



Auburn Realty Rental Application

P.O. Box 3688
Auburn, AL 36831-3688



APPLICATION REQUIREMENTS

1. Please read entire application. If there is anything you do not understand or if you have any questions, please ask.
2. Application must be completed with all correct information. (If an item does not apply, put "N/A" on each item that does not apply.) Completely fill in addresses, zip codes & phone numbers. This will allow us to process your application in a timely manner.
INCOMPLETE APPLICATIONS WILL BE REJECTED!
3. Credit information must be complete. If you have any credit problems, it is best to make us aware of this before the application is processed. Your application may be processed through a professional credit service. If you have any questions concerning information contained in your credit report, we will not be able to discuss it with you. You may contact the credit-reporting agency to discuss any reported information.
4. Be sure to list your current landlord's address and phone number. We must have this information or we cannot process your application.
5. Failure to fully complete information as needed or supplying false information will be grounds for rejecting the application.
6. To help cover processing costs, a non-refundable application fee of \$100.00 must be paid when application is returned. The application will be considered incomplete and will not be processed until the fee is paid. Application fees may be paid by cashiers check, money order, or personal check. No cash is accepted. If paying with a personal check and check is returned to us NSF, this will be grounds for rejecting the application.
7. Prior to the application, all applicants who will be occupying the unit must bring their driver's license and proof of a social number to the office so the manager can make a copy to be attached to the application. If your social security number appears on your driver's license, the social security card is not required. If not a U.S. Citizen, then you must provide Green Card, Student/Work Visa, or Passport.
8. If applicant is not a legal adult (19 or 18 if married) and/or is unemployed then a guarantor is required and must sign the application. A credit check may be run on the guarantor in this case.
9. If applicant is a legal adult and is employed full time and is not a student/dependant of their parent or legal guardian, then verification of employment is required.
10. Auburn Realty adheres to all Federal Fair Housing Laws (Title VII of the Civil Rights Act of 1968 as amended by the Housing Community Development Act of 1974 and the Fair Housing Amendment of 1988) which stipulate that it is illegal to discriminate against any person in housing practices on the basis of race, color, religion, sex, national origin, disability, or familial status.
11. Auburn Realty is required to establish minimum guidelines for accepting rental applications. Each adult who occupies the unit must complete an application and be qualified on his/her own ability. Guarantors will be allowed only in the case of an applicant being a student of a local college, university, technical institute, etc., not a high school. Guarantor must be a parent or legal guardian of the applicant. Guarantor must qualify by the same criteria as applicant. Minimum age to sign a lease without a guarantor is 19 years old (18 if married). If the applicant does not have a parent or legal guardian Auburn Realty may approve a substitute. Proof and verification of scholarships, grants, co-signors, etc. will be accepted.
12. We reserve the right to reject an application for any reason based only on the qualifying information listed.

QUALIFICATION GUIDELINES FOR APPLICANT AND GUARANTOR AND CO-SIGNOR

1. RESIDENT HISTORY: We may verify your residence for the past year (length of residency, rent amount and payment history, noise complaints, condition of the unit, unpaid balances, damages, proper notice given in adherence to community policies). Evictions automatically disqualify applicants and/or guarantors. If your present residence is a home, you own we may verify the amount of the mortgage and payment history.
2. EMPLOYMENT: We may verify name of employer and gross salary. If you are self-employed, we will verify income from your most recent quarterly tax return. You must earn in one week the rent for one month. If it is a roommate situation, each one has to earn within 75% of the qualifying amount. Where income is insufficient in qualifying, we may also look at outstanding balances on your credit report. We will also consider documented student financial aid or other sources as income.
3. CREDIT: Negative credit history will constitute rejection. If there are less than three credit items, your present employment status, time on job, and previous rental and/or mortgage payment history are considered. All past due balances and collections must be paid in full. Public record, collections and judgments must be satisfied in full or this will result in automatic rejection of application. A full credit report may be obtained.

NEGATIVE CREDIT HISTORY:

For purposes of renting a unit at this property any one or more of the following constitutes negative credit history for an applicant:

- A. Chapter 7 Bankruptcy within the last 36 months.
- B. Chapter 11 or 13 Bankruptcy within the last 12 months or missing/late two or more payments within any 12 month time frame. No payment or missing one payment does not constitute negative credit history.
- C. Any unpaid judgments, financial claims and charge offs with poor payment activity. If applicant clears the debt after rejection then they may re-apply.
- D. Repossessions or foreclosures of any kind.
- E. Unpaid rent owed to or consistent late rental payment history from any prior landlord.
- F. Any one suit not remedied or a suit pending.

