



Rental Criteria Guidelines

APPLICATION PROCESS

We are very excited you chose us! Steps to becoming a future resident with Ventron Management:

1. Select your rental unit.
2. To submit an application, applicants must have a combined income of at least three (3) times the amount of monthly rent.
3. Complete the application on the designated form or online.
4. Pay your non-refundable credit/screening fee of \$49.00 per each adult (18 years or older) applicant and \$100.00 administration fee per unit.
5. Be prepared to wait 1-2 business day(s) for the information on your application to be verified.
6. Additional Fees may be required as explained in our Criteria below:

INCOME REQUIREMENTS

1. Gross monthly household income must equal three times (3) the stated monthly rent. If monthly income does not equal three (3) times the stated monthly rent, a qualified co-signer will be required and/or an additional security deposit equal to a full month's rent may be required.
2. Last two (2) current paycheck stubs from your employer will be required. Verifiable income or liquid assets equal to three (3) times the total annual rent will be required for unemployed applicants. (Verifiable income may mean, but is not limited to bank accounts, alimony/child support, trust accounts, social security, unemployment, welfare, grants/loans.) Self-employed applicants will be required to show proof of income through copies of the previous tax return. Self-employed applicants will be verified through state records. A recorded business name or corporate filing may be sufficient to meet verification of employment.
3. Application will be denied if the legal source of income cannot be verified.

RENTAL HISTORY

1. First-time renters that have no rental history but meet our income qualifications will be given an opportunity to rent with us for a Risk Management Fee.
2. Applicants with negative rental history that is over 24 months old will have the opportunity to be approved with a Risk Management Fee. However, the maximum number of landlord debts cannot exceed three (3). Three (3) or more landlord debts will be cause for a denial.

CREDIT HISTORY

1. Applicant credit history is evaluated by a third-party screening service, Better NOI Inc.
2. Applicant's credit history will be reviewed for late payments, charge-offs, unpaid collections, bankruptcies, judgments and eviction records. Applicants with a credit score below 500 will have the opportunity to rent with paying a Risk Management Fee.

CRIMINAL HISTORY

A criminal background check will be conducted for each applicant. The application(s) will be denied if any applicant has an existing criminal record or charge pending for drug-related crimes, prostitution, firearms or crimes against person or property. This would include a felony or misdemeanor conviction, or adjudicated verdict.

- a. Felony Convictions within the past (7) years
- b. Any Pending Felony or Drug Charges
- c. Deferred Adjudication for a felony within the past (7) years
- d. Conviction of the sale, possession or manufacturing of controlled substance within the past (7) seven years
Registered sex offender or any sex-related convictions

CONDITIONAL APPLICATIONS

- If an applicant receives an Approval with Conditions, an additional nonrefundable risk management fee **not to exceed \$500** will be required in addition to the standard deposit for the unit rented.

DECLINED APPLICATIONS (If any of the following apply, the application will be declined):

- No verifiable income or salary.
- Falsification of application.
- Applicant currently in a recently opened Chapter 7 or Chapter 13 Bankruptcy that can have creditors added.
- Applicant currently owing current landlord or a bad debt within the last 12 months.
- Non-U.S. citizens who do not provide the required U.S. INS documents.
- Applicant has been convicted of a felony that poses a threat to the apartment community.

FEES AND DEPOSITS

- Application and administration fees may be paid by check, money order, cashier's check or our online portal.
- All other move-in fees and deposits must be paid by money order or cashier's check. No cash will be accepted.

OCCUPANCY

- Maximum number of persons per apartment: 2 persons per bedroom.

CO-SIGNER

- Co-signers are accepted when the rent to income ratio is not met by the applicant.
- Co-signers must complete an application for residency and be processed as a guarantor-signer must have income of 5 times the monthly rent.
- Co-signer must sign the Guaranty/Co-Signer Agreement.
- Co-signer must reside in the United States.

