

THERE WILL BE TWO FORMS (GUIDELINES & APPLICATION FORM) TO PRINT. ALL INFORMATION MUST BE FILLED IN THE APPLICATION FORM, SIGN, DATE AND INCLUDE A NON-REFUNDABLE \$25.00 PROCESSING FEE WITH YOUR APPLICATION.

PLEASE MAIL APPLICATION TO:

**CENTURY PARK APARTMENTS, LLC
PO BOX: 628
AUBURN, AL 36831 OR FAX TO: 334-821-2508**

FORM 1: Guidelines

Please read entire application. If there is anything you do not understand or if you have any questions, please ask.

Application must be completed with all correct information. (If an item does not apply, put "N/A" on each item that does not apply.) Completely fill in addresses, zip codes and phone numbers. This will allow us to process your application in a timely manner.

Credit information must be complete. If you have any credit problems, it is best to make us aware of this before the application is processed. Your application may be processed through a professional credit service. If you have any questions concerning information contained in your credit report, we will not be able to discuss it with you. You may contact the credit reporting agency and they will furnish the information to you.

Be sure to list your current landlord's address and phone number. We must have this information or we cannot process your application.

Failure to fully complete information as needed or supplying false information will be grounds for rejecting the application.

In order to help cover processing costs, a non-refundable application fee of \$25.00 must be paid when application is returned. The application will be considered incomplete and will not be processed until the fee is paid. Application fees may be paid in cash, cashiers' check, money order, or personal check. If paying with a personal check and the check is returned to us NSF, this will be grounds for rejecting the application.

Prior to the application, all applicants who will be occupying the unit, must bring their drivers license and social security cards to the office so the manager can make a copy to be attached to the application. If your social security number appears on your driver's license, the social security card is not required.

If applicant is not a legal adult (19 or 18 if married) and/or is unemployed then a guarantor is required and must sign the application. A credit check may be run on the guarantor in this case.

If applicant is a legal adult and is employed full time and is not a student/dependant of their parent or legal guardian then verification of employment is required.

Century Park Apartments, LLC adheres to all Federal Fair Housing Laws (Title VII of the Civil Rights Act of 1968 as amended by the Housing Community Development Act of 1974 and the Fair Housing Amendment of 1988) which stipulate that it is illegal to discriminate against any person in housing practices on the basis of race, color, religion, sex, national origin, disability, or familial status.

Century Park Apartments, LLC is required to establish minimum guidelines for accepting rental applications. Each adult who occupies the unit must complete an application and be qualified on his/her own ability. Guarantors will be allowed only in the case of an applicant being a student of a local college, university, technical institute, etc., not a high school. Guarantor must be a parent or legal guardian of the applicant. Guarantor must qualify by the same criteria as applicant. Minimum age to sign a lease without a guarantor is 19 years old (18 if married). If the applicant does not have a parent or legal guardian Century Park LLC. may approve a substitute.

We reserve the right to reject an application for any reason based only on the qualifying information listed.

QUALIFICATION GUIDELINES FOR APPLICANT AND GUARANTOR

RESIDENT HISTORY: We may verify your residence for the past year (length of residency, rent amount and payment history, noise complaints, condition of the unit, unpaid balances, damages, proper notice given in adherence to community policies). Evictions automatically disqualify applicants and/or guarantors. If your present residence is a home, you own we may verify the amount of the mortgage and payment history.

EMPLOYMENT: We may verify name of employer and gross salary. If you are self-employed, we will verify income from your most recent quarterly tax return. You must earn in one week the rent for one month. If it is a roommate situation, each one has to earn within 75% of the qualifying amount. Where income is insufficient in qualifying, we may also look at outstanding balances on your credit report. We will also consider documented student financial aid or other sources as income.

CREDIT: Negative credit history will constitute rejection. If there are less than three credit items, your present employment status, time on job, and previous rental and/or mortgage payment history are considered. All past due balances and collections must be paid in full. Public record, collections and judgments must be satisfied in full or this will result in automatic rejection of the application. A full credit report may be obtained.

NEGATIVE CREDIT HISTORY: For purposes of renting a unit at this property any one or more of the following constitutes negative credit history for an applicant:

- A. Chapter 7 Bankruptcy within the last 36 months.
- B. Chapter 11 or 13 Bankruptcy within the last 12 months or missing/late two or more payments within any 12 month time frame. No payment or missing one payment does not constitute negative credit history.
- C. Any unpaid judgments, financial claims and charge offs with poor payment activity. If applicant clears the debt after rejection then they may re-apply.
- D. Repossessions or foreclosures of any kind.
- E. Unpaid rent owed to or consistent late rental payment history from any prior landlord.
- F. Any one suit not remedied or a suit pending.

EXCEPTIONS:

- A. Deferred Student Loans not charged off.
- B. If a Spouse is in process of legal separation or divorce (with verified written proof by retention of an attorney) or is legally separated or divorced or widowed, the individuals credit would only be looked at if poor joint credit history was proved to be out of the control of the applicant.
- C. Long term illness or injury creating high medical bills may be considered an exception provided proper written documentation can be obtained showing that it was beyond applicant's control.
- D. No credit history does not constitute negative credit.
- E. Century Park Apartments, LLC reserves the right to review credit deficiencies and grant exceptions based on satisfactory explanations by the applicant/guarantor, so long as there is sufficient income to pay rent.

