

# Stone Pointe Village Apartments

530 Ridgemoor Drive , Fort Wayne, IN. 46825  
Phone: 260.489.5572 Fax: 260.489.8013

App Fee Pd \_\_\_\_\_  
M/I Date \_\_\_\_\_

## APPLICATION FOR LEASE

### PERSONAL INFORMATION

Applicant Name \_\_\_\_\_ Date of Application \_\_\_\_\_  
First name Middle name Last name  
Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's License Number \_\_\_\_\_  
Month Day Year  
Email Address \_\_\_\_\_ Telephone Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### OTHER OCCUPANTS

Note: Co-Applicants must complete a separate Application Form

Full Name	Relationship	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*All occupants over the age of 18 must have a background screening and sign a release granting us permission to do so.

### RESIDENCE HISTORY FOR THE PAST THREE YEARS

Currently:  Own  Rent Home  Apartment  other \_\_\_\_\_

#### CURRENT

**ADDRESS** \_\_\_\_\_  
Street City State Zip  
Move In Date \_\_\_\_\_ Move Out Date \_\_\_\_\_ Monthly Rental Payment \$ \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Owner/Agent \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

#### PREVIOUS

Street City State Zip  
Move In Date \_\_\_\_\_ Move Out Date \_\_\_\_\_ Monthly Rental Payment \$ \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Owner/Agent \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

#### PREVIOUS

Street City State Zip  
Move In Date \_\_\_\_\_ Move Out Date \_\_\_\_\_ Monthly Rental Payment \$ \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Owner/Agent \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

<b>For Office Only/ Date Received</b>
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**EMPLOYMENT HISTORY FOR THE PAST THREE YEARS**

Current Status:  Full Time Employed  Part Time Employed  Student  Retired  Not Employed

**CURRENT EMPLOYER** (Or Most Recent)

Address \_\_\_\_\_ Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Position/Title \_\_\_\_\_ Monthly Gross Income \_\_\_\_\_

**PREVIOUS EMPLOYER** (Or Most Recent)

Address \_\_\_\_\_ Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Position/Title \_\_\_\_\_ Monthly Gross Income \_\_\_\_\_

Reason for Separation \_\_\_\_\_

**PREVIOUS EMPLOYER** (Or Most Recent)

Address \_\_\_\_\_ Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Position/Title \_\_\_\_\_ Monthly Gross Income \_\_\_\_\_

Reason for Separation \_\_\_\_\_

**OTHER INCOME:** Alimony, Child Support, Aid to Dependent Children, Welfare, Unemployment, Social Security, Annuities, Insurance Policies, Retirement Benefits, Pensions, Net Income from the operation of a business or profession and any regular periodic payment.

Source of Income	Yearly Gross Amount	Contact Person's Name	Phone
_____	_____	_____	_____
_____	_____	_____	_____

**HAVE YOU OR CO-APPLICANT:**

Been sued for non-payment of rent? \_\_\_\_\_ Been evicted or asked to move out? \_\_\_\_\_ Been sued for damage to rental property? \_\_\_\_\_

Broken a Rental Agreement or Lease? \_\_\_\_\_ Declared Bankruptcy? \_\_\_\_\_

Comments \_\_\_\_\_

**PETS:** Do you currently or plan to own a pet? \_\_\_\_\_ Type \_\_\_\_\_ Weight at full adult \_\_\_\_\_

Type \_\_\_\_\_ Weight at full adult \_\_\_\_\_

**APARTMENT STYLE DESIRED:** \_\_\_\_\_ Bed \_\_\_\_\_ Bath \_\_\_\_\_ Floor \_\_\_\_\_ Style \_\_\_\_\_ Desired Occupancy Date \_\_\_\_\_

**VEHICLE:** How many vehicles will be parked on the property? \_\_\_\_\_ Reason \_\_\_\_\_

Year	Make	Model	Color	Tag # / State
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



**IN EVENT OF AN EMERGENCY:** Whom would you want notified? \_\_\_\_\_

Relationship \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Closest Living Relative \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Keys will be furnished only after the lease and other applicable Addendums have been properly executed by ALL parties and after all applicable rentals and deposits have been paid. The facts set forth in my application are true and complete. I hereby authorize The Mid-America Management Corporation to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I hereby expressly release The Mid-America Management Corporation and any procurer or furnisher of information, from any liability whatsoever in the use, procurement, or furnishing of such information and understand that my application information may be provided to various local, state and/or federal government agencies, including without limitation various law enforcement agencies. I understand I acquire no rights in an apartment until my application is approved (based on approval criteria), sign a lease agreement in the form submitted to me and pay a non-refundable application fee of \$45.00 (Forty-five), I understand that said application fee is non-refundable even in the event that I do not enter the lease applied for herein and that such fee is charged as reimbursement for the administrative costs incurred to process this application. Title VII of the CIVIL RIGHTS ACT OF 1964 makes discrimination based on race, color, religion, national origin, handicap, or familial status illegal in the connection with the rental of most housing. The Federal agency which administers compliance with Fair Housing is the Department of Housing and Urban Development. The undersigned does hereby consent to the release of the information contained in this application to any local, state, federal or government agency or affiliate thereof in the event that said government agency should contact Arbor Lakes Apartments, LLC. in order to obtain such information.

**HOW DID YOU HEAR ABOUT OUR COMMUNITY?** Advertising \_\_\_\_\_ Rental Guides \_\_\_\_\_

Drive By \_\_\_\_\_ Internet \_\_\_\_\_ Resident Referral \_\_\_\_\_ Other \_\_\_\_\_

**If Resident Referral, Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_ **Date Signed** \_\_\_\_\_

**Signature of Agent** \_\_\_\_\_ **Date Signed** \_\_\_\_\_

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**FOR OFFICE ONLY**

Temp. Assigned Apt # \_\_\_\_\_ Market Rent Per Month \$ \_\_\_\_\_ Current Concession per Month \$ \_\_\_\_\_ Net Monthly Payment \$ \_\_\_\_\_

Other: Garage Fee \$ \_\_\_\_\_ Storage Fee \$ \_\_\_\_\_ Pet Free \$ \_\_\_\_\_ Wash / Dry Fee? \_\_\_\_\_ Grand Total per Month \$ \_\_\_\_\_ Mo Total \$ \_\_\_\_\_

Rent to Income Ratio \_\_\_\_\_ Credit Screening Score \_\_\_\_\_ Previous Residence Screening \_\_\_\_\_ Employment Verified \_\_\_\_\_

Agent Comment \_\_\_\_\_ Agent \_\_\_\_\_ Date \_\_\_\_\_

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Application: Approved \_\_\_\_ Denied \_\_\_\_ Reason \_\_\_\_\_

By \_\_\_\_\_ Title Property Manager \_\_\_\_\_ Date \_\_\_\_\_

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APPLICANT Notified By (Name) \_\_\_\_\_ Date Notified \_\_\_\_\_

Notified by: \_\_\_\_ Adverse Action Letter (Attach Copy) \_\_\_\_ Telephone \_\_\_\_ In Person \_\_\_\_ Other: \_\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



# CONSUMER AUTHORIZATION TO OBTAIN CONSUMER REPORT

I \_\_\_\_\_ hereby authorize, *The Mid-America Management Corporation* as agent for Stone Pointe Village Apartments to obtain consumer report, and any other information it deems necessary, for the purpose of evaluation my application for an apartment at their community. I understand that such information may include, but is not limited to, credit history, civil and criminal information, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I hereby expressly release *The Mid-America Management Corporation*, as agent for Arbor Lakes Apartments, and any procurer or furnisher of information, from liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies.