APPLICANTS WITHOUT A SOCIAL SECURITY NUMBER

- Required to submit INS documents for verification. Acceptable forms include I-551, I-688, I-66A, and I-94. The document must be a minimum 6-month permission period when they apply.
- If the I-94 is submitted, a valid passport and visa must also be submitted.
- Proof of income - Acceptable sources included two recent paycheck stubs or six months of bank statements. Students may also submit the I-20 as an acceptable source of income verification.

We are an equal opportunity housing provider. We fully comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.

Risk Management Fees combined shall not exceed \$500 per apartment:

Credit Score 500 and Below: \$100 Risk Management Fee	1 st Time Renters: \$250 Risk Management Fee	Bad Landlord Debt over 24 Months: \$400 Risk Management Fee	3 to 5 Late Payments in 12 Months: \$200 Risk Management Fee	6 or More Late Payments in 12 Months: \$300 Risk Management Fee
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Applicant(s) understand and agrees to the terms by which this application will be processed. Applicant understands that any dispute with regards to the credit findings will be the responsibility of the applicant to address with the credit report agency.

Applicant(s) has paid \$_____ Application fee and \$_____ Administration fee that is non-refundable. Applicant(s) also understands that the deposit is not refundable after approval. It is the applicant's responsibility to provide income verification within the 24 hours to avoid delay in processing the application. Applicant also *understands that if income verification is not provided within the 24 hours, the apartment may be returned to open market and any fees paid, will be forfeited.*

Applicant Signature

Date

Management Signature

Date



Utility Transfer Addendum

Applicant (s) _____ (Applicant(s) First and Last Name) has applied for
Apartment number _____ (Unit Number) at _____ (Community Name)
on _____ (Date application returned).

Applicant(s) understand that it is a Ventron policy that at the time of move in, proof of transfer of utility including company name and account number must be provided or keys will not be released for move-in.

Applicant(s) also understand and agrees to pay a non-refundable fee of \$100.00 in addition to the unpaid balance in full if at any time during the lease term any utility payment is defaulted upon and Ventron is billed.

Applicant Signature

Date

Management Signature

Date

****Ventron associate understands that if keys are released to this apartment home without proof of account transfer for all utilities from Ventron to Resident, they will forfeit 3x the commission on this apartment.***



72 Hour Unit Deposit Addendum

Applicant (s) _____ (Applicant(s) First and Last Name) has applied for
Apartment number _____ (Unit Number) at _____ (Community Name)
on _____ (Date application returned).

Applicant(s) understand that it is a Ventron policy that the Deposit must be paid within 72-hours of applicant(s) being notified of approval, or the apartment will be returned to the open market and the applicant (s) will forfeit all monies paid towards the reservation of the apartment.

Upon the original apartment being placed back on the market, applicant(s) understand that a similar apartment will be assigned to the applicant (s) for the originally scheduled move-in date if available.

In addition, any concessions and/or move-in incentives associated with the original apartment may be forfeited if these specials are placed on specific units and do not apply to the replacement unit.

Applicant Signature

Date

Management Signature

Date

RENTAL APPLICATION



Apartment: _____ Rental Rate: \$ _____ Move-In Date: _____
Application Fee: \$ _____ Lease Fee: \$ _____
Special Offered: _____

APPLICANT INFORMATION

Applicant's Name: _____
Last First Middle
Home #: _____ Cell #: _____ Work #: _____
Date of Birth: _____ Social Security: _____ Email Address: _____
Driver's License: _____ State: _____ Expiration Date: _____
Preferred form of contact: Work Home Cell Email
Name of any co-applicant, co-signor, or guarantor: _____
What is the Legal Relationship to Co-Applicant, Co-Signor, or Guarantor to Applicant?
Spouse Parent Roommate Employer Other (Describe): _____
Are you currently in the U.S. Armed Forces or Reserves: Yes No If "Yes", state your rank, service & duty station: _____
Have you ever gone by any other name? Yes No If "Yes", what names? _____
City/state/country in which you were born: _____
Father's Name/DOB: _____ Mother's Maiden Name/DOB: _____
What is the reason for moving from your current residence? _____
I learned of this community from: _____

APARTMENT INFORMATION

Additional Applicant(s): Individuals 18 years of age and older. Applicants 18 years of age and older must complete an application and be listed on the lease as a lease holder. Exceptions apply to those individuals that fall under Fair Housing protection.

