



Jasmine Place SELECTION CRITERIA

APPLICATIONS: All Applicants must meet the criteria for acceptance set forth in this Resident Selection Criteria. All persons age eighteen (18) years of age and older must submit a Rental Application and qualify individually as a Resident. All Applicants are required to provide either a social security number or individual taxpayer identification number issued by the U.S. Internal Revenue Service. Management complies with all federal, state and local laws including fair housing laws which prohibit discrimination based on race, creed, color, religion, national origin, familial status, sex, elderliness, handicap, or any other protected status. If you have any questions regarding these Selection Criteria, please do not hesitate to contact the Property Manager.

The following requirements must be met to live in our community:

INCOME: All Applicants must have gross monthly income, less any garnishments or other deductions, in excess of three (3) times the monthly rent on the unit selected. All income must be verified through Applicant's employer, or you must provide two recent pay stubs. A signed release from Applicant may be necessary to obtain this information.

CREDIT: A credit check through a local credit agency is performed on all Applicants. A history of good credit must be established. Evidence of a history of poor or delinquent credit, absence of credit, absence of gainful employment or income to meet income requirements may be grounds for disapproval. Judgments or collections that appear on the report may be cause for rejection of Applicant. Any Applicant with a bankruptcy must show a discharge more than one year ago and have established new credit with a positive rating with at least one account. In the discretion of the Managing Agent, hospital related debt may not disqualify you if you have entered into a written payment plan and you are current with your obligation under the payment plan. Must have a Beacon/ FICO score of 530 or higher

EMPLOYMENT VERIFICATION: Applicant must provide two years of employment history. If current employment history is less than 2 years, previous employment will be verified. Current and/or past employment will be verified, including salary, position, length of employment, and probability of continued employment (if employment history is not available, Applicant must have good credit history, rental reference, and current or new employment must be verifiable).

RENTAL HISTORY: Two references are obtained from previous landlords, if possible, relative to payment history, length of rental agreement, amount of rent, damages, and violation history. If Applicant is breaking an existing rental agreement, it must be determined what liability the Applicant has under the current rental agreement, which may affect the Applicant's ability to pay current rent. Any adverse information relating to these areas is grounds for rejection of an Applicant. An Applicant may be rejected for a poor prior rental history, for example if you have a history of late payments, previous non-compliances with a rental agreement or rules and regulations, have any unsatisfied judgment from a prior landlord or have been evicted from prior housing, or have a record of inadequate housekeeping.

AGE: All persons age 18 and older must complete a Rental Application, and qualify individually as a Resident. No person over age 18 or older may reside in the apartment without being approved as a Resident, and listed as a Resident on the Lease.

INFORMATION VERIFICATION: Applicant will be asked to provide verifiable information or documentation to support application items. These may include, but are not limited to, "Leave & Earnings Statements", pay stubs, evidence of taxes paid in past years, personal identification, or notarized confirmation of employment. Failure to provide such documentation may be grounds to reject an Applicant.

OCCUPANCY REQUIREMENTS: A maximum of two (2) people may occupy each bedroom in the Dwelling Unit, provided that each bedroom shall contain at least 100 square feet of floor area. Resident must notify Landlord of any change in the household composition (such as the birth of an infant) during the term of the Lease, within fifteen (15) days of such change. If such change in household composition causes Resident to exceed the occupancy limit described above,

then Resident may apply to transfer to another unit within the community that would meet the occupancy standards, if such a unit is available, no later than the applicable notice period set forth in the Lease for the end of the Lease term. The preceding sentence shall not be construed to allow any exceptions to these Rental Selection Criteria.

CO-SIGNERS: Co-signers are accepted for only those applications where the Applicant has insufficient income.

CATEGORIES OF DISAPPROVAL: The following by any occupant of a household shall be grounds for disapproval of Applicant:

- A. Rental Selection Criteria: Applicant's failure to meet any of the criteria set forth herein will be cause for disapproval.
- B. Violent or disruptive behavior. A history of violent or disruptive behavior of such a type that would endanger fellow tenants, staff, or visitors, result in damage to property, or disrupt the quiet enjoyment of property by residents. Any Applicant who is subject to any sex offender registration requirement will also be denied.
- C. Following are the required standards for evaluation of criminal histories, as set forth by the Savannah-Chatham Crime Free Housing Program. A *CONVICTION* of any of the following, showing up on a Criminal History, will be mandatory grounds for rejection of the application.
 - 1. Any felony of a violent nature.
 - 2. Any felony, of a non-violent nature, under twenty (20) years.
 - 3. Two or more felonies, of a non-violent nature, total.
 - 4. Probation / parole, for a non-violent felony, within past ten (10) years.
 - 5. Any misdemeanor conviction within past five (5) years.
 - 6. Three or more misdemeanor convictions total.
 - 7. Active parole / probation status.
 - 8. Active warrants.
 - 9. Sexual offender / predator registry requirement.
- D. Drug or Alcohol Use: Any current use of an illegal drug will be grounds for rejection of an Applicant. Any evidence of alcohol abuse that manifests conduct that poses a threat to health or safety of other residents will be grounds for rejection of application. Any report of having sold or used a controlled substance will result in disapproval.
- E. Misrepresentation. Supplying false, misleading, or inaccurate information, or omitting information shall be grounds for disapproval.

Applicant's Signature

Date

Applicant's Signature

Date

Management Representative

Date



**FRYE
PROPERTIES**
JASMINE PLACE APARTMENTS

APPLICATION FOR OCCUPANCY

IN ORDER TO BE APPROVED FOR OCCUPANCY, ALL QUESTIONS MUST BE FULLY AND COMPLETELY ANSWERED.

TODAY'S DATE: _____ # OF BEDROOMS: _____ DATE NEEDED: _____

STUDENT: NO YES

DO YOU NEED ANY ACCOMMODATIONS? NO YES: _____

HOW DID YOU HEAR ABOUT OUR COMMUNITY? _____

WHY DID YOU DECIDE TO RENT WITH US: _____

APPLICANT INFORMATION

APPLICANT'S NAME: _____ DATE OF BIRTH: _____

DRIVER'S LICENSE #: _____ STATE: _____ EXPIRATION DATE: _____

SOCIAL SECURITY # _____ HOME/CELL PHONE: _____

EMAIL ADDRESS: _____ WORK PHONE: _____

ARE YOU CURRENTLY IN THE U.S. ARMED FORCES OR RESERVES? YES NO

IF "YES", STATE YOUR RANK, SERVICE AND DUTY STATION: _____

CURRENT ADDRESS: _____

CURRENT LANDLORD OR COMMUNITY: _____ PHONE #: _____

MOVE IN DATE: _____ LEASE EXPIRATION DATE: _____ AMOUNT OF RENT: \$ _____

IF NOT CURRENTLY RENTING, HAVE YOU EVER RENTED BEFORE? YES NO

PREVIOUS ADDRESS: _____

LANDLORD OR COMMUNITY NAME: _____ PHONE #: _____

MOVE IN DATE: _____ MOVE OUT DATE: _____ AMOUNT OF RENT: \$ _____

EMPLOYED BY: _____

EMPLOYER'S ADDRESS: _____

POSITION OR RANK: _____ SALARY OR HOURLY WAGE: \$ _____

PHONE #: _____ SUPERVISOR: _____

DATE OF HIRE: _____ FULLTIME PARTTIME: #HOURS _____

PREVIOUS EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

POSITION OR RANK: _____ SALARY OR HOURLY WAGE: \$ _____

PHONE #: _____ SUPERVISOR: _____

START DATE/END DATE: _____ FULLTIME PARTTIME: #HOURS _____

OTHER MONTHLY INCOME OR SOURCE OF SUPPORT: (CHILD SUPPORT, ALIMONY, SOCIAL SECURITY, RETIREMENT, PUBLIC ASSISTANCE)

AMOUNT \$ _____ SOURCE: _____

BANKING REFERENCE:

CHECKING ACCT. (BANK NAME) _____ ACCT. NO. _____ BALANCE: \$ _____

SAVINGS ACCT. (BANK NAME) _____ ACCT. NO. _____ BALANCE: \$ _____

PLEASE LIST CLOSEST RELATIVE NOT LIVING WITH YOU-EMERGENCY CONTACT:

<u>NAME/RELATIONSHIP</u>	<u>ADDRESS</u>	<u>PHONE #</u>
_____	_____	_____

PLEASE LIST TWO REFERENCES NOT RELATED TO YOU:

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE #</u>
_____	_____	_____
_____	_____	_____

PLEASE LIST TWO BUSINESS REFERENCES:

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE #</u>
_____	_____	_____
_____	_____	_____

SPOUSE OR CO-APPLICANT INFORMATION

NAME OF SPOUSE/CO-APPLICANT:

DATE OF BIRTH: _____

DRIVER'S LICENSE #: _____ STATE: _____ EXPIRATION DATE: _____

SOCIAL SECURITY NUMBER #: _____ HOME/CELL PHONE: _____

EMAIL ADDRESS: _____ WORK PHONE #: _____

ARE YOU CURRENTLY IN THE U.S. ARMED FORCES OR RESERVES? YES NO

IF "YES", STATE YOUR RANK, SERVICE AND DUTY STATION: _____

CURRENT ADDRESS: _____

CURRENT LANDLORD OR COMMUNITY: _____ PHONE #: _____

MOVE IN DATE: _____ LEASE EXPIRATION DATE: _____ AMOUNT OF RENT: \$ _____

IF NOT CURRENTLY RENTING, HAVE YOU EVER RENTED BEFORE? YES NO

PREVIOUS ADDRESS: _____

LANDLORD OR COMMUNITY NAME: _____ PHONE #: _____

MOVE IN DATE: _____ MOVE OUT DATE: _____ AMOUNT OF RENT: \$ _____

EMPLOYED BY: _____

EMPLOYER'S ADDRESS: _____

POSITION OR RANK: _____ SALARY OR HOURLY WAGE: \$ _____

PHONE #: _____ SUPERVISOR: _____

DATE OF HIRE: _____ FULLTIME PARTTIME: #HOURS _____

PREVIOUS EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

POSITION OR RANK: _____ SALARY OR HOURLY WAGE: \$ _____

PHONE #: _____ SUPERVISOR: _____

START DATE/END DATE: _____ FULLTIME PARTTIME: #HOURS _____

OTHER MONTHLY INCOME OR SOURCE OF SUPPORT: (CHILD SUPPORT, ALIMONY, SOCIAL SECURITY, RETIREMENT, PUBLIC ASSISTANCE)

AMOUNT \$ _____ SOURCE: _____

BANKING REFERENCE:

CHECKING ACCT. (BANK NAME) _____ ACCT. NO. _____ BALANCE: \$ _____

SAVINGS ACCT. (BANK NAME) _____ ACCT. NO. _____ BALANCE: \$ _____

(SPOUSE OR CO-APPLICANT CONTINUATION)

PLEASE LIST CLOSEST RELATIVE NOT LIVING WITH YOU-EMERGENCY CONTACT:

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE #</u>
_____	_____	_____

PLEASE LIST TWO REFERENCES NOT RELATED TO YOU:

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE #</u>
_____	_____	_____
_____	_____	_____

PLEASE LIST TWO BUSINESS REFERENCES:

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE #</u>
_____	_____	_____
_____	_____	_____

OTHER OCCUPANTS AND PETS IN HOUSEHOLD

PERSONS AND PETS WHO ARE NOT LISTED BELOW ARE "NOT" AUTHORIZED TO LIVE IN THE APARTMENT. UNAUTHORIZED OCCUPANTS AND PETS WILL BE A LEASE VIOLATION.

PLEASE LIST ADDITIONAL PERSONS TO OCCUPY THE APARTMENT UNDER THE AGE OF 18:

<u>STATE ALL OTHER OCCUPANT'S NAMES</u>	<u>SOCIAL SECURITY #</u>	<u>DATE OF BIRTH</u>	<u>RELATIONSHIP</u>
_____	____-____-____	____/____/____	_____
_____	____-____-____	____/____/____	_____
_____	____-____-____	____/____/____	_____

TOTAL NUMBER OF OCCUPANTS: _____

PET TO OCCUPANY APARTMENT (MUST HAVE WRITTEN CONSENT FROM OWNER/AGENT)

PETS WHO ARE NOT LISTED BELOW ARE NOT AUTHORIZED TO LIVE IN THE APARTMENT. UNAUTHORIZED PETS WILL BE A LEASE VIOLATION.

DO YOU HAVE ANY PETS? _____ IF YOU ANSWERED YES-FILL OUT INFORMATION BELOW.