CRIMINAL HISTORY: If applicant has negative police references or has a criminal conviction other than a minor traffic violation, the application will be rejected.

FORM 2: Rental Application Form

The undersigned hereby makes application to rent unit number _____ located at 1801 Century Blvd, Opelika, Alabama beginning _____ 20__ at monthly rental of \$ _____.

PLEASE TELL US ABOUT YOURSELF:

APPLICANT FULL NAME: _____
PRESENT ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
HOME PHONE: (_____) _____ WORK PHONE: (_____) _____ CELL: _____
SOCIAL SECURITY #: _____ DATE OF BIRTH: _____
AGE: _____
DRIVER'S LICENSE #: _____ STATE: _____
MARITAL STATUS: SINGLE () MARRIED () DIVORCED () SEPARATED ()
NUMBER OF DEPENDENTS (excluding applicant): _____
OTHER OCCUPANTS: _____
PETS (Numbers and kind): _____

PLEASE GIVE YOUR RESIDENCE HISTORY FOR THE PAST THREE YEARS (Beginning with the most current):

NAME OF PRESENT LANDLORD: _____ PHONE #: (_____) _____
ADDRESS: _____
RENT () OWN () OTHER: _____ AMOUNT: \$ _____
WHY YOU ARE LEAVING: _____
HOW LONG AT THIS RESIDENCE: _____ HAS YOUR LEASE EXPIRED: _____

PREVIOUS ADDRESS (IF WITHIN 3 YEARS):

Month & Year Moved in: _____ Moved Out : _____
Reason for leaving _____ Land Lord Name _____
Address: _____ Phone No _____

PREVIOUS ADDRESS (IF WITHIN 3 YEARS):

Month & Year Moved in: _____ Moved Out : _____
Reason for leaving _____ Land Lord Name _____
Address: _____ Phone No _____

PLEASE GIVE YOUR EMPLOYMENT INFORMATION:

YOUR STATUS : _____ Employed Full-Time _____ Employed Part-Time
STUDENT: _____ Retired _____ Unemployed _____
CURRENT EMPLOYER: _____ PHONE #: (_____) _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
POSITION: _____ SALARY PER YEAR: _____
PREVIOUS EMPLOYER OR SCHOOL: _____

If there are other sources of income you would like us to consider, please list income, source, and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT reveal alimony, child support or spouse's annual income unless you want us to consider it in the application.

Amount \$ _____ Source _____

VEHICLE INFORMATION

MAKE: _____ MODEL: _____ YEAR: _____ COLOR: _____
TAG #: _____ STATE: _____

CREDIT REFERENCES (CREDIT CARD, LOAN, OR FINANCE COMPANY):

NAME OF COMPANY: _____ PHONE #: (_____) _____
NAME OF COMPANY: _____ PHONE #: (_____) _____
NAME OF COMPANY: _____ PHONE #: (_____) _____

Have you or your guarantor ever had or do you currently have any of the following (Y or N):
Bankruptcy _____ Unpaid Judgements _____ Repossessions/Foreclosures _____ Unpaid Rent _____ Pending
lawsuit _____

Have you ever been convicted of a felony? Yes _____ NO _____. If Yes,
explain _____

GUARANTOR INFORMATION:

PARENT OR LEGAL GUARDIAN NAME: _____ RELATIONSHIP: _____
PRESENT ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
HOME PHONE: (_____) _____ WORK PHONE: (_____) _____
SOCIAL SECURITY #: _____ DATE OF BIRTH: _____ AGE: _____
DRIVER'S LICENSE #: _____ STATE: _____
CURRENT EMPLOYER: _____ POSITION: _____

INSURANCE INFORMATION (optional, but recommended)

RENTERS INSURANCE POLICY: _____ POLICY #: _____

IN CASE OF EMERGENCY NOTIFY:

NAME: _____ PHONE #: (_____) _____ RELATIONSHIP: _____

OTHER PERSONS WHO WILL OCCUPY THE UNIT WITH YOU

NAME: _____
NAME: _____
NAME: _____

This information provided is complete and correct to the best of my knowledge and I authorize all inquiries on me and my guarantor, including a credit report and a criminal background check for the purpose of verification of the same. I understand that all data will be held in strict confidence and that any false information will constitute reason for denial of my application and, if discovered after my occupancy, will constitute grounds for termination of my lease. I understand that this application is subject to acceptance by the management agent. I agree that I shall not have possession of the premises until after the execution of a written lease by the management agent and me.

SIGNATURES (Witnessed signature required if not signed in the presence of Century Park Apartments, LLC, Employee.)

APPLICANT: _____ DATE: _____
WITNESS: _____ DATE: _____

It is against the law to discriminate against prospective tenants on the basis of race, religion, national origin, age, or disability. Local or state laws may include additional classes, which are protected from discrimination in housing.

Accepted _____ Refused _____

By: _____ Date: _____ Century Park Apartments, LLC