1. _____ 2. _____ 3. _____

Additional Occupant(s): Individuals under the age of 18.

1. _____ 2. _____ 3. _____

Pets: Yes No All Pets must be interviewed by management prior to move-in as Ventron has breed restrictions.

1. _____ 2. _____ Type: _____ Weight: _____

RENTAL HISTORY

- 1. APPLICANT'S CURRENT RESIDENCE:** Lease term fulfilled? Yes No Dates at This Address: From: _____ To: _____
Owner/Management Company: _____ Phone: _____ Monthly Rent: \$ _____
Current Address: _____ City: _____ State: _____ Zip: _____
- 2. APPLICANT'S CURRENT RESIDENCE:** Lease term fulfilled? Yes No Dates at This Address: From: _____ To: _____
Owner/Management Company: _____ Phone: _____ Monthly Rent: \$ _____
Current Address: _____ City: _____ State: _____ Zip: _____

Applicant must show proof of having all utilities' transferred from the name of the property to their name prior to taking possession of the apartment.

EMPLOYMENT INFORMATION

1. APPLICANT'S CURRENT EMPLOYER:

Employer: _____ Phone #: _____
Address: _____ City: _____ State: _____ Zip: _____
Supervisor Name: _____ Monthly Income (Gross): \$ _____ Employment Dates: From _____ To _____
Job Description: _____

2. APPLICANT'S PREVIOUS EMPLOYER:

Employer: _____ Phone #: _____
Address: _____ City: _____ State: _____ Zip: _____
Supervisor Name: _____ Monthly Income (Gross): \$ _____ Employment Dates: From _____ To _____
Job Description: _____

AUTOMOBILE

Year Make: (Ford, etc.) Model: (Taurus, etc.) Color: Tag No. State County
Describe Any Other Vehicle, Boat, or Trailer You Are Requesting to Use or Store at the Apartment Community: _____

CONTACT PERSONS

1. _____
Name of **Family Member**, Other Than Spouse Phone Relationship

Address City State Zip
2. _____
Name of **Person Other Than Family Member** Phone Relationship

Address City State Zip

OTHER INCOME OR SOURCE OF SUPPORT

Alimony/Child Support \$ _____ Name & Address of Payer: _____
Public Assistance \$ _____ Name of Assistance Program: _____
Social Security \$ _____ Description of Benefits: _____
Retirement \$ _____ Name or Source of Payment: _____
Other \$ _____ Describe Other Source: _____

MANDATORY SCREENING QUESTIONS

YOU MUST ANSWER EACH OF THESE QUESTIONS. IF YOU ANSWER "YES" TO QUESTIONS 1-7, YOU MUST PROVIDE ADDITIONAL DETAILS.

- 1. Have you or any person who will be occupying the apt. ever been evicted or a defendant in an eviction action? Yes No
- 2. Is any apt. community or previous landlord trying to collect money from you or any person who will be occupying the apt? Yes No
- 3. Have you or any person who will be occupying the apt. ever filed, been discharged from, or currently under a bankruptcy? Yes No
- 4. Have you or any person who will be occupying the apt. ever been convicted, charged, arrested, indicated, plead guilty or No Contest, or received deferred adjudication or probation to any felony or any misdemeanor involving A Sexual Offense, stalking, illegal use or possession of weapons, assault, battery, theft, fraud, bad checks, criminal damage to property, Trespass, Vandalism, Illegal Possession Or Sale Of Drugs? Yes No
- 5. Have you or any person who will be occupying the apt. ever been asked to move because of an alleged lease violation of any kind? Yes No
- 6. Have You Ever Lived In This Apartment Community Before? Yes No
- 7. Are You Unemployed? Yes No
- 8. Do You Have A Legal Right To Be In The United States?
 - _____ Yes Because I Am A U.S. Citizen;
 - _____ Yes Because I Have Valid Documentation From The U.S. Dept. Of Citizenship And Immigration Services (USCIS);
 - _____ No

