

# Bishop Berkeley Apartments

## Rental Application Process Disclosure

The property manager will be happy to show you available apartments at no cost to you. If you decide to apply for an apartment, please be advised of the following:

### Applications

All adults over the age of 18 who intend to occupy an apartment must submit a fully-completed, dated and signed, rental application form and an application processing fee. Applications typically takes three (3) days to review. Contacting condo associations, home owners, or searching out-of-state references or records, or other unforeseen circumstances, may take longer. Applicants will be contacted as soon as approval or denial is determined.

### Criteria

All applicants are considered with respect to the following criteria:

1. Willingness and ability to pay rent. (Includes credit scores and employment/income references.)
2. Willingness and ability to learn and observe the Building Policies. (Includes prior rental/roommate references.)
3. Willingness to act and work with management and other residents in a respectful and co-operative relationship.

### Costs

- Each applicant must submit a completed and signed application form, show government-issued picture identification (will be copied), submit proof of income, and pay a **non-refundable \$40.00 application fee**.
- All intended residents of any apartment must submit all of these items.
- If an applicant is unable to pay rent a *co-signer deemed acceptable by management* is required.
- Management-authorized co-signers must submit completed applications, documents, and application fees.
- Incomplete or unsigned applications or applications without an application fee will not be considered.
- Approved new residents will pay a **60.00 lease closing fee** for time spent preparing the lease, discussing the lease and Building Policies, and orienting new residents to features of the apartment, building, and facilities.

### Processing

Upon receipt of your completed rental application and application fee you can expect and hereby authorize that we: (1) may check your credit report; (2) may check public records for past evictions; (3) may verify your Employment; (4) may contact and question your previous landlord(s) , roommate(s) and references; and (5) may perform a criminal background check. We suggest that you not apply if you know that you do not meet the resident selection criteria given above. Co-signers or adverse actions may be considered on an individual basis.

### Selecting from Multiple Applicants

More than one application may be accepted from unrelated individual applicants for the same apartment at approximately the same time. All such applications will be processed for consideration as to whom management—in its sole discretion—deems the most suitable resident; not necessarily the first to submit an application. Because time and expenses are required to evaluate applications and run credit and criminal reports, all application fees are non-refundable. If your application is acceptable, but is not approved for the apartment for which you are applying, you may apply for another available apartment without paying another application fee—for as long as all data and facts in your submitted application remain current and true.

### Approval

Once you have been notified of your approval, you must pay the security deposit within 48 hours of notification. Make Security Deposit and Rent checks payable to: **Davalv Properties, LLC**

Please fill out all relevant portions of the next two pages. Be sure to sign and date the second page!

These provisions and conditions have been Read and Understood by:

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signed Name of Applicant - this signature is required in order to proceed

# Bishop Berkeley Apartments

## New Resident and Co-signer Application

**Instructions:** Complete all sections. ♦ Check all information for accuracy. ♦ Sign second page.

Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Credit Access Code: \_\_\_\_\_ Leasing Agent: Glen Kohler Unit #: \_\_\_\_\_

Size of Unit: \_\_\_\_\_ Lease/Agreement Term: through 5/31 of the following year Estimated Move-in Date: \_\_\_\_\_

Roommates and/or Co-signers must complete separate applications. Please complete all sections!

Applicant Name \_\_\_\_\_ D.O.B. \_\_\_\_\_ S.S.# \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL BIRTHDATE SOCIAL SECURITY NUMBER

E-mail \_\_\_\_\_ Daytime Phone # ( ) \_\_\_\_\_ Single  Married

Spouse Name \_\_\_\_\_ D.O.B. \_\_\_\_\_ S.S.# \_\_\_\_\_  
LAST FIRST M.I. OR MAIDEN BIRTHDATE SOCIAL SECURITY NUMBER

### RENTAL HISTORY

Apartment to be occupied by: \_\_\_\_\_

Have you ever been party to an Eviction?  Yes  No Convicted of a Crime?  Yes  No ♦ Give eviction details at the bottom of page 2

Filed Bankruptcy?  Yes  No Do you have waterbed furniture?  Yes  No Do you have renter's insurance?  Yes  No

Applicant present address \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Present landlord \_\_\_\_\_ Day # ( ) \_\_\_\_\_ Rent \$ \_\_\_\_\_

Reason for moving \_\_\_\_\_ Moving Date \_\_\_\_\_

Applicant former address \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Former landlord \_\_\_\_\_ Day # ( ) \_\_\_\_\_ Rent \$ \_\_\_\_\_

Reason for moving \_\_\_\_\_ Moving Date \_\_\_\_\_

Spouse if different \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Landlord name \_\_\_\_\_ Day # ( ) \_\_\_\_\_ Rent \$ \_\_\_\_\_

### EMPLOYMENT / INCOME

Present employer \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

Position \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_ Mo. Income \_\_\_\_\_ Supervisor \_\_\_\_\_

Previous employer \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

Position \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_ Mo. Income \_\_\_\_\_ Supervisor \_\_\_\_\_

Spouse employer \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

Position \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_ Mo. Income \_\_\_\_\_ Supervisor \_\_\_\_\_

Additional income (scholarships, child support, alimony, separate maintenance, etc.) only list if such additional income is needed to prove your ability to pay rent

Source \_\_\_\_\_ Amt. of \$'s \_\_\_\_\_ Per \_\_\_\_\_ Applicant \_\_\_\_\_