BREED AND TYPE OF PET: _____ WEIGHT: _____ AGE: _____

<u>MAKE OF VEHICLE</u>	<u>BODY STYLE</u>	<u>YEAR</u>	<u>COLOR</u>	<u>LICENSE PLATE #</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TERMS AND CONDITIONS FOR AGREEMENT BY APPLICANT

- *Rental rates and availability are subject to change without notice, pending full lease execution.*
 - *No pets of any kind are allowed on the property without prior written approval of Management.*
 - *I certify that I am 18 years of age or older.*
 - *I hereby state that all the information given in this application is true and correct. I authorize the agent to process this application, contacting any persons deemed necessary to verify the information provided, including credit, income and employment history, criminal history, student status, housing reference, bank balances, etc.*
 - *I affirm that I am not involved in any way with illegal drugs or any other unlawful activity.*
 - *I understand that, if there is a substantial change in my circumstances between application and move-in, or if any of the information I have provided is false, the Landlord may re-consider this application accordingly.*
 - *I lieu of an original signature to this agreement, Landlord will accept a valid and legitimate electronic and/or facsimile signature of the Resident. In doing so, resident hereby acknowledges his/her endorsement and acceptance of this agreement, and he/she waives any challenge to validity of this agreement based on resident's endorsement by electronic and/or facsimile signature.*
 - *I hereby submit \$_____ as a nonrefundable application fee and \$_____ as a nonrefundable administrative fee. In addition to these fees, I hereby submit \$_____ as a refundable security deposit.*
- I understand the application fee is nonrefundable at any time.*
- If management accepts my application, applicant must secure property within 24 hours of approval. Otherwise, if applicant fails to occupy property on agreed upon date except for the hold over of prior resident management will retain all fees and deposits.*

* Resident expressly authorizes landlord, or landlord's agent (including collection agency) to obtain tenant's consumer credit report. The landlord, or it's agent may use if attempting to collect past due rents, late fees, or other charges from tenant, both during the lease and thereafter.*

APPLICANT SIGNATURE _____ DATE _____

SPOUSE/CO-APPLICANT SIGNATURE _____ DATE _____

MANAGEMENT REPRESENTATIVE _____ DATE _____



JASMINE PLACE APARTMENTS

**REQUEST FOR EMPLOYMENT
VERIFICATION**

Part One (to be completed by Applicant)

Name: _____

Current Address: _____

I hereby authorize the release of any and all information as required by Frye Properties in connection with my application for apartment rental. The information will be requested in connection with a bonafide "permissible" purpose and will be held in strict confidence. You may make copies of this authorization for distribution to any parties, which I have listed on my Rental Application, and that party may treat such copy or facsimile as an original.

Applicant Signature: _____ **Date:** _____

Part Two (to be completed by Employer)

Employer Name: _____

Employer Address: _____

Phone Number: _____ **Fax Number:** _____

The above-named applicant has made application for residency in our apartment community. The applicant has indicated that you employ him/her and would appreciate your confirmation of this employment in the space provided below. If you have any questions, please call (912)352-7152.

Thank you for your prompt assistance.

EMPLOYER'S VERIFICATION

Applicant's current position: _____

Date of hire: _____ **Full time:** _____ **Part time:** _____

Present rate of pay:

Hourly: \$ _____ per hour X _____ hours per week X _____ weeks per year

Weekly: \$ _____ per week X _____ weeks per year

Annual: \$ _____ **Additional compensation:** \$ _____

Overtime, commissions, bonus or tips: \$ _____

Anticipated income for the next 12 months: \$ _____

Employer's Signature: _____

Print Name: _____

Title: _____ **Date:** _____

We appreciate your prompt cooperation. Please complete this form and return it to us as quickly as possible via fax at (912)352-7924.

Management Representative: _____ **Date:** _____



JASMINE PLACE APARTMENTS

REQUEST FOR RENTAL VERIFICATION

Part One (to be completed by Applicant)

Name:
Current/Previous Address:

I hereby authorize the release of any and all information as required by Frye Properties in connection with my application for apartment rental. The information requested will be held in strict confidence. You may make copies of this authorization for distribution to any parties, which I have listed on my Rental Application, and that party may treat such copy or facsimile as an original.

Applicant Signature: Date

Part Two (to be completed by current or previous landlord)

Name of Property/Landlord:
Address:
Phone Number: Fax Number:
Applicant's Address:

We have received an application for tenancy from the above, to whom we understand you are renting, or have rented. Please furnish us the following information to assist us in processing the application. Thank you.

Term of residency: From to
Amount of monthly rent: \$
Is account current? [] YES [] NO: Amount delinquent, if any:
Number of late payments:
Any damages?
Any violation of rules & regulations?
Number of pets Number of occupants
Would you re-rent to this tenant? [] YES [] NO

Signature of Landlord Representative:
Print Name:
Title: Date:

We appreciate your prompt cooperation. Please complete this form and return it to us as quickly as possible via fax at (912) 352-7924.

Management Representative: Date: