



CHERRY HILLS

APPLICATION FOR RESIDENCY



(ALL APPLICANTS 18 YEARS OR OLDER MUST COMPLETE A SEPARATE APPLICATION UNLESS LEGALLY MARRIED)

Applicant Information: (please print)

How did you hear about us: _____

Applicant's Name (1) _____ Birthdate ____/____/____ Social Sec. # _____
First Middle Last Mo Day Yr.

Spouse's Name (2) _____ Birthdate ____/____/____ Social Sec. # _____
First Middle Last Mo Day Yr.

Contact Information:

Applicant (1) _____
Email Address Contact Phone (Circle one) Home or Cell Driver's License Number State Issued

Spouse (2) _____
Email Address Contact Phone (Circle one) Home or Cell Driver's License Number State Issued

Current Address: _____ Rent _____ Own _____ Parent's Home _____ Student Housing _____ Other: _____
Please Explain

Street City State/Zip From: To:

Name of Mortgage Company, Landlord or Apt. Community Contact Name and Phone # \$ Mo. Payment Reason for Moving

If at Present Address Less Than 3 (Three) Years please provide the following: _____ Rent _____ Own _____ Parent's Home _____ Student Housing _____ Other: _____

Street City State/Zip From: To:

Name of Mortgage Company, Landlord or Apt. Community Contact Name and Phone # \$ Mo. Payment Reason for Moving

Have you ever lived in a Cherry Hills Community? _____ No _____ Yes If Yes, Which one? _____ From _____ To: _____

Automobiles

License Plate # State Color Make/Model Year

License Plate # State Color Make/Model Year

Other Persons to Occupy Apartment: (if over the age of 18 must fill out a separate application)

Name Relationship Date of Birth Sex Soc. Sec #

Will there be any pets living with you in the apartment? Yes No If Yes, _____
(All pets must be approved by Management prior to bringing them into apartment) How Many Type Breed Weight

Employment: Applicant (1)

Present Employer _____

Address _____
Street City State/Zip

Name of Supervisor _____ () _____
Contact #

Start Date _____ Position: _____

Gross Monthly Income: \$ _____ Hourly _____ or Salary _____

Other Income _____ \$ _____
Source How Much When Rec'd

If at Current Employment Less than one (1) year please provide the following:

Previous Employer _____

Address _____

Supervisor's Name and Contact # _____

Date of Hire _____ Position: _____

Spouse (2)

Present Employer _____

Address _____
Street City State/Zip

Name of Supervisor _____ () _____
Contact #

Start Date: _____ Position: _____

Gross Monthly Income: \$ _____ Hourly _____ or Salary _____

Other Income _____ \$ _____
Source How Much When Rec'd

If at Current Employment Less than one(1) year please provide the following:

Previous Employer _____

Address _____

Supervisor's Name and Contact # _____

Date of Hire _____ Position: _____

Applicant:

Have you ever been evicted by a landlord or asked to move-out? _____ No _____ Yes
If yes, give details _____

Have you had or are you currently involved in any Litigations, such as: Evictions, Suits, Bankruptcies, Foreclosures, etc.? _____ No _____ Yes
If yes, give details _____

Have you ever been arrested or convicted of any criminal offense? _____ No _____ Yes
If yes, give dates and details _____

Spouse:

Have you ever been evicted by a landlord or asked to move-out? _____ No _____ Yes
If yes, give details _____

Have you had or are you currently involved in any Litigations, such as Evictions, Suits, Bankruptcies, Foreclosures, etc.? _____ No _____ Yes
If yes, give details _____

Have you ever been arrested or convicted of any criminal offense? _____ No _____ Yes
If yes, give dates and details _____

Emergency Contacts:

Name	Address	City, State, Zip	Contact Phone #	Relationship
Name	Address	City, State, Zip	Contact Phone #	Relationship

PLEASE READ CAREFULLY AND SIGN BELOW

This application is made for the purpose of procuring rental of the herein described premises, and for credit and criminal background clearance. Everything that I have stated in this application is correct to the best of my knowledge. I understand that you will retain this application whether or not it is approved. You are authorized to check my credit and employment history and to answer questions about my credit experience with you. I hereby agree to release and hold harmless Cherry Hills and its agents and employees from any and all liability, legal proceedings and costs including attorney fees arising out of either the verification of the information contained on this application form or the release of this information to other parties. All of the above data and information set forth herein including, but not limited to the statement of my assets, income and financial condition is warranted to be true and accurate and to fully and correctly state my financial condition as of the date of this application. I understand that false, incomplete or misleading information herein may constitute grounds of rejection of this application, termination of right of occupancy of applicants under the contemplated lease, and/or forfeiture of deposit and fees. I also covenant and agree to notify you of any changes in the status of any of the aforementioned items during the period of my tenancy. Applicant agrees to terms of the "Applicant Deposit Agreement" below.

I hereby consent to allow Cherry Hills through its designated agent and its employees, to obtain and verify my credit information for the purpose of determining whether or not to lease me an apartment, I understand that should I lease an apartment, Cherry Hills And its agents shall have a continuing right to review my credit my information, rental application, payment history and occupancy history for account review purposes and for improving application methods.

This apartment has been reserved for occupancy by the listed applicants pending approval of their credit and verification of employment and previous residency, and criminal background. If the application is **NOT** approved, the Lease Administrative Fee, if any, and the Holding Deposit, if any, shown below will be refunded **within 30 days** of the date of this application. If the application is approved by Lessor and a Lease is entered into, the Lease Administrative Fee, if any, will be applied toward any Non-Refundable Fees required under the Lease, and the Holding Deposit, if any, will be applied toward any Security Deposit required under the Lease. If applicant(s) chooses to withdraw their application for the apartment at any time **prior to 72 hours** after the date of this receipt, the entire amount, less application fees for each applicant shall be refunded within 30 days of the date of this application. After this 72 hour period there will be **no refund of any monies**. Upon approval of the application, all rental proration's, shall be made effective from the initial move in date requested whether or not move in occurs on that date. If applicants do not move in on scheduled date, Cherry Hills and its agents reserve the right to cancel this reservation and keep all monies deposited.

APPLICANT DEPOSIT AGREEMENT (FOR OFFICE USE ONLY)

Apartment #		Holding Fee (to be applied toward Security Deposit.)	\$
Monthly Rent	\$	Lease Administrative Fee (Non Refundable)	\$
Other Fees :	\$	Application Fee (Non Refundable)	\$
Pet	\$	Other Fees:	\$
W/D	\$	Amount Required with Application	\$ PAID ON:
Parking	\$	ID VERIFICATION	
Other	\$	Type of ID	Type of ID
TOTAL	\$	ID #	ID #
Move-in Date		ID State	ID State
Lease Term		ID Expiration Date	ID Expiration Date
Traffic Source		Verified By:	Verified By:

*** Please remember that this application does not guarantee your right to occupy an apartment until the assigned apartment becomes vacant and your application has been formally approved.**

**** GENERAL LIABILITY INSURANCE IS REQUIRED TO LIVE AT A CHERRY HILLS COMMUNITY. PROOF OF COVERAGE FOR THE DURATION OF THE LEASE TERM IS REQUIRED PRIOR TO MOVE-IN. (Minimum of \$100,000 Liability Coverage Required)**

I have read and agree to these provisions as stated.

_____/_____/_____
Applicant Signature Date

_____/_____/_____
Leasing Consultant Signature Date

_____/_____/_____
Applicant Signature Date

FOR OFFICE USE ONLY	
Property Manager Has Reviewed Application and Screening Report for Accuracy and applicant (s) are:	
_____ APPROVED (NO CONDITIONS)	
_____ APPROVED WITH THE FOLLOWING CONDITIONS _____	
_____ DENIED DUE TO _____ DATE ADVERSE LETTER SENT _____ (Copy is attached to application)	
_____	_____
Property Manager Signature	Date
Applicant(s) Notified on _____	By _____
Date	Cherry Hills Authorized Agent



Resident Screening Policy

All occupants 18 years of age or older must submit an application for residency and if approved must sign the lease agreement unless they are a dependent of the leaseholder, in which case only a criminal background check will be processed on the dependent.

Cherry Hills Properties employ the services of LandLord Shield to screen prospective residents. Your consumer credit report contains information about you and your credit experiences, such as your bill-payment history, the number and type of accounts that you have late payments, collection actions, outstanding debt, and the age of your accounts. Based upon your credit history, your application will be accepted, rejected or accepted on the condition that an additional security deposit is paid. If your application is rejected or is accepted with conditions, you will be given the name, address and telephone number of the consumer reporting agencies which provided your consumer information to us. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration.

Identify Verification

- Government issued photo identification will need to be presented by all applicants and guarantors, if applicable.
- Photo identification must be current and issued by a state or government authority. Acceptable forms of Photo identification include the following:
 - State Issued Driver's License
 - State Issued Photo Identification Card
 - Current United States Military ID card
 - VISA issued by US Immigration and Naturalization Services
 - I-20 Student Visa

Consent to Verify Credit, Criminal Background & Previous Occupancy History

All applicants and guarantors, if applicable, must agree to the following by executing a rental application form:

I hereby consent to allow **Cherry Hills Properties**, through its designated agent and its employees, to obtain and verify my credit information, *including a criminal background search and previous occupancy history* for the purpose of determining whether or not to lease to me an apartment. I understand that should I lease an apartment, **Cherry Hills Properties** and its agent shall have a continuing right to review my credit information, rental application, criminal background, payment history and occupancy history for account review purposes and for improving application methods.

It is our policy not to lease to applicants who have been arrested or convicted of certain felonies or misdemeanors. We have a pre-defined selection configuration which has been provided to our Criminal Search vendor. Prior to final acceptance of any applicant, our Criminal Search vendor will search for criminal background information on each applicant. If a report is found, it will be compared to our pre-selected criteria and a determination regarding whether an applicant meets our criteria will be made. If your application is rejected based upon our pre-selected criteria, you will be given the name, address and telephone number of the consumer reporting agencies which provided your criminal information to us. An applicant rejected for an unsatisfactory criminal background is encouraged to obtain a copy of the criminal report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration.

Income Verification

Income from each applicant will be combined for a Total Gross Household Income which must be at least three (3) times the monthly rent. Applicants are required to provide proof of income which may be in the form of any of the following:

- Two most **recent** paycheck stubs
- Bank statements showing recurring pay deposits
- Tax Return (e.g. 1040, 1040EZ) or an accountant's certification of income
- Letter from Employer on original Company Letterhead
- Job Offer Letter on original Company Letterhead
- Proof of Trust Income
- Bank Statement Reflecting Balance equivalent to Rental obligation for 1.5 times the lease term.
- Income Investment Statement
- Grant Documentation
- Proof of Social Security, Retirement or Disability Income

Applicant Signature

Date

Applicant Signature

Date