Spouse Personal Information

 Name _____
Last First Middle

Work# _____ Home# _____

Cell# _____ Fax# _____

Email Address _____

Date of Birth _____ DL# _____ DL State _____

Social Security Number _____

Maiden Name _____

List All Persons To Reside In Apartment

Full Legal Name	Relationship	Date of Birth	Annual Income	Social Security Number

Current Address

Street _____ City _____ State ____ Zip _____

Months at this Address ____ Start Date _____ End Date _____ Monthly Rent/Mortgage _____

Apt Community/Landlord _____ Landlord Phone _____

Previous Address

Street _____ City _____ State ____ Zip _____

Months at this Address ____ Start Date _____ End Date _____ Monthly Rent/Mortgage _____

Apt Community/Landlord _____ Landlord Phone _____

*Please provide two (2) years of address history. If needed, there is space for additional addresses on the last page of application.

Applicant Employment Information

Employer _____

Position _____

Gross Monthly Income _____

Employer Phone _____

Spouse Employment Information

Employer _____

Position _____

Gross Monthly Income _____

Employer Phone _____



Application for Residency (continued)

Emergency Contact

Name Relationship Phone
Street City State Zip

Vehicles (only two (2) permitted per unit)

Table with 6 columns: Make, Model, Color, Year, License, State

Additional Previous Address (if needed to complete two (2) years of address history)

Street City State Zip
Months at this Address Start Date End Date Monthly Rent/Mortgage
Apt Community/Landlord Landlord Phone

Additional Previous Address (if needed to complete two (2) years of address history)

Street City State Zip
Months at this Address Start Date End Date Monthly Rent/Mortgage
Apt Community/Landlord Landlord Phone

Acknowledgment of Terms & Authorization for Release of Information

The undersigned represents that the above statements are true and complete and authorizes The Runnymede Corporation/Falcon Point Apartments/Shores of Lake Smith, LLC to verify all information and references given by way of consumer reporting agencies, public records, criminal background checks, current and previous rental references, and current employers. Falsification of information will result in denial of the Application for residency. It is understood that the amount received (\$25/individual, \$50/married couple) for the processing of this application is non-refundable whether the applicant is accepted as a resident or not.

Occupant Only Applicant - I understand that by being listed as an occupant in an apartment, I have no financial responsibility to Falcon Point Apartments. Since I am not a leaseholder, information regarding the account will not be released to me or discussed with me. When vacating the apartment, I understand I will not be held responsible by Falcon Point Apartments for any damages to the apartment. Since I am not required to pay a security deposit, I understand I will not receive any type of reimbursement from Falcon Point Apartments when I move out.

Co-Signer Applicant - You are being asked to guarantee this lease in the event that the resident fails to pay the rent, late fees, or collection costs. The Runnymede Corporation/Falcon Point Apartments/Shores of Lake Smith, LLC can collect this rent from you without first trying to collect from the resident.

Applicant's Signature Date

Applicant's Printed Name Last First Middle

Spouse's Signature Date

Spouse's Printed Name Last First Middle