

Briarcliff Apartments

1630 Delane Avenue, Charlotte, NC 28211

(704) 365-2035 Phone/(704) 365-9288 Fax

www.lernerapartments.com

Items that must be included with your application:

1. An application fee of **\$50** per apartment. **All monies are payable by check or money order only.**
 2. A copy of your current Driver's License or other equivalent photo identification with 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.
- A **\$200 reservation fee** is required for all approved applicants to reserve an apartment. This fee will be applied to your security deposit. This 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 prior to your move-in date.
 - If your application is conditionally approved, you will be required to pay your **full deposit** to hold an apartment. Your deposit 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, your deposit will be forfeited to offset any costs we may have incurred.
 - 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 declined using the criteria found in the "Criteria for Chimneys and Delane Glen Apartments" or "Criteria for Briarcliff Apartments" that is attached to your application.
 - If you have any questions about the application process, please contact us at 704-365-2035.

Applicant Signature _____ **Date** _____

Office Use Only-Do Not Write Below Line

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 Briarcliff Apartments

- **Equal Housing**

This community does not discriminate on the basis of race, color, sex, religion, handicap, familial status, sexual orientation, gender identity 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 declined for falsification of any information on the rental application. The guest card is part of the application process. Once the application process is started all adults must complete applications.

- **Occupancy Guidelines**

We comply with Fair Housing Guidelines for Occupancy, 3-persons per one bedroom, 4-persons per two bedroom. Up to three children and an adult may live in a two bedroom apartment. Two adults and two children may live in a two bedroom apartment. No more than three unrelated adults may live in a two bedroom apartment.

- **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. We will verify income using one or more of the following: two recent paycheck stubs, 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. Full-time students may have a cosigner. The cosigner must have 1 year of verifiable rental or mortgage history with no late payments. The cosigner must be an immediate family member who has strong credit and income of 5 times the monthly rent.

- **Rental History**

Three or more 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 declined if you owe another landlord money.

- **Criminal Background**

You will be declined if you have been 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. (Limit 2)

- **Foreign Citizens**

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

- **Evaluation**

We will process your application through Core Logic. 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.

- **Renters Insurance**

You are required to have renter's insurance with a minimum of \$100,000 in liability coverage that names our property as an additional insured prior to moving in. If you do not have renter's insurance, we can provide you a policy that will meet the liability coverage requirement for \$8.00 per month; which will be added to your rent. The policy that we provide is primarily a liability policy and will have less contents coverage and will not cover some of the perils that are found in an HO-4 renter's insurance policy.

Applicant Signature _____ **Date** _____



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FIRST _____ MIDDLE _____ LAST NAME _____

Drivers Licenses # _____ State Issued _____ Date of Birth _____

SOCIAL SECURITY # OR INDIVIDUAL TAXPAYER ID # _____

E-Mail Address _____

Persons other than applicant (s) to occupy apartment:

First name Middle name Last Name Date of Birth

First name Middle name Last Name Date of Birth

First Name Middle Name Last Name Date of Birth

RESIDENTIAL HISTORY- (attach separate sheet, if needed)

Current Address _____ City _____

State _____ Zip _____ Phone # _____ Move in: _____ To _____

Lease Expiration Date _____ Rent/ Mortgage Amount _____

Reason for Leaving? _____ Owner / Agent _____

Their Telephone # _____

Previous Address _____ City _____

State _____ Zip _____ Phone # _____ Move in: _____ To _____

Lease Expiration Date _____ Rent/ Mortgage Amount _____

Reason for Leaving? _____ Owner / Agent _____

Their Telephone # _____

EMPLOYMENT HISTORY – Last 3 years (attach separate sheet, if needed)

Current Employer _____ Address _____

Name of Supervisor _____ Supervisor's Phone # _____

Your Position _____ Hire Date _____ Your monthly income: _____

Previous Employer _____ Address _____

Name of Supervisor _____ Supervisor's Phone # _____

Your Position _____ Hire Date _____ Your monthly income: _____

Other Income or employment:

Source Income: _____ Contact phone # _____ Monthly Income _____

Marital Status / Child Support

Are you: Single _____ Married _____ Divorced _____ Separated _____

If Separated or divorced, How Long? _____ From Whom? _____

Do you pay or receive Child Support? _____ Amount \$ _____

From whom paid _____ Address _____ Phone # _____

VEHICLE INFORMATION:

Make _____ Model _____ Year _____ Color _____ Tag _____ State _____

In Case of emergency, List two contacts other than a spouse or co – applicant

Name _____ Address _____ Phone: _____

How did you hear about us? (Please be specific) _____

Have you ever been evicted? _____ If yes, When? _____ From where? _____

Do you still HAVE a balance owed? _____ How Much is owed? _____

Have you ever been convicted of a crime? _____ If so, give full detail of all convictions _____

Pet information: List any pets that you have or may have or may acquire before you move - in: _____

Please list a best contact phone number(s) between 8:00a.m.-5:00p.m: _____

VERY IMPORTANT -- ALL APPLICANTS READ BEFORE SIGNING:

I agree to pay a \$50.00 non-refundable fee to have this application processed whether it is approved or denied. I understand that upon the approval of my application, a \$200 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 Chimneys, Delane Glen or Briarcliff Apartments after 72 hours, my security deposit will be refunded less the \$200 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 Chimneys, Delane Glen or Briarcliff Apartments 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 prior to my moving in. _____ (Initials)

Renters Insurance must be obtained prior to signing the lease. _____ (Initials)

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



RENTAL VERIFICATION

The Chimneys, Delane Glen & Briarcliff Apartments
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I authorize any inquires needed to verify the information herein. An agent for Chimneys, Delane Glen, or Briarcliff Apartments will make an investigation report and present it to management for review. By signing this document, I hereby release all persons, companies, agencies, or others from liability resulting from my background investigation.

x _____
Name of Applicant

x _____
Applicant signature and date

Information below filled out by Management

Property: _____

Fax #: _____

Applicant Name: _____

Address: _____

Move-in Date: _____

of Late Payments: _____

Move-Out Date: _____

of NSF Payments: _____

Lease End Date: _____

of Court Filings: _____

Rent Amount: _____

Is (was) the applicant a lease holder? _____

Does (did) the applicant have any roommates? If so, what were their name(s)?

Does (did) the applicant have a pet? If so, what kind? Was it authorized?

Has this apartment ever had any issues with any type of bug(s)? If yes, please explain:

Did the applicant give you proper notice to vacate? _____

Where there any noise complaints or other violations? _____

Please Explain: _____

Was the security deposit refunded? _____

Is there a balanced owed? _____

Was the apartment left in good condition? _____

Would you re-rent to this applicant again? _____

Name of person filling out form? _____

Please fax back to 704-365-9288