

DLG MANAGEMENT SERVICES
RENTAL APPLICATION
APPROVAL CRITERIA
ADAGIO AT WESTSHORE APARTMENTS

We are working with our community to maintain quality in the neighborhood. Therefore, we have a very thorough screening process. If you meet the application standards and are accepted, you will have the peace of mind of knowing that other residents are being screened with equal care. Please review the following list of criteria. If you feel you meet these standards, please apply.

Equal Housing: This community does not discriminate on the basis of race, color, age, sex, religion, handicap, familial status, sexual orientation or national origin.

Identification: All visitors must present a current photo ID issued by a state or government authority (i.e. State Issued Driver's License, State Issued Photo Identification Card, current United States Military ID card, VISA issued by US Immigration and Naturalization Services.) **All applicants that cannot provide a social security card must provide a VISA AND a Passport.** A copy of all applicants photo IDs will be made and retained at time of application.

Occupancy: A maximum of two persons per bedroom, per apartment home. (example: 1/1 = 2 persons; 2/2 = 2 single adults or (4) family persons; 3/2 = 3 single adults or (6) family persons)

Application for Residency: An Application for Residency must be completed and maintained for each applicant 18 years or older who will be living in the apartment and/or contributing to the payment of rent.

Income: Applicants must have a verifiable income source. Acceptable income verification required may include (a.) Income statements (i.e. pay stubs) must be consecutive and current a 6 week period prior to the application or a bank statement showing recurring pay deposits for 12 months. (b.) Proof of income verified by employer on company letter head. This will be called on and verbally verified by the Association Representative. (c.) Job opportunity letter on company letterhead. This will be called on and verbally verified by the Association Representative. (d.) In the event of self employment, applicant(s) must provide proof of income via the last year's tax return or an accountant's certification of income. The term "acceptable income" is determined by criteria set by DLG Management Services and based on the specific community guidelines.

If applicant(s) has no current employment, one or more of the following conditions must be met: (a.) Applicant must provide a bank statement reflecting average daily balance equivalent to 3 times the monthly rental amount. (b.) Proof of Trust Income, or (c.) Proof of Social Security, Retirement, Unemployment or Disability Income. **Persons with less than 1 year employment history on current job, a lack of verifiable rental history, or those with no social security number (for criminal & credit to be verified) may result in a denied application, or a requirement for up to a (3) month security deposit.** The security deposit will be held and refunded upon move out inspection & per the Statutory 15 day period.

Criminal Background Check: **A criminal background check will be run on all Applicants.** An applicant(s) may be automatically denied in the event the applicant(s) have ever been charged, arrested, or convicted of a felony or misdemeanor for a crime against other persons, another person's property or against society, drug related charges, or theft. The applicant may also be declined if they have received adjudication withheld or a disposition of Nolle Prossed. An automatic denial will also occur should an applicant appear on the list of known terrorists and wanted fugitives as provided by

the Office of Foreign asset Control (OFAC), federal agencies to include the FBI or other state and local law enforcement agencies.

The applicant agrees that the lease shall be terminated in the event the applicant, after moving onto the property, is convicted of a felony or misdemeanor for a crime against a person, another person's property or against society, and/or appears on the list of known terrorists and wanted fugitives.

Note: This requirement does not constitute a guarantee or representation that residents or occupants residing at this apartment community have not been convicted of a felony or are not subject to deferred adjudication for a felony.

Rental History: Up to 36 months of rental history may be verified on present and previous residence. A positive record of prompt monthly payment, sufficient notice, with no damages is expected. Eviction, Skip, or Money Left Owing to a Landlord within seven (7) years of application date or falsification of this application may result in an automatic rejection.

Credit History: An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one which reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies.

Lease Guarantors: A Lease Guarantor and/or Additional Security Deposit may be required upon evaluation of rental application(s). Lease guarantors may be accepted for students only, for income verification purposes only and must reside in the USA. Guarantor must qualify based not only on the proposed rent amount for the applicant's apartment, but the combination of the proposed rent plus their own housing obligation

Non US or US Citizens without a SSN or ITIN: Applicant **must provide a valid Passport & VISA** and must include **at least one (1)** appropriate U.S. Citizenship and Immigration Services (USCIS) document, as stated below:

1. U.S. Citizenship and Immigration Services (USCIS) documents (must be a valid unexpired document) as follows:
 - A. Certificate of Naturalization, Certificate of Citizenship, I-551 Stamp contained in valid foreign passport, I-94 card contained in valid foreign passport, Alien Registration Receipt card (Resident Alien Card), Temporary Resident card, Employment Authorization card, Refugee Travel document, Foreign students with an F1 Visa status must show USCIS document I-20 and verification of current enrollment in a US school.

