

# Lake Hill/Cotswold East Apartments

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

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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 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 \$10.00 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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*Please print legibly and complete in full*

\_\_\_\_\_  
Last First Full Middle Maiden Name

\_\_\_\_\_  
Driver's License # State Date of Birth Social Security #

EMAIL ADDRESS: \_\_\_\_\_

YOUR CONTACT PHONE NUMBER (S): \_\_\_\_\_

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

\_\_\_\_\_  
Last First Full Middle Date of Birth Relationship

\_\_\_\_\_  
Last First Full Middle Date of Birth Relationship

\_\_\_\_\_  
Last First Full Middle Date of Birth Relationship

\_\_\_\_\_  
Last First Full Middle Date of Birth Relationship

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

\_\_\_\_\_  
Current Address City State Zip Move in Date

\_\_\_\_\_  
Landlord/Mortgage Co. Phone # Reason for Leaving Lease Expiration Rent/Mortgage amt.

\_\_\_\_\_  
Previous Address City State Zip Move in Date

\_\_\_\_\_  
Landlord/Mortgage Co. Phone # Reason for Leaving Lease Expiration Rent/Mortgage amt.

\_\_\_\_\_  
Previous Address City State Zip Move in Date

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

Address              City                      State                      Zip                      Phone #                      Date of Hire

Previous Employer                      Supervisor                      Your position                      Monthly Salary

Address              City                      State                      Zip                      Phone #                      Date of Hire

Previous Employer                      Supervisor                      Your position                      Monthly Salary

Address              City                      State                      Zip                      Phone #                      Date of Hire

**OTHER INCOME OR EMPLOYMENT:**

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

**VEHICLE INFORMATION:**

Make    Model    Year    Color    Tag #    State    Name/Phone Number of Finance co.

Make    Model    Year    Color    Tag #    State    Name/Phone Number of Finance co.

**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

Name                      Address                      Phone #                      Relationship

**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 #

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

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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: \_\_\_\_\_

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### ***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

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Office: 704-536-2000

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: \_\_\_\_\_

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### ***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,

Lerner Residential