EXCEPTIONS:

- A. Deferred Student Loans not charged off.
 - B. If a Spouse is in process of legal separation or divorce (with verified written proof by retention of an attorney) or is legally separated or divorced or widowed, the individuals credit would only be looked at if poor joint credit history was proved to be out of the control of the applicant.
 - C. Long term illness or injury creating high medical bills may be considered an exception provided proper written documentation can be obtained showing that it was beyond applicants control.
 - D. No credit history does not constitute negative credit.
 - E. Auburn Realty reserves the right to review credit deficiencies and grant exceptions based on satisfactory explanations by the applicant/guarantor, so long as there is sufficient income to pay rent.
4. CRIMINAL HISTORY: If applicant has negative police references or has a criminal conviction other than a minor traffic violation, the application will be rejected.



Requested Move In Date: _____

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All applications expire in 30 days of execution.

NAME OF PROPERTY: _____ Unit #: _____

APPLICANT NAME: _____

PRESENT ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

CELL PHONE: (_____) _____ EMAIL: _____

HOME PHONE: (_____) _____ WORK PHONE: (_____) _____

SOCIAL SECURITY #: _____ DATE OF BIRTH: _____ AGE: _____

DRIVER'S LICENSE #: _____ STATE: _____ MARITAL STATUS: Single () Married () Divorced () Separated ()

ARE YOU A U.S. CITIZEN? _____ (IF NOT, PLEASE PROVIDE A COPY OF VISA OR GREEN CARD)

SCHOOL ATTENDING: _____ STATUS: FR () SO () JR () SR () GRAD ()

RENTAL HISTORY

NAME OF PRESENT LANDLORD: _____ PHONE #: (_____) _____

RENT () OWN () OTHER: _____ AMOUNT \$: (Monthly) _____

WHY YOU ARE LEAVING: _____

HOW LONG AT THIS RESIDENCE: _____ HAS YOUR LEASE EXPIRED: _____

HAVE YOU EVER LEASED FROM AUBURN REALTY? _____ IF SO, WHAT PROPERTY: _____

EMPLOYMENT INFORMATION

CURRENT EMPLOYER: _____ PHONE #: (_____) _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

POSITION: _____ SALARY \$: (Monthly) _____

VEHICLE INFORMATION

MAKE: _____ MODEL: _____ YEAR: _____ COLOR: _____

TAG#: _____ STATE: _____

CREDIT REFERENCES (CREDIT CARD, LOAN, OR FINANCE COMPANY)

NAME OF COMPANY: _____ PHONE #: (_____) _____

NAME OF COMPANY: _____ PHONE #: (_____) _____

Have you or your guarantor ever had or do you currently have any of the following (answer Y or N):

Bankruptcy _____ Unpaid Judgments _____ Repossessions/Foreclosures _____ Unpaid Rent _____ Pending lawsuit _____

INSURANCE INFORMATION (optional, but recommended)

RENTERS INSURANCE POLICY (Company Name): _____ POLICY #: _____

IN CASE OF EMERGENCY NOTIFY:

FATHER NAME: _____ PHONE #: (_____) _____ EMAIL: _____

MOTHER NAME: _____ PHONE #: (_____) _____ EMAIL: _____

LEGAL GUARDIAN NAME: _____ PHONE #: (_____) _____ EMAIL: _____

OTHER PERSONS WHO WILL OCCUPY THE UNIT WITH YOU

NAME: _____ NAME: _____

NAME: _____ NAME: _____

ALL RENTAL UNITS ARE LEASED ON A FIRST COME FIRST SERVE BASIS

IT IS IMPORTANT THAT ALL INFORMATION BE GIVEN, AND IT IS THE RESPONSIBILITY OF THE APPLICANT TO CHECK WITH AUBURN REALTY CONCERNING THE STATUS OF THIS APPLICATION.

This information provided is complete and correct to the best of my knowledge and I authorize all inquiries on me and my guarantor, including a credit report and a criminal background check for the purpose of verification of the same. I understand that all data will be held in strict confidence and that any false information will constitute reason for denial of my application and, if discovered after my occupancy, will constitute grounds for termination of my lease. I understand that this application is subject to acceptance by the management agent. I agree that I shall not have possession of the premises until after the execution of a written lease by the management agent and me.

APPLICANT: _____ DATE: _____ AR: _____
Signature Initials

NOTARY: _____ DATE: _____ SEAL
(Notarized signature required if not signed in the presence of Auburn Realty staff)