If You Answered "Yes" Because You Are A Non-U.S. Citizen With Property Visa Documentation, Please Provide:
Reason you are in the U.S.: _____ Visa Type: _____ Visa Expiration Date _____
I Have Fully And Truthfully Answered Questions 1-8 Above. Applicant's Initials: _____
Provide Additional information here to explain the answers to questions 1 - 8 above: _____

APPLICANT'S CONTRACT AND UNDERSTANDING REGARDING SUBMISSION OF THIS APPLICATION

False or Misleading Information: The failure to fill out all sections of this form may result in the denial of your application. Providing false or misleading information could result in denial of your rental application or termination of your rental contract. It is our policy to disapprove the application of any person who could represent a threat to the health, safety, and welfare of the other residents, occupant's visitors, and staff of the apartment community. Inappropriate or abusive conduct during the application process by the applicant or those desiring to rent an apartment will result in denial of the rental application.

Equal Housing Opportunity Policy: It is Management's policy to provide housing for all applicants without regard to race, color, religion, national origin, sex, familial status, or disability. Management and the owner of this apartment community are Equal Housing Opportunity providers. It is also Management's policy to provide or allow reasonable accommodations and modifications to our rental policies and apartment community to persons with demonstrated disabilities. If applicable, the applicant or resident must provide sufficient information about the need for any such accommodation or modification and allow Management sufficient time to review and approve the same. Because the property already meets all accessibility requirements, the cost of most modifications will be the responsibility of the applicant or resident. Applicant or resident agrees to provide or supplement information regarding any such requests for accommodations or modifications promptly in writing upon management's request.

Good Faith Deposit: Applicant understands and agrees that the Good Faith Deposit and other Deposits will not be returned once an application has been approved for move in. **The application fees and administration fees, however, are non-refundable.** If Applicant does not withdraw the application, and Applicant is approved for occupancy, the Applicant agrees to sign a rental contract and take possession of an apartment. **If the Applicant has paid deposit upon approval, but fails or refuses to sign a rental contract and take possession of the apartment on or before the anticipated move-in date (above), the Good Faith Deposit and other deposits or non-refundable fees shall be retained by Management as liquidated damages. If the number of hours to withdraw the application is not specified above,** Applicant acknowledges that the Good Faith Deposit is not a security deposit however, upon signing a rental contract, the Good Faith Deposit will be applied toward any Security Deposit or Non-Refundable Fees specified in the Rental Contract. In the event Applicant defaults under the terms of this Application, Applicant acknowledges that Management shall keep the Good Faith Deposit and other deposits and non-refundable fees as liquidated damages which are compensation for holding the apartment off the market. Applicant agrees that the amount of lost rent in holding the apartment off the market is unknown and that this provision is intended as a good faith estimate of Management's damages in the event of Applicant's default. The Good Faith Deposit does not constitute a security deposit.

Rental Qualification Criteria: Applicant understands and agrees that the rental application will be reviewed using business judgment, decisional criteria, a point scoring system, or a combination of those systems. In order to qualify for housing, the applicant must have good rental, credit, and criminal background histories. Applicant must demonstrate the financial ability to afford the apartment under Management's rental qualification criteria. A co-signor or guarantor is not a substitute for unacceptable rental, credit, or criminal background histories. Poor rental history because of disapproval of co-signers, roommate's, or guarantors application or because of a prior history of late payments lease violations, failure to give proper notice, or damages exceeding normal wear and tear may result in denial of the applicant's rental application. However, the lack of a rental history may not necessarily result in a denial of the application. While co-applicants (either as spouses or roommates), co-signers, and guarantors may be allowed in order to meet the rental qualifications, each of those persons must meet the rental qualification criteria applicable to his or her particular rental application circumstances. Applicant must demonstrate a certain earning level or source of income, savings or assets sufficient to insure the ability of the applicant to pay the monthly rent and living expenses, taking into account any revolving, recurring, or monthly debt from credit cards and loans. Self-employed applicants may need to provide income tax returns and other business financial records (such as income and expense statements, asset statements, and personal net worth statements). Self employed persons and corporate renters may be required to pay an additional application fee to obtain credit reports on themselves or their companies and submit income tax returns. Unemployed or retired applicants may need to provide additional financial documentation of ability to pay rent.