Corporations must apply under individual name & Social Security number of Officer of said Corporation & must show proof of income.

Notification: Applicants will be informed of the status of their application by telephone within five (5) business days (Mon – Fri) from submitting the application and the required processing fee. If the applicant is rejected, the applicant will be given an adverse action letter with information to contact CoreLogic SafeRent to request copies of the information used to determine eligibility for occupancy. Management cannot be held responsible for inaccuracies contained in any information obtained, and is not allowed to provide details to the applicant regarding said information.

Applicant Signature/Print Name

Management Representative Signature

Date: _____



APPLICATION FOR RESIDENCY

(Each Adult/Occupant 18 or older must submit separate application, unless married)
THIS APPLICATION MUST BE ACCOMPANIED BY CLEAR COPY OF ALL APPLICANT(S) DRIVER'S LICENSE AND PAYMENT OF APP FEE IN ADVANCE

- For Office Use Only -

Community Name: _____ MONTHLY RENT \$ _____ PET FEE.: \$ _____
Apartment Type: _____ CONCESSION _____ ADMIN FEE: \$ _____
Apartment #: _____ PRO-RATE IN \$ _____ Contact email _____
ANTICIPATED MI DATE: _____ SECURITY DEPOSIT \$ _____ Contact Phone _____

PERSONAL INFORMATION

APPLICANT'S NAME: _____ SS# _____ DATE OF BIRTH _____
First Middle Last
DRIVER'S LICENSE NO. _____ STATE _____ MARITAL STATUS _____
SPOUSE'S NAME: _____ SS# _____ DATE OF BIRTH _____
First Middle Last
DRIVER'S LICENSE NO. _____ STATE: _____
OTHER OCCUPANTS:
NAME _____ SS# _____ DATE OF BIRTH _____
Relationship to Head of Household
NAME _____ SS# _____ DATE OF BIRTH _____
Relationship to Head of Household

ARE YOU OR ANY LISTED OCCUPANTS A SMOKER: YES / NO

1. **PRESENT ADDRESS** _____
Street/Apt. # City State Zip

LANDLORD OR MORTGAGE _____ (Apt. /If Home, Mortgage Co. & Loan #)
DATES: FROM _____ TO _____ MONTHLY PAYMENT _____
REASON FOR MOVING _____ Landlord # _____

RESIDENT HISTORY

2. **PREVIOUS ADDRESS** _____
Street/Apt. # City State Zip

LANDLORD OR MORTGAGE _____ (Apt. /If Home, Mortgage Co. & Loan #)
PHONE NO. _____ HOW LONG? _____ MONTHLY PAYMENT _____
REASON FOR MOVING _____

- HAVE YOU EVER BEEN EVICTED FROM ANY LEASED PREMISES? NO YES IF YES, EXPLAIN _____
- HAVE YOU EVER BEEN CHARGED OR ARRESTED FOR A MISDEMEANOR FOR DRUGS, THEFT, OR CRIMES AGAINST ANOTHER PERSON? NO YES IF YES, EXPLAIN _____
- HAVE YOU EVER BEEN CHARGED, ARRESTED OR CONVICTED OF A FELONY? NO YES IF YES, EXPLAIN _____

EMPLOYMENT

PRESENT EMPLOYER _____ POSITION _____
BUSINESS ADDRESS _____ BUSINESS PHONE NO. _____ SALARY: _____
Street, Apt. #, City, State, Zip
SUPERVISOR _____ EMPLOYED SINCE _____
Phone _____
PREVIOUS EMPLOYER _____ POSITION _____
BUSINESS ADDRESS _____ BUSINESS PHONE NO. _____ SALARY: _____
Street, Apt. #, City, State, Zip
SUPERVISOR: _____ EMPLOYED SINCE _____

SPOUSE'S EMPLOYER _____ POSITION _____

BUSINESS ADDRESS _____ BUSINESS PHONE NO. _____ SALARY: _____
Street, Apt. #, City, State, Zip

