

TICON PROPERTIES RENTAL APPLICATION

www.ticonproperties.com

Thank you for your interest in Ticon Properties! Enclosed you will find the Rental Application and Qualifying Guidelines. The following checklist will assist you in a quick and simple application process. Please submit all appropriate items with your completed Rental Application.

- Read and sign the Rental Application
- Read and sign the Qualifying Guidelines
- Provide a copy of your valid driver's license or state issued photo ID
- Provide documentation of Employment and Income with:
 - 3 of your most recent pay check stubs
 - **Please review Qualifying Guidelines for required documentation of self-employment or retirement.
- Submit a check or money order for the appropriate **application fee**:
 - \$35 per person
 - \$20 per occupant of 18 years old or older.
- Submit a separate check or money order for the **security deposit**.
 - One Bedroom - \$200
 - Two Bedroom - \$300
 - Three Bedroom - \$500
- Proof of Renters Insurance is required prior to move in.**

All leaseholder applicants must be 21 years old or older on date application is submitted. An exception will be made for married couples in which one leaseholder is under 21 years old.

TICON PROPERTIES' RENTAL APPLICATION

Ticon Properties

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The undersigned hereby makes this application to rent unit number _____ located at _____
Beginning on _____ 20_____ at a monthly rent of \$ _____ for a lease term of _____ months.
Washer/Dryer Rental? _____ .

PLEASE TELL US ABOUT YOURSELF

How did you hear about us? _____
Have you ever been in a lease with Ticon Properties before? _____ If yes, which property? _____

Full Name of Applicant: _____
Date of Birth: _____ Social Security Number: _____ - _____ - _____

If management should have any questions about this application, please give PHONE NUMBERS where you can be located:

DAY PHONE(S): _____ NIGHT PHONE(S): _____

APPLICANT EMAIL _____

Current Address: _____ City/State/Zip: _____

Month & Year Moved In: _____ Reason for Leaving: _____

Rent or Mortgage/Month:\$ _____ Owner/Agent: _____ Phone: (____) _____

Previous Address: _____ City/State/Zip: _____

Month & Year Moved In: _____ Reason for Leaving: _____

Rent or Mortgage/Month:\$ _____ Owner/Agent: _____ Phone: (____) _____

EMPLOYMENT INFORMATION

Your Employment Status: Employed Full-Time Employed Part-Time Student Retired Unemployed

Employer: _____ Address: _____

Supervisor: _____ Supervisor's Phone: (____) _____

Date Employed: _____ Employed As: _____

Salary: \$ _____ per year

Other Sources of Income:

Amount \$ _____ Source _____

Amount \$ _____ Source _____

OTHER REQUIRED INFORMATION

Driver's License Number for Applicant #1: _____ State: _____

Vehicle Make/Model: _____ Year: _____ Tag: _____ State: _____

Vehicle Make/Model: _____ Year: _____ Tag: _____ State: _____

Other Vehicles: _____

HAVE YOU EVER:

Filed for bankruptcy? No Yes Been evicted from tenancy? No Yes

Willfully or intentionally refused to pay rent when due? No Yes

Been arrested for anything other than a minor traffic violation? No Yes

If yes, please explain: _____

DEPENDENTS AND OTHER OCCUPANTS

Number of Dependents That Will Be Residing in Unit (excluding applicant and co-applicant): _____

Name of Dependent: _____ Age: _____ Relationship: _____

Name of Dependent: _____ Age: _____ Relationship: _____

Name of Dependent: _____ Age: _____ Relationship: _____

Number of Occupants Over the Age of 18 Residing in Unit (excluding applicant and co-applicant): _____

Name of Occupant: _____ Age: _____ Relationship: _____

Name of Occupant: _____ Age: _____ Relationship: _____

Name of Occupant: _____ Age: _____ Relationship: _____

**** Please see Page 4 to complete the Occupant Application for any occupants over the age of 18 years old

PET INFORMATION

PETS: Mature weight of pet not to exceed 50 pounds. Limit 3 pets per unit with a total combined weight of 100 pounds. Additional Pet Deposits Apply.

Do you have any pets? _____ Number of pets residing in unit? _____
Pet #1: Breed: _____ Weight: _____
Pet #2: Breed: _____ Weight: _____
Pet #3: Breed: _____ Weight: _____

In Case of Emergency:

Contact _____ Phone # _____ Relationship _____

I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rental is to be payable the first (1st) day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements above and set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts, my application will be denied.