Availability or Apartment Desired or Requested. At the time of this Application, applicant has expressed interest in a particular floor plan or type of apartment and may have requested occupancy of a specific apartment which was shown and listed as the desired unit and occupancy date above. Management cannot guarantee that the particular unit desired will be available on the date requested by the applicant as there are many variables which could result in delay or unavailability of the apartment unit. Applicant agrees to take occupancy of a comparable apartment offered by Management that reasonably matches the applicant's desired floor plan and move-in date. Applicant understands that Management may not be able to provide the desired apartment, floor plan, or move-in date if applicant changes his or her planned or expected move-in date. *Unavailability of the desired apartment on the desired date does not relieve applicant from his or her contractual obligations under this contract.*

Applicant's Rental Decision. Applicant has either asked about or reviewed the Apartment Rental Contract and Addenda he or she is expected to sign upon approval of this application. Applicant agrees that he or she has fully questioned Management regarding any important information about rental of an apartment at this community. Applicant is satisfied with the responses to his or her questions and is fully informed as to all information needed to make his or her decision to apply for an apartment. Applicant understands that not all apartments in the community have line of sight to receive satellite communications and that Management cannot guarantee high speed internet access. Applicant understands that there are limitations on the number of persons who may occupy an apartment unit, usually expressed as the HUD approved standard which allows Management to limit occupancy to no more than two persons per bedroom or sleeping space. Applicant understands and agrees that he or she must pay for all utilities and services supplied to the apartment, including, but not limited to, water and waste water; sanitation; pest control; electricity; natural gas; cable; phone and other telecommunication services. Applicant is aware that any rental concessions offered may be available only for limited times and that Applicant must comply with all conditions required to receive the concession without having to be responsible for reimbursing Management for the rental value of the concession. Such conditions include fully completing the expected term of the contract without defaulting under the lease and without using any early termination provision. Applicant has had the opportunity to ask questions about the existence of crime in the apartment community and fully understands that Management and the Owner of the apartment community do not provide security or security devices which are intended to detect, deter, or report crimes committed. Applicant understands and agrees that there are limitations on the size, number, and type of motor vehicles or other transportation, boats, trailers, and equipment which may be used or stored on the apartment property. Only authorized motor vehicles may be used or parked on the property. In general no apartment may have more than two automobiles per apartment unit; however, applicant has specifically inquired about and understands the content of parking rules and regulations he or she will be expected to sign if approved for occupancy. Applicant fully understands that any false or misleading information provided to Management during the rental application process could lead to termination or eviction from the apartment community at a later date after taking occupancy once Management learns that the information provided was false, misleading or inaccurate. The specification of a particular apartment as the one desired by applicant does not constitute a representation or promise by Management that the apartment specified will in fact be available on the desired date. Management may notify applicant either verbally or in writing once the application has been approved. After applicant has been approved or after Management has notified applicant that an apartment is ready for occupancy, applicant must promptly sign a lease and take occupancy of the apartment in order to avoid losing the good faith deposit and non-refundable fees.

WARNING: YOU ONLY HAVE A LIMITED TIME TO CHANGE YOUR MIND IN WRITING ABOUT APPLYING FOR AN APARTMENT. YOU CAN LOSE YOUR GOOD FAITH DEPOSIT AND OTHER NON-REFUNDABLE FEES IF YOUR APPLICATION IS APPROVED AND YOU FAIL TO SIGN A LEASE OR TAKE OCCUPANCY OF THE APARTMENT.

APPLICANT CERTIFIES THAT HE OR SHE HAS FULLY AND TRUTHFULLY ANSWERED ALL QUESTIONS ASKED AND VERIFIED THE ACCURACY OF ALL INFORMATION PRESENTED AND AUTHORIZES VERIFICATION OF ALL INFORMATION PROVIDED.