_____ Applicant Signature	_____ Date
_____ Co-Applicant Signature	_____ Date
_____ Applicant Signature	_____ Date
_____ Witness	_____ Date





**Equal Housing**

Mid-America Management conducts business in accordance with the Fair Housing Act. We do not discriminate on the basis of race, color, religion, national origin, sex, familial status, disability, military, subsidy or any other basis protected by applicable state and local housing laws.

**Application to Rent**

All occupants 18 years of age or older will be required to complete an application and must be on the lease. All information on the application must be completed in full, verifiable and signed by all applicants. A valid photo ID is required. The application fee of **\$45.00** (1<sup>st</sup> applicant) and **\$20.00** for each additional applicant is **non-refundable**. All applicants must have a valid Social Security number or ITIN number and be of legal contractual age as required by State Law.

**Qualifying Income Criteria**

The total gross monthly household income must be **4.0** times the monthly market rental amount of the apartment. If there is more than one applicant for the same apartment, at least one of the applicants must qualify at **2.75** times the market rental amount but combined income must still be at least equal to **4.0** times the market rental amount. All income must be verifiable. Income to be considered consists of salary, interest or dividend income, social security, pension or any self-employment business income. One year of employment must be verified and current employment must be in good standing. Two most recent earning statements from a current employer must be provided to process application. Applicants with new position must provide an offer letter signed by the employer on company letterhead. Income tax returns or Social Security check earning statements must be provided to verify employment and/or income of self-employed or retired individuals.

**Self-Employment**

Individuals that are self-employed must provide the previous year(s) professional income tax returns (W-5) as evidence of sufficient income. Person who hold jobs that are commission only, or base salary plus commission, or tips, bonuses will be considered self-employed. If you own a business you must bring your company's tax returns for the previous year to substantiate qualifying income.

**Retired Applicants**

Retired applicants or those not currently employed must provide documentation regarding sources of income and still must meet the minimum of **4.0** times the monthly market rent of the apartment. (Social Security, Pension, and/or Savings).

**Full-Time Students**

Full time students without **4.0** times the qualifying Income Criteria must have a co-signer.

**Co-Signers**

All co-signers are required to have primary residence in either the state in which the property you are making application. All co-signers must complete an application and will be charged a non-refundable application fee of **\$20.00**. The co-signer income must meet or exceed **6.0** times the monthly market rental amount.

**Credit History**

A bankruptcy history will be considered with court documents that state all debts have been paid and/or discharged. Any credit following a reported bankruptcy must be positively rated. If an applicant is below credit qualifications, management may accept the application if rental history is 100% positively rated by a rental management company and a higher deposit is paid.

**Rental/Mortgage History**

A positive rental or mortgage history of at least (2) years will be reviewed and verified and must exhibit no derogatory references by a rental management company, landlord or mortgage lender. Current and previous rental and/or mortgage history must include timely rent payments, fulfillment of terms, and adherence to rules and regulations. You must have given adequate notice to vacate and there are no outstanding financial obligations to the rental management company, landlord or mortgage lender. No rental history is not a reason to decline an applicant, however the applicant may be subject to a higher security deposit.

**Criminal History**

All applicants must exhibit NO convictions involving, but not limited to; violence, fire arms, illegal controlled substance and drugs, theft, crimes involving theft, or destruction of property, or any crimes involving sex crimes or involving a minor. Unresolved charges that include the same criminal conduct are subject to disqualification. Disqualification criteria is based upon the nature, severity and recency of the criminal conduct. \*Our application process does allow rejected applicants to request a review of the denial.

**Occupancy Standard**

No more than (2) persons per bedroom shall occupy the premises and/or meet all applicable Local, State or Federal Housing codes. All occupants must be on the approved Rental Application and Lease Agreement.

**Pets**

All pets are subject to property policies. All pets must have prior written consent from management and proper deposit required.

***I/We have read and understand the above qualifications for residency:***

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

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

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

