



## RENTAL CRITERIA GUIDELINES

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

- Pay \$49.00 Application Fee & \$100.00 Administration Fee
- Must make 3x's the rent
- No Landlord Debts Under 3 years

### CONDITIONAL APPLICATIONS

- Conditional applicants will be approved with an additional nonrefundable risk management fee in addition to the standard deposit for the unit rented.

### FEES AND DEPOSITS

- Application and administration fees must be paid by check, money order, cashier's check or through 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.

## RISK MANAGEMENT FEES (Per Household)

Credit Score: none to below 500  \$250	1st time renters  \$250	One Landlord Debt over 36 Months or 3 or more late Payments in 12 Months \$400	Discharged bankruptcy over 7 years:  \$400
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## ADDITIONAL APPLICATION GUIDELINES

### GETTING STARTED

- Pay your non-refundable credit/screening fee of \$49.00 per adult (18 years or older) applicant and \$100.00 administration fee per unit.
- Wait a minimum of 3 business day(s) for the verification of information provided on your application.
- Additional Fees may be required as explained in our Criteria above.

### INCOME REQUIREMENTS

- 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.
- Last two (2) current paycheck stubs from your employer will be required.
- The application will be denied if the legal source of income cannot be verified.



### **RENTAL HISTORY**

- 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.
- Applicants with a negative rental history that is older than 36 months will have the opportunity to be approved with a Risk Management Fee. However, only one (1) landlord debt will be accepted. This landlord debt must be OVER three (3) years old.
- An applicant with a previous landlord debt to a Ventron property older than 24 months, must first pay at least 100% of the balance due to that property before approval can be granted.
- A Risk Management Fee will also be charged, along with the security deposit.

### **CREDIT HISTORY**

- Applicants with a credit score below 500 will have the opportunity to rent with paying a Risk Management Fee.
- An applicant with a pending bankruptcy will be denied.
- An applicant with a dismissed bankruptcy will be denied.
- An applicant with a discharged bankruptcy, older than 7 years, may be approved with a Risk Management Fee.

### **CRIMINAL HISTORY**

- A criminal background check is conducted for each applicant.
- The application(s) will be denied if an applicant has an existing criminal record, a charge pending for drug-related crimes, prostitution, firearms or crimes against person or property, including any felony or misdemeanor conviction, or adjudicated verdict.
- An application will be denied if an applicant meets any of the following conditions: a) Felony convictions within the past (7) years b) Any drug charge or pending felony 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 years. e) A registered sex offender or any sex-related conviction

### **CO-SIGNER**

- Co-signers are accepted when the applicant does not meet the rent to income ratio.
- Co-signers must complete an application for residency and be processed as a guarantor.
- Co-signer must have an income of 4 times the monthly rent.
- Co-signer must sign the Lease 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.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management Signature

\_\_\_\_\_  
Date



**Utility Transfer Addendum**

Applicant (s) \_\_\_\_\_ 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 understands 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) \_\_\_\_\_ 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, the 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 From \_\_\_\_\_ To \_\_\_\_\_

Owner/Management Company: \_\_\_\_\_ Phone: \_\_\_\_\_ Monthly Rent: \$ \_\_\_\_\_

Current Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**2. APPLICANT'S PREVIOUS RESIDENCE:** Lease term fulfilled? Yes No 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 \_\_\_\_\_

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 guarantor's 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 Addendums 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](http://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: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Print Applicant's Full Name: \_\_\_\_\_

Date and Time Application Received by Management: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Credit Score:** \_\_\_\_\_ **Approved** \_\_\_\_\_ **Approved with Additional Risk Fee** \_\_\_\_\_  
\_\_\_\_\_ **Declined** \_\_\_\_\_ **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	\$ _____
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: \_\_\_\_\_ / \_\_\_\_\_