

Lake Hill/Cotswold East Apartments

4811 Monroe Road
Charlotte, NC 28205
(704) 536-2000 Phone/(704) 536-9348 Fax
www.lakehill@lernerapartments.com

Items that must be included with your application:

1. An application fee of **\$50** per applicant or **\$50** 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.
- A **\$250** 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.
 - 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 Lake Hill and Cotswold East Apartment Homes" that is attached to your application.
 - 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

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 declined for falsification of any information on the rental application.

- **Occupancy Guidelines**

We comply with Fair Housing Guidelines for Occupancy, 2-persons per one bedroom, 4-persons per two bedroom, and 6-persons per three 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, 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 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 and all applicants will be subject to a criminal background check. We have policies and procedures that set forth our criminal criteria. You may request to see these criteria prior to applying for an apartment. You will have the opportunity to present any mitigating circumstances or the need for reasonable accommodation with your Rental Application.

- **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 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 which currently costs \$11.00 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** _____



Rental Application for
Lake Hill Apartments
Cotswold East Apartments
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 704-536-2000 Phone / 704-536-9348 Fax
 www.lernerapartments.com
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Please print legibly and complete in full

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): _____

PERSONS OTHER THAN APPLICANT(S) TO OCCUPY APARTMENT:

Last	First	Full Middle	Date of Birth	Relationship
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Last	First	Full Middle	Date of Birth	Relationship
------	-------	-------------	---------------	--------------

Last	First	Full Middle	Date of Birth	Relationship
------	-------	-------------	---------------	--------------

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

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.

EMPLOYMENT HISTORY – LAST 3 YEARS (attach separate sheet, if needed):

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:

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

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:

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 _____

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

From/To Whom	Address	City	State	Zip	Phone #
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HOW DID YOU HEAR ABOUT US? Apt Guide _____ Apt Finder _____ Craigslist _____

AptGuide.com _____ AptFinder.com _____ Rent.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 FOUND GUILTY OF COMMITTING A CRIME (other than a traffic violation)? _____

IF YES, WHEN _____ FOR WHAT REASON? _____

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

COMMENTS OR OTHER PERTINENT INFORMATION YOU WISH TO BE CONSIDERED: _____

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 \$250 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 \$250 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) _____

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

Lake Hill & Cotswold East Apartments

4811 Monroe Rd. Charlotte, NC 28205

Office: 704-536-2000

Fax: 704-536-9348

Employment Verification

Company's Name: _____

Attn: _____ Date: _____ Phone #: _____ Fax: _____

AUTHORIZATION TO RELEASE INFORMATION: I hereby authorize all third parties indicated on my application to furnish the information requested below to Lake Hill Apartments; I release all third parties, their officers, agents, and employees from any and all liability associated with such disclosure of the requested information.

To be completed by Applicant:

Applicants Name: _____ SS#: _____

Applicants Signature: _____ Date: _____

Information Below To Be Filled Out By Employer:

Dates of Employment: From _____ To _____

Is this employee full-time or part-time? _____

Does this employee receive regular overtime? _____

If so, what are the average OT hours each pay period? _____

What is this employee's hourly pay or salary pay? _____

Addition Comments:

Name and title of person verifying this information:

Your Name: _____ Your Title: _____

Thank you for your time and cooperation,

Lerner Residential

Lake Hill & Cotswold East Apartments

4811 Monroe Rd. Charlotte, NC 28205

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Fax: 704-536-9348

Rental Verification

Company's Name: _____

Attn: _____ Date: _____ Phone #: _____ Fax: _____

Address: _____

AUTHORIZATION TO RELEASE INFORMATION: I hereby authorize all third parties indicated on my application to furnish the information requested below to Lake Hill Apartments; I release all third parties, their officers, agents, and employees from any and all liability associated with such disclosure of the requested information.

To be completed by Applicant:

Applicants Name: _____

SS#: _____

Applicants Signature: _____

Date: _____

Information below to be filled out by Management:

Move In Date: _____

Date Vacated: _____

Lease End Date: _____

Rent Amount: _____

Payment History:

of Late Payments _____ # of NSF's _____ # of Court Filings _____

Was proper notice given? _____

Were there any bed bug or other insect infestations? _____

Were there pets? _____ If so what type? _____

Were there any noise complaints or other violations? _____

Please Explain:

Was the security deposit refunded? _____

Is there a balance owed? _____

Was the apartment left in good condition? _____

Would you re-rent? _____

Name of person verifying

Title

Thank you for your time and cooperation,

