

FIELDSTONE ASSOCIATES  
Apartments at Olde Towne  
Application Requirements/Agreement to Lease

APPLICATION FEE: The application fee is \$50.00 per person or \$50.00 total for a married couple. *This fee is non-refundable.* You must at least 18 years of age to apply for an apartment.

HOLDING FEE: A \$200.00 holding fee will hold the apartment. *This fee is non-refundable unless your application is declined.* This fee will be applied towards the first month's rent upon approval of the application.

REQUIREMENTS:

1. Positive credit history
2. Positive rental history/property ownership history
3. Your annual gross salary must be equal or greater than three (3) times the annual rent.
4. Employment verification: As most employers will not verify salary, one month's worth of current pay stubs is required (or copy of offer letter for new job). If self employed/retired, we will need a copy of last year's tax return as proof of income.
5. Copy of your driver's license and social security card.
6. The Lease must be executed within fourteen (14) days of your application being approved.
7. Any lease that is executed through the mail and not witnessed by a member of the management staff must be signed in front of a Notary Public, and the Notary Public seal must be on the document.
8. For mid month move ins, the lease start date will be the 1<sup>st</sup> day of the month following your move in date.

PRIOR TO MOVE-IN:

Fees due prior to move in are as follows:

1. Security Deposit (equivalent to one month's rent): This is due at the time the lease is signed. This must be certified check/money order form and made payable to Fieldstone Associates.
2. First Month's Rent and/or Pro-rated Rent: This is also due at the time the lease is signed. If the move in date is on or after the 9<sup>th</sup> day of the month, you will be required to pay the next month's rent in addition to the pro-rated rent. This must also be in certified check/money order form and payable to Fieldstone Associates.

*The above must be made with two (2) separate certified checks/money orders; One check for the Security Deposit; One check for the First Month's Rent/Sewer and Pro-rated Rent/Sewer (if applicable).*

3. All utility accounts must be set up in your name, and account numbers furnished to management prior to your taking possession of the apartment.
4. **Tenant is required to obtain renter's insurance with a minimum of \$300,000 general liability coverage. A copy of the declarations page MUST be submitted at time of lease signing!**

# FIELDSTONE ASSOCIATES, L. P. RENTAL APPLICATION

APPLYING AT: OLDE TOWNE

MOVE-IN DATE DESIRED: \_\_\_\_\_

APPLICANT/SPOUSE (Unmarried Applicants, Please Fill Out Separate Applications)

NAME(S): \_\_\_\_\_ SOCIAL SECURITY NO.: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

The Following Persons Will Also Occupy The Above Apartment: (Name, Relationship, and Age)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### RESIDENCE:

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ (Rent-Own-Other) Dates: \_\_\_\_\_ to \_\_\_\_\_

Landlord/Mortgage Co.: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

Rent/Mortgage Payment: \$ \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ (Rent-Own-Other) Dates: \_\_\_\_\_ to \_\_\_\_\_

Landlord/Mortgage Co.: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

Rent/Mortgage Payment: \$ \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_

### EMPLOYMENT:

Present Employer: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Income: \$ \_\_\_\_\_ wk/mo/yr Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Income: \$ \_\_\_\_\_ wk/mo/yr Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

Spouse's Employer: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Income: \$ \_\_\_\_\_ wk/mo/yr Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

Additional Income: \$ \_\_\_\_\_ wk/mo/yr Source: \_\_\_\_\_

### CREDIT REFERENCE:

Credit Cards/Loans	Account Number	Monthly Payments
_____	_____	\$ _____
_____	_____	\$ _____

Have you ever been evicted from an apartment? YES/NO

Have you ever been in breach of a rental or mortgage agreement? YES/NO

Have you ever filed for bankruptcy? YES/NO If yes, when \_\_\_\_\_

Do you currently have any negative credit accounts for loans? YES/NO

Do you pay child support? YES/NO If yes, what is the amount you pay? \$ \_\_\_\_\_ wk/mo/yr

### BANKING HISTORY:

Bank Name: \_\_\_\_\_ Checking Account No.: \_\_\_\_\_

Address: \_\_\_\_\_ Savings Account No.: \_\_\_\_\_

Make of Auto: \_\_\_\_\_ Year: \_\_\_\_\_ Driver's License No.: \_\_\_\_\_

License Plate No.: \_\_\_\_\_ State: \_\_\_\_\_ Making Payments To: \_\_\_\_\_ Monthly Amt.: \$ \_\_\_\_\_

Nearest Relative (To Be Contacted In Case Of Emergency): \_\_\_\_\_ How Related? \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

In the event the rental application is approved, the owner or agent will apply the deposit of **\$200.00** toward the first month's rent. If the application is approved, but the undersigned chooses not to/and or does not enter into the lease within 2 (two) weeks of approval, the deposit will be forfeited as liquidated damages incurred by the owner as a result of not having been able to rent the apartment to another party during this time., unless otherwise agreed to in writing. Upon rejection of the application, the undersigned will be refunded the full holding fee.

APPLICANT(S) certifies and represents that all information on this application is correct; that he/she is not breaking his/her lease, that he/she has paid his/her rent/mortgage payments in a timely fashion; that he/she has received no notices of Lease Termination or Eviction; that he/she has not filed for bankruptcy within the past five (5) years, and is presently financially solvent; and that no adverse credit information is on record. APPLICANT(S) hereby understands that the discovery of any negative rental/mortgage, credit or financial information or providing any false information is reason for denial. A non-refundable charge of **\$50.00** will be retained for credit check purposes.

APPLICANT(S) authorizes LESSOR and/or CAVALIER PROPERTY SERVICES, INC. to verify the accuracy of all statements in this application, and also authorizes all employers, present and previous landlords, and creditors to release all information concerning applicant or applicant's account(s) for the purpose of verifying this application and determining applicant's ability to afford the contractual obligations of the lease. Applicant releases all persons delivering this information from any inadvertent error. I agree that a signed lease document, along with the security deposit equivalent to one month's rent, is due within 14 (fourteen) days after the application has been approved. I also agree that any pro-rated rent and first month's rent, as well as the security deposit, are due at the time the lease is signed.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_