



**STATEMENT OF RENTAL POLICY
FOR
RESIDENTIAL MANAGEMENT**

Welcome to DJN The Park at Chesterfield! Thank you for choosing our community. We require that each Applicant and adult (18 or over) occupant meet certain rental criteria. Before you fill out our Rental Application, we suggest that you determine whether you meet our requirements. Please note that the term “Applicant” provided below applies to all Residents to be identified on the Lease Contract and the person or persons to be responsible for paying the rent. Please note that these represent our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by Owner prior to these requirements going into effect. Additionally, our liability to verify whether these requirements have been met is limited to the information we receive from the various credit reporting services used.

APPLICATION SCREENING CRITERIA

We request, all applicants to provide a Social Security Number and will be approved on the following basis:

1. Applicant or applicants must be a minimum of eighteen (18) years of age or older. All applicant(s) should be able to provide a copy of their Social Security card. Minors under the age of eighteen (18) are not required to apply but **MUST** be listed under Occupants. Everyone residing in the apartment eighteen (18) years or over must complete and application and be listed as a lease holder.
2. Occupancy Guidelines:

<u>TYPE OF APARTMENT</u>	<u>MAXIMUM # OF OCCUPANTS</u>
• ONE BEDROOM	2
• TWO BEDROOMS	4
• THREE BEDROOMS	5*

*Please ask your leasing agent for details

3. Application Fee, Deposit, Administrative Fee
A non-refundable application fee of \$50.00 is required per person for processing. If your application is approved, the security deposit and a non-refundable administrative fee of \$150.00 is then required to hold an apartment. Both your security deposits and administrative fee are payable by a certified check or money order only. This will hold the apartment for a maximum of thirty (30) days. **This deposit is non-refundable if Applicant(s) decides not to move in or cancels for any reason.**

Please Initial _____

4. Employment / Income Requirements
 Verifiable income equivalent to three (3) times the monthly rent is required. If Applicants fall between two and a half and three times, the owner may look at other compensating factors (i.e. Credit History, Length of Employment or Rental History) in the approval process for a possible conditional approval. Verifiable income shall include income as confirmed by four (4) weeks’ worth of income in the form of recent computerized pay stubs. In some cases we may request an additional (4-8) weeks’ should the most recent





paystubs not be consistent. For self-employed applicants, we will accept the most recent year's tax returns or a notarized letter from your CPA to verify the income listed on this application.

Applicant must provide a proper form of income verification prior to us processing the application.

5. Credit History

Credit history must reflect a minimum Credit Score of 560 or above for standard approval. Credit reports reflecting two or more accounts in collections and/or two or more accounts currently delinquent can be declined.

6. Verifiable Rental History

It is your responsibility to provide the necessary information that allows us to contact your past Landlord(s). Previous Rental History must include a record of paying your rent on time, no prior evictions, balances owed and no history of default in lease obligations or violations of rules and regulations. If we are unable to verify your previous Landlords, we reserve the right to deny your application. Any eviction filings will result in a declined application

7. Criminal History

We complete a thorough criminal background screening.

8. Co-signor / Guarantors

A co-signor / Guarantor will only be accepted for lack of income. Guarantor must meet all the same criteria as stated in this application with a verifiable income of at least five (5) times the monthly rent. Co-signor / Guarantors are not accepted for negative credit history or lack of credit history for themselves or lease holders applying. Only one co-signor/ Guarantor allowed per apartment.

You will be denied if:

Any information provided on the application is found to be incorrect. In general, if misrepresentations are found after the rental agreement is signed, your rental agreement will be terminated.

Rental Agreement

If you are accepted, you will be required to obtain renters insurance prior to your scheduled move in date. Keys will not be released without proof of renter's insurance of at least \$100,000 general liability with The Park at Chesterfield named as an additional interest. You will also be required to sign a Lease Contract in which you will agree to abide by the policies of this rental property. It has been written to protect the rights of both our residents and the Owners of the community.

By signing below, I hereby confirm that I have fully read and understand the necessary qualifications set forth.

