

# *Criteria for Rental Application for Cedar Greene Apartments, English Garden Apartments and English Garden Townhomes*

- **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.

- **Income**

For one applicant, you must have a gross monthly income at least three times the monthly rent of the apartment. For two or more applicants, each applicant must have a gross monthly income that is two times the monthly rent of the apartment. We will accept a co-signer for full time students who do not meet this income requirement. We will verify income based upon 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 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 a landlord money.

- **A Criminal Background**

You will be denied if you have been convicted of certain criminal offenses. We can inform you what is considered a conviction and for which offenses you may be denied upon request.

- **Pets:** We do not allow dogs or cats.

- **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 – Safe Rent. This Company will provide us a score based on your rental history, income, and credit history. You must meet a minimum score to be approved. Your security deposit will 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 \$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** \_\_\_\_\_



# *Rental Application cover sheet Cedar Greene Apartments, English Garden Apartments and English Garden Townhomes*

Items that must be included with your application:

1. An application fee of \$50 per applicant or \$50 per married couple (payment may be made by money order, credit or debit card, no cash will be accepted).
  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 Cedar Greene Apartments, English Garden Apartments and English Garden Townhomes" that is attached to your application.
  - A \$250 reservation fee is required for all approved applicants to reserve your apartment. This fee will be applied to your security deposit, which we may also require to be paid at the time you reserve your apartment. The reservation fee, along with any security deposit that has been paid, 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.
  - If you have any questions about the application process, please contact us at 704-597-1200.

**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 _____



*Rental Application for Cedar Greene, English Garden  
Apartments and English Garden Townhomes*

3720 Frew Road. Charlotte, North Carolina 28206

Phone 704-597-1200 / Fax 704-598-6544

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):**

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
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**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 COAPPLICANT:**

Name	Address	Phone #	Relationship
Name	Address	Phone #	Relationship

**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?** \_\_\_\_\_

From/To Whom	Address	City	State	Zip	Phone #
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**HOW DID YOU HEAR ABOUT US?** Apt Guide \_\_\_\_\_ Apt Finder \_\_\_\_\_ AptGuide.com \_\_\_\_\_ AptFinder.com \_\_\_\_\_  
Apts.com \_\_\_\_\_ Drive By \_\_\_\_\_ Other \_\_\_\_\_ (please provide source)

**HAVE YOU EVER BEEN EVICTED?** \_\_\_\_\_ **IF YES, WHEN?** \_\_\_\_\_

**DO YOU OWE A BALANCE TO ANY LANDLORDS?** \_\_\_\_\_ **If Yes When** \$ \_\_\_\_\_

**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)**

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**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 \$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, the security deposit which includes a \$250 reservation fee will be required to reserve an apartment. The security deposit including the \$250 reservation fee 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. 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)** \_\_\_\_\_

**I will have no pets when I move in and agree not to acquire any pets: (Initial)** \_\_\_\_\_

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