Authorization for Management to Verify Rental Application and Obtain Credit Report: The above information is complete and correct. I understand that Management will rely on the information provided in making a decision to accept, conditionally accept, or deny my rental application. Applicant authorizes Management and its agents to verify the information provided by obtaining my credit file, rental history, employment information, and criminal records and contacting my current and former employers and landlords. Applicant releases Management and any third parties who provide information to verify this application from all liability, claims, and lawsuits with regard to the information obtained, regardless of the source. Applicant agrees to indemnify and hold harmless Management, its agents, current or prior landlord, current or prior employer, and all other persons whomsoever who provide information, regardless of whether the information provided is negative.

Authorization to Obtain Credit Report and Other Information in Connection with Collection of a Debt: Applicant agrees that management or any collector retained by management is expressly authorized at any time to obtain a consumer report (credit report) on applicant and to obtain information on applicant's location and employment in connection with the collection of any amounts or damages claimed due from applicant as a resident under any rental contract with management. Any employers, banks, landlords, businesses consumer reporting agencies, or other third parties are entitled to rely on the undersigned's authorization and cooperate in providing the requested information to assist in collection of any debt owed by applicant as a resident under any rental contract. Applicant authorizes any notices or demands for payment to be mailed to applicant in care of contact persons named in Section 6 above.

Know Your Neighbors: Certain individuals convicted of certain sex-related crimes are required to register their name and current address on an index maintained by the state or county in which they reside. You may access that index in order to determine whether any such individuals live in proximity to a certain location. The public may access the Internet to view all sex offenders registered in Georgia. The Statewide Sex Offender Registry can be obtained through the Internet at www.ganet.org/gbi/disclaim.html. The public may also contact the local Sheriff to view a list of the sex offenders listed in their county.

Application Completed by Applicant on:
Date: _____

Applicant's Signature: _____
Print Applicant's Full Name: _____

Date and Time Application Received by Management: _____

FOR OFFICE USE ONLY

Credit Score: _____

_____ **Approved**
_____ **Declined**

_____ **Approved with Additional Risk Fee**
_____ **Denial Letter Given**
_____ **Copy of Denial Letter Attached**
_____ **Copy of Credit Score Attached**



Date Application processed: _____ Screening Company: _____

Manager's Comments: _____

Employment Verification:

_____ 2 Check Stubs _____ YTD Check Stubs _____ Employment Offer Letter
Applicant's Monthly Income: \$ _____ Apartment Rent: \$ _____

Rental Verification:

Does applicant have 18 months of positive rental history? _____ Yes _____ No Lease term fulfilled? _____ Yes _____ No
Security Deposit Refunded? _____ Yes _____ No Were there any lease violations? _____ Yes _____ No
If No, did applicant provide 2 pieces of current mail? _____ Yes _____ No
If answered "No" to any of the above questions, what were the reasons? _____

Does Applicant Meet "Standard" Earnings Rental Qualification Criteria?

Monthly Rental Rate \$ _____
Monthly Rent Times 3 \$ _____
Amount of Gross Earnings Required without Considering Monthly Debt \$ _____
If Applicable, Add any Recurring Monthly Debt (*See Note) \$ _____
Amount of Gross Earnings Required Taking into Account Monthly Debt \$ _____

If applicant was declined or required to pay a higher security deposit, was an adverse decision letter sent? _____ Yes _____ No
If "Yes", Date Sent: _____ By: _____

(*Note: If applicable, Monthly Debt includes car loans, bank loans, and minimum credit card payments.)

Managers Overall Decision: _____ **Approved** _____ **Approved with Additional Risk Fee** _____ **Declined**

If approved with additional Risk Fee, amount of required fee: \$ _____

Manager's Signature: _____ **Date:** _____

Assistant Manager's Signature: _____ **Date:** _____

Leasing Agent: _____ (Print)

Date/Time Application Received: _____ / _____