Applicant 1: _____

Date: _____

Applicant 2: _____

Date: _____





ALL ITEMS LISTED ON SUCH APPLICATION ARE SUBJECT TO CHANGE WITHOUT WRITTEN NOTICE
Revised 7/12/2019

RENTAL APPLICATION FORM

OCCUPANCY DATE: _____ APARTMENT TYPE: _____ # OF APPLICANTS: _____

PETS: _____ E-MAIL: _____

APPLICANT #1

FIRST NAME: _____ MIDDLE INITIAL: _____ LAST NAME: _____

DATE OF BIRTH: _____ SOCIAL SECURITY #: _____

ARE YOU A CITIZEN OF THE UNITED STATES? _____ YES _____ NO

DRIVER'S LICENSE NUMBER: _____ STATE: _____

PRESENT ADDRESS

STREET ADDRESS: _____ APARTMENT # _____

CITY: _____ STATE: _____ ZIP CODE: _____

NUMBER OF YEARS LIVED AT PRESENT ADDRESS: _____

PHONE NUMBERS

WORK: _____ HOME: _____ CELL: _____

EMERGENCY CONTACT PERSON

FIRST NAME: _____ LAST NAME: _____ PHONE #: _____

PRESENT EMPLOYER

EMPLOYER NAME: _____ TITLE/POSITION: _____

EMPLOYER ADDRESS: _____ SUITE #: _____





CITY: _____ STATE: _____ ZIP CODE: _____
PHONE: _____ FAX: _____

SALARY

WK \$ _____ MO \$ _____ YR\$ _____ ADDT'L INCOME: \$ _____
LENGTH OF EMPLOYMENT: _____

PREVIOUS EMPLOYER (IF LESS THAN TWO YEARS)

EMPLOYER NAME: _____ TITLE/POSITION: _____
EMPLOYER ADDRESS: _____ SUITE #: _____
CITY: _____ STATE: _____ ZIP CODE: _____

APPLICANT #1 – CONT'D

CURRENT LANDLORD (IF YOU CURRENTLY RENT YOUR HOME)

LANDLORD NAME: _____ PHONE: _____ CURRENT RENT PAID: _____

PLEASE INDICATE HOW YOU HEARD ABOUT THE PARK AT CHESTERFIELD (CIRCLE ONE)

APARTMENT GUIDE SIGN/DRIVEBY INTERNET REFERRAL FLYER
FOR RENT APARTMENTS.COM PRESENT TENANT RENT.COM OTHER _____

MONTHLY PAYMENTS

CREDIT CARDS MONTHLY PAYMENTS BALANCE: \$ _____ \$ _____ \$ _____ \$ _____
CAR PAYMENT: \$ _____

NUMBER OF VEHICLES OWNED? _____ | PLEASE LIST THE FOLLOWING FOR EACH VEHICLE:

****YEAR, MAKE, MODEL, COLOR, PLATE NUMBER****

CAR 1: _____

CAR 2: _____

CAR 3: _____





TOTAL NUMBER OF OCCUPANTS IN THE APARTMENT: _____

PLEASE ENTER ALL OCCUPANTS UNDER THE AGE OF 18 BELOW. ANY OCCUPANTS 18 YEARS OR OLDER MUST FILL OUT AN APPLICATION.

NAME	RELATIONSHIP	DATE OF BIRTH
_____	_____	_____
_____	_____	_____
_____	_____	_____

ANIMAL SECTION

TYPE	BREED	WEIGHT
_____	_____	_____
_____	_____	_____
_____	_____	_____

RESIDENTIAL MANAGEMENT, AS OWNER, RESERVES THE RIGHT TO REJECT THIS APPLICATION AND TO REFUSE POSSESSION OF THE ABOVE MENTIONED ACCOMODATIONS. I HAVE READ THE FOREGOING AND CERTIFY THAT THE INFORMATION SUBMITTED BY ME IS TRUE AND CORRECT AND THAT THIS APPLICATION IS ON MY BEHALF. SUBJECT TO THE ABOVE, APPLICANT AUTHORIZES RESIDENTIAL MANAGEMENT, OR IT'S AGENT, TO PROCESS THIS APPLICATION AND MAKE THE NECESSARY SEARCHES AND INVESTIGATIONS. THE APPLICATION FEE IS NON-REFUNDABLE.

APPLICANT SIGNATURE

DATE

I hereby confirm that I have **none** of the following:

Please initial by each below if you **have NOT** had:

Criminal Record _____ Bankruptcy _____ Court/Tenant-Landlord Filings _____
Civil Judgments _____ Sex Offender Record _____





RENTAL APPLICATION FORM

APPLICANT #2

FIRST NAME: _____ MIDDLE INITIAL: _____ LAST NAME: _____
DATE OF BIRTH: _____ SOCIAL SECURITY #: _____
ARE YOU A CITIZEN OF THE UNITED STATES? _____ YES _____ NO

PRESENT ADDRESS

STREET ADDRESS: _____ APARTMENT # _____
CITY: _____ STATE: _____ ZIP CODE: _____
NUMBER OF YEARS LIVED AT PRESENT ADDRESS: _____

PHONE NUMBERS

WORK: _____ HOME: _____ CELL: _____

EMERGENCY CONTACT PERSON

FIRST NAME: _____ LAST NAME: _____ PHONE #: _____

PRESENT EMPLOYER

EMPLOYER NAME: _____ TITLE/POSITION: _____
EMPLOYER ADDRESS: _____ SUITE #: _____
CITY: _____ STATE: _____ CITY: _____
PHONE: _____ FAX: _____

SALARY

WK \$ _____ MO \$ _____ YR\$ _____ ADDT'L INCOME: \$ _____
LENGTH OF EMPLOYMENT: _____

PREVIOUS EMPLOYER (IF LESS THAN TWO YEARS)

EMPLOYER NAME: _____ TITLE/POSITION: _____
EMPLOYER ADDRESS: _____ SUITE #: _____
CITY: _____ STATE: _____ ZIP CODE: _____
PHONE: _____ FAX: _____





APPLICANT #2 – CONT'D

CURRENT LANDLORD (IF YOU CURRENTLY RENT YOUR HOME)

LANDLORD NAME: _____ PHONE: _____ CURRENT RENT PAID: _____

PLEASE INDICATE HOW YOU HEARD ABOUT THE PARK AT CHESTERFIELD (CIRCLE ONE)

APARTMENT FINDER	SIGN/DRIVEBY	INTERNET REFERRAL	FLYER	RENT.COM
APARTMENT GUIDE	APARTMENTS.COM	PRESENT TENANT	FOR RENT	OTHER

MONTHLY PAYMENTS

CREDIT CARDS MONTHLY PAYMENTS BALANCE: \$ \$ \$ \$

CAR PAYMENT: \$ _____

NUMBER OF VEHICLES OWNED? _____ | PLEASE LIST THE FOLLOWING FOR EACH VEHICLE:

****YEAR, MAKE, MODEL, COLOR, PLATE NUMBER****

CAR 1: _____

CAR 2: _____

CAR 3: _____

PLEASE ENTER ALL OCCUPANTS UNDER THE AGE OF 18 BELOW. ANY OCCUPANTS 18 YEARS OR OLDER MUST FILL OUT AN APPLICATION.

NAME	RELATIONSHIP	SOCIAL SECURITY #
_____	_____	_____
_____	_____	_____
_____	_____	_____

ANIMAL SECTION

TYPE	BREED	WEIGHT
_____	_____	_____
_____	_____	_____
_____	_____	_____





RESIDENTIAL MANAGEMENT, AS OWNER, RESERVES THE RIGHT TO REJECT THIS APPLICATION AND TO REFUSE POSSESSION OF THE ABOVE MENTIONED ACCOMODATIONS. I HAVE READ THE FOREGOING AND CERTIFY THAT THE INFORMATION SUBMITTED BY ME IS TRUE AND CORRECT AND THAT THIS APPLICATION IS ON MY BEHALF. SUBJECT TO THE ABOVE, APPLICANT AUTHORIZES RESIDENTIAL MANAGEMENT, OR IT'S AGENT, TO PROCESS THIS APPLICATION AND MAKE THE NECESSARY SEARCHES AND INVESTIGATIONS. THE APPLICATION FEE IS NON-REFUNDABLE.