SUPERVISOR _____ EMPLOYED SINCE _____

AUTO

YR/MAKE _____ MODEL _____ COLOR _____ LICENSE NO. & STATE _____ REGISTERED TO _____

YR/MAKE _____ MODEL _____ COLOR _____ LICENSE NO. & STATE _____ REGISTERED TO _____

ADDITIONAL VEHICLES: _____

GIVE DESCRIPTION & TAG NUMBERS OF ANY BOAT, CAMPER, VAN, ETC. YOU MAY OWN

****MAXIMUM ASSIGNED PARKING IS (1) SPOT FOR ONE BEDROOM/ (2) FOR TWO AND THREE BEDROOM UNITS.**

PETS

DO YOU OWN ANY PETS? _____ IF SO, HOW MANY? _____ TYPE _____ BREED _____ WEIGHT _____ COLOR _____
_____ TYPE _____ BREED _____ WEIGHT _____ COLOR _____

*Maximum pet policy is (1) dog under 30 pounds OR (1) cat (evidence of spay or neuter required & photo of pet upon application)

EMERGENCY CONTACT:

NAME: _____ RELATIONSHIP: _____ PHONE NO. _____

ADDRESS: _____

APPLICATION FEE

Applicant has submitted the sum of \$ _____, which is a non-refundable payment for a credit check and processing charge of this application. Such sum is not a rental payment or security deposit. This amount will be retained by Management to cover cost of processing application as furnished by the applicant; any false information will constitute grounds for rejection of this application.

DEPOSIT & ADMINISTRATIVE FEE

The undersigned warrants and represents the information on this rental application to be true and correct. All persons/firms named may freely give any requested information concerning me and I hereby waive all rights of action for any consequence resulting from such information.

I hereby leave \$ _____ with Management as a good faith deposit & \$ _____ administrative fee in connection with this application. If my application is accepted, I understand this good faith deposit portion will be applied toward payment of my security deposit(s). If, for any reason, Management decides to decline my application, then Management will refund the good faith deposit portion to me in full. If this application is approved, and I fail to occupy the premises on the agreed upon date, except for delay caused by construction or the holding over of a prior resident, **I understand that after 72 hours from the date of Application, Management will retain the deposit & Admin Fee to cover the cost of processing and lost rental or any expenses incurred due to my cancellation.** DLG Management Services, nor Alan Development are liable for construction delays. The truth of the information contained herein is essential and if the Property Manager deems any answer or statement herein to be false, or misleading, it shall be considered that any lease granted by virtue of this application may be canceled at their option.

The Applicant hereby gives DLG Management Services and its authorized agent's permission to utilize all of the above information, including an investigation of credit status and criminal background, to approve or disapprove this application for residency. This application is made with the understanding that it is subject to acceptance by the Owner.

Applicant's Signature Date/Time Apt. # Desired

Spouse's Signature Date Paid Manager's Approval (Signature)

THE LEASE AGREEMENT WILL NOT BECOME EFFECTIVE UNTIL THIS APPLICATION IS APPROVED BY MANAGEMENT.

The fair Housing Act of 1988 makes discrimination based on race, color, religion, sex, familial status, handicap, or national origin illegal in connection with rental housing. The Federal agency which administers compliance with this law concerning this company: Department of Housing and Urban Development, Washington, D.C. 20410.

EQUAL CREDIT OPPORTUNITY ACT

The Federal Equal Credit Opportunity act prohibits creditors from discrimination against credit applicants on the basis of sex or marital status. The Federal agency which administers compliance with this law concerning this company: Equal Credit Opportunity, Federal Trade Commission, Washington, D.C. 20580.

IF THIS APPLICATION WAS DENIED, WHAT WAS THE BASIS FOR REFUSAL? Approved/Denied _____

- UNFAVORABLE CREDIT REPORT
- UNFAVORABLE REPORT FROM PREVIOUS LANDLORD
- UNFAVORABLE EMPLOYMENT REFERENCES
- INCORRECT INFORMATION SUBMITTED ON APPLICATION
- NUMBER OR SIZE OF PETS
- CRIMINAL HISTORY
- INSUFFICIENT INCOME
- OTHER (SPECIFY) _____

Manager Signature

DLG MANAGEMENT SERVICES

4201 Gray Street, Tampa, FL 33609

P 813-254-1600 | F 813-254-1601



residentservices@dlgmgmt.com | www.dlgmgmt.com

