

**Rental Application Qualifications**  
**Karen Lake Apartments**  
Professionally Managed by Pickering & Company

- **Criminal Background Check:** Background checks should not reveal any charges at any time for the following: arson, homicide/kidnapping, sexual crimes or crimes against children. All other charges are scored individually.
- **Credit Report**
  - Score only the previous 3 years of credit problems (Collections, charge-offs, judgments, open bankruptcies)
  - Score only the previous 2 years of late payments
  - Do not score Foreclosures filed within the last 36 months, so long as the approved Mortgage payment is not less than or equal to the rental rate of apartment being applied for.
  - Score only the previous 6 months of closed (discharged) bankruptcies
  - Do not score any credit problems with a balance under \$100. (Recently paid accounts require documentation sent to RentGrow for the Re-Evaluation process)
  - Do not score Medical Debts or Student Loans against an applicant
  - Credit Reports that score with a High Credit Risk will be required to obtain a Co-Signer or pay a Security Deposit equal to One Month's Rent.
  - Credit Reports that score with a Severe Credit Risk will be required to obtain a Co-Signer.
- **Total monthly income (Gross) must meet and/or exceed three (3) times the total rental rate for the apartment being applied for. Total monthly income (Gross) for all Co-Signer's must also meet and/or exceed three (3) times the total rental rate for the apartment being applied for. Employment Verification:** Examples of acceptable proof of income include your most recent payroll check stub, copy of your most recent W-2, 1099, Schedule C or F or bank statements for the preceding six months.
- **Rental Verification:** Verification of satisfactory rental history will be obtained from previous Landlords or Management Companies. Applicants that have an unsatisfied account balance with a previous Landlord or Management Company will be declined, unless proof of payment is supplied by the Landlord or Management Company.

A final decision will be based on all of the collected information.

All deposits/administrative/application fees must be made in the form of certified funds, i.e.: cashier's check, money order, or credit card (if available). *If you cancel after 72 hours of submitting your rental application you forfeit all monies paid to Karen Lake Apartments.*

Verification of a picture ID is required for all applicants over the age of 18.

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Resident Signature and Date

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Spouse/Co-Signer Signature and Date



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**PERSONAL INFORMATION**

Name of Applicant: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Cell Phone Number (\_\_\_\_\_) \_\_\_\_\_      Email: \_\_\_\_\_

Present Employer: \_\_\_\_\_      Supervisor: \_\_\_\_\_

Employer Phone Number: (\_\_\_\_\_) \_\_\_\_\_      Monthly Income: \_\_\_\_\_

Name of Co-Applicant/Spouse: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Cell Phone Number (\_\_\_\_\_) \_\_\_\_\_      Email: \_\_\_\_\_

Present Employer: \_\_\_\_\_      Supervisor: \_\_\_\_\_

Employer Phone Number: (\_\_\_\_\_) \_\_\_\_\_      Monthly Income: \_\_\_\_\_

**RESIDENCE HISTORY**

Name of Current Landlord, Apartment Community, or Mortgage Company: \_\_\_\_\_

Current Address: \_\_\_\_\_

(Please include – Address, City, State, Zip Code)

Phone Number: (\_\_\_\_\_) \_\_\_\_\_      Length of Residency: \_\_\_\_\_      Rent: \$ \_\_\_\_\_

Name of Previous Landlord, Apartment Community, or Mortgage Company: \_\_\_\_\_

Previous Address: \_\_\_\_\_

(Please include – Address, City, State, Zip Code)

Phone Number: (\_\_\_\_\_) \_\_\_\_\_      Length of Residency: \_\_\_\_\_      Rent: \$ \_\_\_\_\_



## CRIMINAL HISTORY

Have you ever been charged with or plead guilty or “no contest” to a felony (whether or not resulting in a conviction)?  Yes  No

Have you ever been charged with or plead guilty or “no contest” to a misdemeanor involving violence or sexual misconduct (whether or not resulting in conviction)?  Yes  No

## EMERGENCY CONTACT INFORMATION

In case of emergency, notify: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_  
(Please include – Address, City, State, Zip Code)

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

## VEHICLE INFORMATION

Make of Vehicle: \_\_\_\_\_ Model of Vehicle: \_\_\_\_\_

Year of Vehicle: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State of Drivers License: \_\_\_\_\_

### Acknowledgement

Applicant hereby pays to Landlord the sum of \$ \_\_\_\_\_ as an Application Fee for processing this application, which shall not be refunded for any reason. A minimum \$ \_\_\_\_\_ (non-refundable) administrative fee will be required to secure your bedroom. There will be a 72-hour grace period in which I, as applicant, may change my decision and decide not to reserve a room. This grace period begins from the date that the Administrative Fee (and/or security deposit) is received by the Landlord. Any applicant, who cancels, must notify Management in writing within the 72-hour grace period to receive the full administrative fee (and/or security deposit). **Any cancellation after the 72-hour grace period will forfeit the entire administrative fee (and/or security deposit).** Applicant hereby authorizes verification of any and all information set forth on this application, including release of information by any bank or savings and loan, employer (present or former), prior rental history and any Lender. All such information hereon, and released as authorized above, will be kept confidential. APPLICANT REPRESENTS THAT THE INFORMATION SET FORTH ON THIS APPLICATION IS TRUE AND COMPLETE. Material misrepresentation on this application will constitute a default under the lease or rental agreement between the parties. I have read and agree to all provisions of this application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant/Spouse: \_\_\_\_\_ Date: \_\_\_\_\_

