

# Charter Woods Apartment Community

---

## STATEMENT OF RENTAL POLICY

Thank you for choosing Charter Woods as your new home. Please take a moment to read the following criteria. These criteria are used as a guideline in approving every applicant/prospective resident. The term "applicant" applies to all residents listed on the Lease Agreement. Please note this is the rental criteria, nothing contained in these requirements guarantees that the application will be approved.

### 1. All applicants will be approved on the following basis:

Applicants must be a minimum of 18 years of age, with a current state-issued identification, driver's license or passport or other valid photo identification. Adult occupants 18 and over must be listed on the lease as an applicant.

### 2. Occupancy Guidelines:

Two occupants per bedroom:

- Up to 2 occupants in a 1-bedroom
- Up to 4 occupants in a 2-bedroom
- Up to 6 occupants in a 3-bedroom

### 3. Deposit and Application Fee Information:

- Application Fee of \$35 and \$85 administrative fee will be required to hold an apartment
- Application must be completed when placing an application fee on an apartment home
- A \$35 non-refundable application fee is required to process each application
- If the application is approved and the applicant chooses not to move-in, the application fee will then be forfeited by the resident as compensation for holding the apartment off the market.
- Each applicant agrees to provide Charter Woods with 2 current pay stubs to verify income and employment



**4. Pet Policies:**

A pet deposit is required at move-in. There is a monthly pet rent charge and some restriction. No exotic pets allowed.

**5. Credit Reporting Company Information:**

If an applicant is denied based on the credit report or information obtained from a third party, the applicant has the right to dispute the credit report information by contacting the reporting agencies via telephone or mail. Charter Woods will provide a letter in writing notifying the applicant of the denial and of their right to obtain a free copy of their credit report. Following please find the credit report agencies used in our approval process:

Experian  
1-888-397-3742  
P.O. Box 9595 (disputes)  
P.O. Box 2104 (free copy of report)  
Allen, TX 75013

TransUnion  
1-800-916-8800  
P.O. Box 1000  
Springfield, PA 19022

Equifax  
1-800-685-1111  
P.O. Box 740250  
Atlanta, GA 30374

**6. AM Management, Inc., and Charter Woods Apartments, LLC, adhere to the Fair Housing Law (Title VIII of the Civil Rights Act of 1968 as amended by the Housing and Community Development Act of 1974 and the Fair Housing Amendment of 1988) which stipulates that it is illegal to discriminate against any person in housing practices because of race, color, religion, sex, national origin, disability or familial status.**

**7. I have read and understand the rental criteria of this community and authorize the release of my employment, credit, rental, and police arrest record to assist Charter Woods in processing my rental application.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



**Rental Application**  
**Charter Woods Apartments**  
**1603 Charter Woods Circle**  
**Fairborn, OH 45324**  
**Phone (937) 431-9215**  
**Fax (937) 431-9216**

Apartment desired: \_\_\_\_\_

Move in Date: \_\_\_\_\_

---

**PERSONAL**

---

**APPLICANT #1 FULL NAME** \_\_\_\_\_ **MARITAL STATUS:**  Single  Married

**BIRTH DATE:** \_\_\_\_\_ **SS#** \_\_\_\_\_ **DRIVERS LICENSE:** State \_\_\_\_\_ # \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_ **Cell Phone Number** \_\_\_\_\_

**APPLICANT #2 FULL NAME** \_\_\_\_\_ **MARITAL STATUS:**  Single  Married

**BIRTH DATE:** \_\_\_\_\_ **SS#** \_\_\_\_\_ **DRIVERS LICENSE:** State \_\_\_\_\_ # \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_ **CELL PHONE NUMBER:** \_\_\_\_\_

---

**ADDRESSES**

---

**Present Address** \_\_\_\_\_ **City/State/Zip** \_\_\_\_\_ **Since** \_\_\_\_\_ **Rent: \$** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Present Landlord** \_\_\_\_\_ **Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

