**Charter Woods**

**Apartment Community**

**STATEMENT OF RENTAL POLICY**

Thank you for choosing Charter Woods as your new home. Please take a moment to read the following criteria. These criteria are used as a guideline in approving every applicant/prospective resident. The term “applicant” applies to all residents listed on the Lease Agreement. Please note this is the rental criteria, nothing contained in these requirements guarantees that the application will be approved.

1. **All applicants will be approved on the following basis:**

Applicants must be a minimum of 18 years of age, with a current state-

issued identification, driver’s license or passport or other valid photo

identification. Adult occupants 18 and over must be listed on the lease

as an applicant.

1. **Occupancy Guidelines:**

Two occupants per bedroom:

-Up to 2 occupants in a 1-bedroom

-Up to 4 occupants in a 2-bedroom

-Up to 6 occupants in a 3-bedroom

1. **Deposit and Application Fee Information:**

* -Application Fee of $50 and $50 administrative hold feewill be required to hold an apartment.
* -Application must be completed when placing an application fee

on an apartment home

* -A $50 non-refundable application fee is required to process each application
* -If the application is approved and the applicant chooses not to move-in, the fees will then be forfeited by the resident as compensation for holding the apartment off the market.
* -Each applicant agrees to provide Charter Woods with 2 current pay stubs to verify income and employment. Monthly income must be equal to 3 times the monthly rent amount. We do not accept co-signers nor do we combine income unless you are married.

1. **Pet Policies:**

A pet deposit is required at move-in. There is a monthly pet rent charge and some restriction. No exotic pets allowed. No deposit or fees for service animals.

1. **Credit Reporting Company Information:**

If an applicant is denied based on the credit report or information obtained from a third party, the applicant has the right to dispute the credit report information by contacting the reporting agencies via telephone or mail. Charter Woods will provide a letter in writing notifying the applicant of the denial and of their right to obtain a free copy of their credit report. Following please find the credit report agencies used in our approval process:

**Experian TransUnion Equifax**

1-888-397-3742 1-800-916-8800 1-800-685-1111

P.O. Box 9595 (disputes) P.O. Box 1000 P.O. Box 740250

P.O. Box 2104 (free copy of report) Springfield, PA 19022 Atlanta, GA 30374

Allen, TX 75013

1. **AM Management, Inc., and Charter Woods Apartments, LLC, adhere to the Fair Housing Law (Title VIII of the Civil Rights Act of 1968 as amended by the Housing and Community Development Act of 1974 and the Fair Housing Amendment of 1988) which stipulates that it is illegal to discriminate against any person in housing practices because of race, color, religion, sex, national origin, disability or familial status.**
2. **I have read and understand the rental criteria of this community and authorize the release of my employment, credit, rental, and police arrest record to assist Charter Woods in processing my rental application.**

Applicant Signature Click or tap here to enter text. Date Click or tap here to enter text.

Applicant Signature Click or tap here to enter text. Date Click or tap here to enter text.

Applicant Signature Click or tap here to enter text. Date Click or tap here to enter text.



**Rental Application**

**Charter Woods Apartments**

**1603 Charter Woods Circle**

**Fairborn, OH 45324**

**Phone (937) 431-9215**

**Fax (937) 431-9216**

**Email application to: wshephard@ammanagement.net**

Apartment desired: Click or tap here to enter text.

Move in Date: Click or tap here to enter text.

**PERSONAL**

**APPLICANT #1:** FIRST NAME Click or tap here to enter text. MIDDLE NAME Click or tap here to enter text. LAST NAME Click or tap here to enter text.

MARITAL STATUS:  Single  Married  Widowed  Separated

BIRTH DATE: Click or tap here to enter text. SS#: Click or tap here to enter text.

DRIVERS LICENSE: State: Click or tap here to enter text. License #: Click or tap here to enter text.

EMAIL ADDRESS: Click or tap here to enter text. CELL PHONE NUMBER: Click or tap here to enter text.

**APPLICANT #2:** FIRST NAME Click or tap here to enter text. MIDDLE NAME Click or tap here to enter text. LAST NAME Click or tap here to enter text.

MARITAL STATUS:  Single  Married  Widowed  Separated

BIRTH DATE: Click or tap here to enter text. SS#: Click or tap here to enter text.

DRIVERS LICENSE: State: Click or tap here to enter text. License #: Click or tap here to enter text.

EMAIL ADDRESS: Click or tap here to enter text. CELL PHONE NUMBER: Click or tap here to enter text.

Do you or any occupant smoke?  Yes  No

**ADDRESSES**

**Present Address (Applicant #1):** Click or tap here to enter text. City/State/Zip Click or tap here to enter text. Since Click or tap here to enter text.

Rent: Click or tap here to enter text.

**Present Landlord** \_Click or tap here to enter text. Address \_Click or tap here to enter text. Phone Click or tap here to enter text.

Is rent up to date?  Yes  No Have you given notice?  Yes  No Have you been asked to leave?  Yes  No

**Present Address (Applicant #2):** Click or tap here to enter text. City/State/Zip Click or tap here to enter text. Since Click or tap here to enter text.

Rent: $Click or tap here to enter text.

**Present Landlord** Click or tap here to enter text. Address Click or tap here to enter text. Phone Click or tap here to enter text.

Is rent up to date?  Yes  No Have you given notice?  Yes  No Have you been asked to leave?  Yes  No

**HOW DID YOU HEAR ABOUT US? (PLEASE CHECK)****Social Media. Which One?** Click or tap here to enter text. **Resident Referral: Who?** Click or tap here to enter text. **Online Search, Website address** Click or tap here to enter text. **Other:** Click or tap here to enter text.

**OCCUPANTS**

Number to occupy Click or tap here to enter text.

NAME Click or tap here to enter text. BIRTH DATE Click or tap here to enter text.

NAME Click or tap here to enter text. BIRTH DATE Click or tap here to enter text.

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NAME Click or tap here to enter text. BIRTH DATE Click or tap here to enter text.

**PET INFORMATION (if applicable):** You may not have any animal in your apartment without management’s prior authorization in writing. If we allow your requested animal, you must sign a separate animal addendum, which may require additional deposits, rent, fees or other charges.

Name Click or tap here to enter text. Type Click or tap here to enter text. Breed Click or tap here to enter text.

GenderClick or tap here to enter text. WeightClick or tap here to enter text. Color Click or tap here to enter text.

Assistance Animal Status:  Yes  No

**CARS**

Make/Model/Color/Year Click or tap here to enter text. License Plate # Click or tap here to enter text. State Click or tap here to enter text.

Make/Model/Color/Year Click or tap here to enter text. License Plate # Click or tap here to enter text. State Click or tap here to enter text.

**EMPLOYMENT**

**EMPLOYER #1** Click or tap here to enter text. Since Click or tap here to enter text. Address Click or tap here to enter text.

Supervisor Click or tap here to enter text. Phone Click or tap here to enter text. Current Income $Click or tap here to enter text. WeeklyMonthlyYearly

**EMPLOYER #2** Click or tap here to enter text. Since Click or tap here to enter text. Address Click or tap here to enter text.

Supervisor Click or tap here to enter text. Phone Click or tap here to enter text. Current Income $Click or tap here to enter text. WeeklyMonthlyYearly

**REFERENCES**

**Relative Reference** Click or tap here to enter text. Relation Click or tap here to enter text.

Address Click or tap here to enter text. Phone: Click or tap here to enter text.

**Non-Relative Reference** Click or tap here to enter text. Relation Click or tap here to enter text.

Address Click or tap here to enter text. Phone: Click or tap here to enter text.

Explain any "YES" answers on back with names and details.

Has any signer ever been sued for bills?  Yes  No Has any signer ever been sued for eviction?  Yes  No

Has any signer ever been bankrupt?  Yes  No Has any signer ever been guilty of a felony?  Yes  No

Has any signer ever broken a lease?  Yes  No Has any signer ever been guilty of a sex offense?  Yes  No Has any signer ever been guilty of a crime?  Yes  No

Has any signer ever been listed on registry of sexual offenders?  Yes  No

Has any signer ever been convicted of or “no contest” to any drug-related criminal offense?  Yes  No

A **$50 NON-Refundable** application fee is required for processing the credit check. Applicant authorizes the owner to contact past and present landlords, employers, creditors, credit bureau, neighbors and any other sources deemed necessary to investigate applicant.

All the information is true, accurate and complete to the best of applicant's knowledge. Owner reserves the right to disqualify tenant if information is not as represented.

By signing this application, I authorize Landlord or agent for Landlord to verify any information contained herein. Any “yes” response to the personal and criminal history questions above, or any false statement on the application, will lead to the rejection of my application and/or immediate termination of my lease. Further, if I subsequently am involved in conduct which would result in a “yes” to any questions set forth above (even after the lease and taken possession of the apartment home); I understand that Landlord may terminate the Lease.

ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A PHOTOCOPY OF THIS FORM AT ANY TIME

X APPLICANT Click or tap here to enter text. DATE Click or tap here to enter text.

X APPLICANT Click or tap here to enter text. DATE Click or tap here to enter text.