APPLICANT SIGNATURE

DATE

I hereby confirm that I have **none** of the following:

Please initial by each below if you have NOT had:

Criminal Record _____

Bankruptcy_____

Court/Tenant-Landlord Filings_____

Civil Judgments_____

Sex Offender Record_____





FAIR HOUSING STATEMENT

IT IS THE POLICY OF RESIDENTIAL MANAGEMENT AND DAEJAN CHESTERFIELD, LLC. TO TREAT ALL CURENT AND PROSPECTIVE RESIDENTS IN A FAIR, PROFESSIONAL MANNER, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, FAMILIAL STATUS, HANDICAP OR NATIONAL ORIGIN.

“THIS IS AN EQUAL HOUSING OPPORTUNITY COMMUNITY”

I HAVE READ AND UNDERSTAND THE RENTAL POLICY OF THIS COMMUNITY.

APPLICANT SIGNATURE

DATE

APPLICANT SIGNATURE

DATE





LANDLORD VERIFICATION

I hereby authorize the landlord indicated below to release all information regarding my tenancy.

Applicant Name: _____
 Apartment #: _____
 Applicant signature: _____

Landlord Name: _____
 Landlord Address: _____

 Phone#/E-mail: _____
 Fax#: _____

TO WHOM IT MAY CONCERN:

The above-named applicant/resident is applying for an apartment within our community. We ask your cooperation in providing the following information and any other information concerning the applicant/resident which you feel may be of interest to a landlord. Please email the complete verification to Pacleasing@resimgt.com Should you have questions please contact us at (813) 988.7050. Thank you in advance for your response to our request.

 Management Representative

1. What is/was the applicant's rent? _____
2. Did the applicant pay rent on time? _____
3. If no, how many times late? _____
4. NSF's? (YES/ NO) If Yes, how many _____.
5. Applicant's move in date? _____ Move out date? _____ Was Proper Notice Given? _____
6. Did the applicant break their lease? (YES/NO) If yes, was proper notice and fees paid? _____.
7. Did the applicant leave the apartment in good condition? _____
8. What would you consider applicant's standing with your community? Excellent Good Fair Poor
9. # Of Adults _____ # Of Children _____ # Of Pets _____.
10. Any additional comments? _____

Signature of Landlord: _____ Date: _____
 Print Name: _____
 Telephone #: _____





Dear Resident,

While we are proud of our reputation for quality of life and safety, accidents happen; even when people are careful. But damage caused by a resident is usually the financial responsibility of that resident, not the property owner and/or its representatives. These accidents—such as bathtubs overflowing, kitchen fires, or damage to the common areas—can create significant financial hardship for apartment residents. That is why liability or property damage insurance is required in our lease.

To fulfill your lease recommendation, all new and renewing residents are required to provide evidence of liability or property damage insurance at a minimum limit of \$100,000. *You may choose the insurance company and the policy limits that are most appropriate to your situation, providing the minimum coverage level is satisfied.* If you arrange your own policy, simply provide proof of this coverage, with The Park at Chesterfield listed as an “additional interest” or “interested party”.

Please note that this community’s insurance does not cover a resident’s possessions if they are damaged or stolen. To obtain coverage for your possessions, we strongly recommend your purchase a policy that includes “contents” insurance.

For the convenience of residents that do not have a specific insurance agent identified, we have arranged for a convenient, affordable insurance option for this community. First American Property & Casualty Insurance Company has made available *Renters Insurance Select*, an insurance program developed for multifamily residents. There is no application and acceptance is guaranteed for residents of this community.

Please indicate your insurance election below.

- I have arranged for liability or property damage insurance coverage through _____ and have listed **THE PARK AT CHESTERFIELD** as an “additional interest” or “interested party” on my policy. I understand that is required that I maintain liability or property damage coverage for the duration of my lease.
- I have enrolled in ***Renters Insurance Select*** for liability and contents insurance.
- I make no election at this time, but will provide proof of liability or property damage coverage prior to receiving keys to the apartment.

Resident Signature

Date

Resident Signature

Date