Is rent up to date?  Yes  No    Have you given notice?  Yes  No    Have you been asked to leave?  Yes  No

**Previous Address** \_\_\_\_\_ **City/State/Zip** \_\_\_\_\_ **From** \_\_\_\_\_ **Until** \_\_\_\_\_ **Rent: \$** \_\_\_\_\_

**Previous Landlord** \_\_\_\_\_ **Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

Was rent up to date?  Yes  No    Had you given notice?  Yes  No    Had you been asked to leave?  Yes  No

---

**HOW DID YOU HEAR ABOUT US? (PLEASE CHECK)**

**APT FINDER**                       **APT BOOK**                       **NEWSPAPER**                       **REFERRAL**  
 **APT WELCOME CENTER**                       **YELLOW PAGES**                       **OTHER** \_\_\_\_\_

---

**OCCUPANTS**

---

Number to occupy \_\_\_\_\_

| NAME | BIRTH DATE | RELATIONSHIP |
|------|------------|--------------|
|      |            |              |
|      |            |              |
|      |            |              |
|      |            |              |

**PETS:**  Yes  No    If yes, list number, breed, and size: \_\_\_\_\_

---

**CARS**

---

**Make/Model/Color/Year** \_\_\_\_\_ **License Plate** \_\_\_\_\_ **State** \_\_\_\_\_ **Lien Holder** \_\_\_\_\_

**Make/Model/Color/Year** \_\_\_\_\_ **License Plate** \_\_\_\_\_ **State** \_\_\_\_\_ **Lien Holder** \_\_\_\_\_



**EMPLOYMENT**

**EMPLOYER #1** \_\_\_\_\_ Since \_\_\_\_\_ **EMPLOYER #2** \_\_\_\_\_ Since \_\_\_\_\_  
 Address \_\_\_\_\_ Address \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone \_\_\_\_\_  
 Current Income \$ \_\_\_\_\_ Weekly /Monthly/Yearly Current Income \$ \_\_\_\_\_ Weekly /Monthly/Yearly

**REFERENCES**

**Relative Reference** \_\_\_\_\_ Relation \_\_\_\_\_  
 Address \_\_\_\_\_ Phone: \_\_\_\_\_  
**Non-Relative Reference** \_\_\_\_\_ Relation \_\_\_\_\_  
 Address \_\_\_\_\_ Phone: \_\_\_\_\_

Explain any "YES" answers on back with names and details.

Has any signer ever been sued for bills?  Yes  No  
 Has any signer ever been bankrupt?  Yes  No  
 Has any signer ever broken a lease?  Yes  No  
 Has any signer ever been sued for eviction?  Yes  No  
 Has any signer ever been guilty of a felony?  Yes  No  
 Has any signer ever been guilty of a sex offense?  Yes  No  
 Has any signer ever been guilty of a crime?  Yes  No  
 Has any signer ever been listed on registry of sexual offenders?  Yes  No  
 Has any signer ever been convicted of or "no contest" to any drug-related criminal offense?  Yes  No

A **\$35 NON-Refundable** application fee is required for processing the credit check. Applicant authorizes the owner to contact past and present landlords, employers, creditors, credit bureau, neighbors and any other sources deemed necessary to investigate applicant.

All the information is true, accurate and complete to the best of applicant's knowledge. Owner reserves the right to disqualify tenant if information is not as represented.

By signing this application, I authorize Landlord or agent for Landlord to verify any information contained herein. Any "yes" response to the personal and criminal history questions above, or any false statement on the application, will lead to the rejection of my application and/or immediate termination of my lease. Further, if I subsequently am involved in conduct which would result in a "yes" to any questions set forth above (even after the lease and taken possession of the apartment home); I understand that Landlord may terminate the Lease.

ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A PHOTOCOPY OF THIS FORM AT ANY TIME

X \_\_\_\_\_  
 APPLICANT DATE

X \_\_\_\_\_  
 APPLICANT DATE



