

Rental Application Cover Sheet  
**Lake Hill Apartments**  
**Cotswold East Apartments**  
4811 Monroe Road  
Charlotte, NC 28205  
(704) 536-2000 Phone/(704) 536-9348 Fax

Items that must be included with your application:

1. An application fee of \$25 per applicant or \$25 per married couple.
  2. A copy of your current Driver's License or other equivalent photo identification and a copy of your Social Security Card or I-9.
  3. A copy of your two most recent paycheck stubs or other proof of income.
- Complete your application fully and sign it.
    1. Rental History must include all your residences for the past three years with names and telephone numbers to verify the information.
    2. Employment History must include all of your employment for the past three years with your supervisors' names and phone numbers to verify the information.
    3. Missing information will delay the processing of your application.
  - Your application will be processed and approved or denied using the criteria found in the "Criteria for Lake Hill and Cotswold East Apartment Homes" that is attached to your application.
  - A \$99 reservation fee is required for all approved applicants to reserve your apartment. This fee will be applied to your security deposit. The fee will be refunded in full if you cancel your reserved apartment within 72 hours. If you cancel after 72 hours and do not move in, the reservation fee will be forfeited to offset any costs we may have incurred. The balance of your security deposit must be paid in full by your move-in date.
  - If you have any questions about the application process, please contact us at 704-536-2000.

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

*Office Use Only-Do Not Write Below Line*

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Date Application Received \_\_\_\_\_

Date Reservation fee received \_\_\_\_\_

Move In Date Anticipated \_\_\_\_\_

Security Deposit Required \$ \_\_\_\_\_

Apt Size/Style Requested \_\_\_\_\_

Apt # Assigned \_\_\_\_\_

Lease Term Requested \_\_\_\_\_

App Taken by \_\_\_\_\_

Monthly Rent \$ \_\_\_\_\_

Final App Status \_\_\_\_\_

Applicant Tour by \_\_\_\_\_

## Criteria for Lake Hill and Cotswold East Apartment Homes

- **Equal Housing**

This community does not discriminate on the basis of race, color, sex, religion, handicap, familial status, sexual orientation or national origin.

- **Application for Residency**

All persons 18 years or older are considered as full applicants and must sign the lease agreement and complete a rental application. Any applicant could be denied for falsification of any information on the rental application.

- **Occupancy Guidelines**

We comply with Fair Housing Guidelines for Occupancy, 2-persons per one-bedroom and 4-persons per 2-bedroom.

- **Income**

For one applicant, applicant must have a gross monthly income that is a minimum of three times the monthly rent of the apartment being leased. For two or more applicants, each applicant must have a gross monthly income that is a minimum of two times the monthly rent of the apartment being leased. We will verify income using one or more of the following: two recent paycheck stubs, a notarized letter on company letterhead indicating hire dates and pay rate, the most recent W-2 form or proof of assets equal to at least one year's rent. Self-employed applicants will be required to supply the most recent tax return or certified verification from the company accountant or bank.

- **Rental History**

Three years of rental history will be verified on present and previous residences. Among factors that will be considered are: positive compliance with the lease, prompt monthly payment, sufficient notice, and the condition of the residence at the time of move out. For applicants who are homeowners, verification of payment history with the bank or lending institution may be necessary. Your application will be denied if you owe another landlord money.

- **A Criminal Background**

You will be denied if you have been arrested for or convicted of certain criminal offenses. We can provide you a list of those offenses upon request.

- **Pets**

We do not allow dogs. Cats are allowed subject to the requirements set forth in the pet addendum.

- **Foreign Citizens**

US Visa and/or Government 9-digit ID number and proof of income required.

- **Evaluation**

We will process your application through First American Registry. This Company will provide us a score based on your rental history, income, and credit history. You must meet a minimum score in order for your application to be approved. The amount of your security deposit will also be determined by this evaluation.

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Lake Hill Apartments  
Cotswold East Apartments**  
4811 Monroe Road, Charlotte, North Carolina 28205  
704-536-2000 Phone / 704-536-9348 Fax  
www.lernerapartments.com



**Please print legibly and complete in full**

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Last	First	Full Middle	Maiden Name
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Driver's License #	State	Date of Birth	Social Security #
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**SPOUSE OR CO-APPLICANT (Full legal name; anyone 18 years or older must complete separate application):**

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Last	First	Full Middle	Maiden Name
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Driver's License #	State	Date of Birth	Social Security #
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**EMAIL ADDRESS:** \_\_\_\_\_

**YOUR CONTACT PHONE NUMBER (S) BETWEEN 8:00AM -- 5:00PM:** \_\_\_\_\_

**PERSONS OTHER THAN APPLICANT(S) TO OCCUPY APARTMENT:**

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Last	First	Full Middle	Date of Birth	Relationship
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Last	First	Full Middle	Date of Birth	Relationship
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Last	First	Full Middle	Date of Birth	Relationship
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**RESIDENTIAL HISTORY – LAST 3 YEARS (attach separate sheet, if needed):**

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Current Address	City	State	Zip	Move in Date
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Landlord/Mortgage Co.	Phone #	Reason for Leaving	Lease Expiration	Rent/Mortgage amt.
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Previous Address	City	State	Zip	Move in Date
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Landlord/Mortgage Co.	Phone #	Reason for Leaving	Lease Expiration	Rent/Mortgage amt.
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Previous Address	City	State	Zip	Move in Date
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Landlord/Mortgage Co.	Phone #	Reason for Leaving	Lease Expiration	Rent/Mortgage amt.
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**EMPLOYMENT HISTORY – LAST 3 YEARS (attach separate sheet, if needed):**

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Current Employer	Supervisor	Your position	Monthly Salary
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Address	City	State	Zip	Phone #	Date of Hire
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Previous Employer	Supervisor	Your position	Monthly Salary
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Address	City	State	Zip	Phone #	Date of Hire
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Previous Employer	Supervisor	Your position	Monthly Salary
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Address	City	State	Zip	Phone #	Date of Hire
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**OTHER INCOME OR EMPLOYMENT:**

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Source/Company	Contact/Title to Verify	Phone #	Amt of Monthly Income
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**VEHICLE INFORMATION:**

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Make	Model	Year	Color	Tag #	State	Name/Phone Number of Finance co.
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Make	Model	Year	Color	Tag #	State	Name/Phone Number of Finance co.
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**DO YOU OWN A:** Camper \_\_\_\_\_ Boat \_\_\_\_\_ Trailer \_\_\_\_\_ (List Truck or Motorcycle Above)

**IN CASE OF EMERGENCY, LIST TWO CONTACTS OTHER THAN SPOUSE OR CO-APPLICANT:**

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Name	Address	Phone #	Relationship
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Name	Address	Phone #	Relationship
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**LIST ANY PETS YOU PLAN ON BRINGING:** \_\_\_\_\_ [Note that there are restrictions on the types of pets allowed]

**MARITAL STATUS/CHILD SUPPORT/CHILD CARE**

Are You? (Please Check One): Single \_\_\_\_\_ Married \_\_\_\_\_ Divorced \_\_\_\_\_ Separated \_\_\_\_\_

If Separated or Divorced, How Long? \_\_\_\_\_ From Whom? \_\_\_\_\_

Do you pay or receive child support? \_\_\_\_\_ AMT \$ \_\_\_\_\_ Child Care? \_\_\_\_\_ AMT? \_\_\_\_\_

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From/To Whom	Address	City	State	Zip	Phone #
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HOW DID YOU HEAR ABOUT US? Apt Guide \_\_\_\_\_ Apt Finder \_\_\_\_\_ Charlotte Observer \_\_\_\_\_

AptGuide.com \_\_\_\_\_ AptFinder.com \_\_\_\_\_ Apts.com \_\_\_\_\_ Drive By \_\_\_\_\_ Other \_\_\_\_\_

HAVE YOU EVER BEEN EVICTED? \_\_\_\_\_ IF YES, WHEN? \_\_\_\_\_ DO YOU OWE A BALANCE TO ANY

LANDLORDS? \_\_\_\_\_ IF YES, HOW MUCH \$ \_\_\_\_\_

HAVE YOU EVER BEEN ARRESTED? \_\_\_\_\_ IF YES, WHEN \_\_\_\_\_ FOR WHAT REASON?

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REFERRED BY RESIDENT/FORMER RESIDENT (NAME/APT#, IF KNOWN) \_\_\_\_\_

COMMENTS OR OTHER PERTINENT INFORMATION YOU WISH TO BE CONSIDERED: \_\_\_\_\_

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**VERY IMPORTANT -- ALL APPLICANTS READ BEFORE SIGNING:**

I agree to pay a \$25.00 non-refundable fee to have this application processed whether it is approved or denied. I understand that upon the approval of my application, a \$99 reservation fee will be required to reserve an apartment. This fee will be applied to my security deposit and will be refunded in full if I cancel within 72 hours of my approved application. If I withdraw my intent to move into a Lerner Residential apartment after 72 hours, my security deposit will be refunded less the \$99 reservation fee, which will be forfeited to offset any costs we may have incurred. I also agree to satisfy the remainder of the security deposit and pet deposits prior to my move in date. It is understood that this is an application for a lease and does not constitute a lease. When accepted and supplemented with a written lease agreement, this application becomes a part of my lease. I hereby certify that the foregoing information is complete and accurate to the best of my knowledge and belief. Should any of this information be false or incorrect, I understand that you reserve the right to terminate my application or my lease contract, or both if applicable. I authorize any inquiries needed to verify the information herein. An agent for Lerner Residential will make an investigative report that will include a criminal background search and a credit report. By signing this document, I hereby release any and all persons, companies, agencies or others from liability resulting from my background investigations.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

I am responsible for having utilities put in my name for my move in date: (Initial) \_\_\_\_\_

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