I hereby deposit \$ _____ as earnest money to be refunded to me if this application is not accepted within three (3) business banking days. Upon acceptance of this application, the deposit shall be retained as the security deposit. When so approved and accepted, I agree to execute a lease for _____ months before possession is given. I may cancel this application at any time prior to notification of approval of this application. **If I cancel this application after notification, the number of days rent lost in re-renting the apartment will be deducted from my deposit, and the remainder of my deposit, if any, will be refunded. If this application is not approved and accepted by the owner or agent, the deposit will be refunded, the applicant hereby waiving any claim for damages by reason of non-acceptance. I understand Proof of Renters Insurance is required prior to move in.**

Should the premises described above not be surrendered to the landlord on a timely basis in order to lease to you, then the landlord may return the deposit to you and the landlord and you are free of obligation.

In the alternative, you may choose to lease another available apartment unit at the scheduled rental rate for that other apartment.

I RECOGNIZE THAT AS A PART OF YOUR PROCEDURE FOR PROCESSING MY APPLICATION, AN INVESTIGATIVE CONSUMER REPORT MAY BE PREPARED WHEREBY INFORMATION IS OBTAINED THROUGH EMPLOYMENT, CREDIT, LEASE, AND MORTGAGE INQUIRIES AS WELL AS PERSONAL INTERVIEWS WITH MY NEIGHBORS, FRIENDS AND OTHERS WITH WHOM I MAY BE AQUAINTED. THIS INQUIRY INCLUDES INFORMATION AS TO MY CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS, AND MODE OF LIVING. I UNDERSTAND THAT I HAVE THE RIGHT TO MAKE A WRITTEN REQUEST WITHIN A REASONABLE PERIOD OF TIME TO RECEIVE ADDITIONAL, DETAILED INFORMATION ABOUT THE NATURE AND SCOPE OF INVESTIGATION. *Applicant may request a qualification guideline at the delivery of application to owner or agent.*

Applicant has read the qualification guidelines and understands that the application fee is non-refundable if applicant does not meet all of the qualifications. There are NO exceptions.

The above information, to the best of my knowledge, is true and correct.

Signature of Applicant _____ Date _____

APPLICANT: PLEASE DO NOT WRITE BELOW THIS LINE

This Application Received By: _____ Date: _____ Approved Not Approved

Approved By: _____ Applicant notified by: _____ Date Notified: _____

Comments: _____

OCCUPANT APPLICATION

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All non-leaseholder occupants over the age of 18 must complete the Occupant Application and provide a \$20 application fee. All adult occupants must provide a valid state issued picture ID, signed social security card and a completed "Occupant Application" at the time of applying. All occupants will have a criminal background check obtained as well as a verification of their social security number. Please see the "Qualifying Guideline" for our policies regarding occupants. The occupant application is a part of the overall process and is not treated separately. **Failure to complete an occupant application for all occupants over the age of 18 residing on the premises is considered a violation of the lease agreement.**

PLEASE TELL US ABOUT YOURSELF

LAST: _____		FIRST: _____		MIDDLE: _____	
DATE OF BIRTH: _____		SS#: _____ - _____ - _____		MAIDEN NAME: _____	
Drivers License #: (or valid state ID) _____		State Issued: _____		Expires: _____	
Current Address: Street Number _____ Street Name _____ City _____ State _____ Zip _____ Length of time at this address? () under 1 yr. () over 1 yr		Previous Address: Street Number _____ Street Name _____ City _____ State _____ Zip _____ Length of time at this address? () under 1 yr. () over 1 yr		Previous Address: Street Number _____ Street Name _____ City _____ State _____ Zip _____ Length of time at this address? () under 1 yr. () over 1 yr	

Have you ever been arrested for anything other than a minor traffic violation? No Yes

I RECOGNIZE THAT PART OF THE PROCEDURE FOR PROCESSING MY APPLICATION FOR OCCUPANCY WILL INCLUDE AN INVESTIGATIVE CRIMINAL BACKGROUND. I UNDERSTAND THAT I HAVE THE RIGHT TO MAKE A WRITTEN REQUEST WITHIN A REASONABLE PERIOD OF TIME TO RECEIVE ADDITIONAL, DETAILED INFORMATION ABOUT THE NATURE AND SCOPE OF INVESTIGATION. **I AM SUBMITTING A NON-REFUNDABLE FEE OF \$20.00.** I AM APPLYING AS AN OCCUPANT IN CONJUNCTION WITH THE LEASEHOLDER APPLICANT(S): (Name(s): _____). IT IS FURTHER UNDERSTOOD THAT IF I AM DENIED RESIDENCY, I WILL NOT BE PERMITTED TO DWELL IN THE UNIT APPLIED FOR **AT ANY TIME**. IF MY APPLICATION IS APPROVED FOR OCCUPANCY, MY RIGHTS AS AN OCCUPANT ONLY EXTEND AS DETERMINED BY THE ACTUAL LEASEHOLDER(S) WHO IS GRANTING MY INITIATION OF THIS APPLICATION. I AGREE TO UNDERSTAND AND ABIDE BY ALL POLICIES AND PROCEDURES THAT GOVERNS USE OF THE RENTAL UNIT APPLIED FOR AND ANY AND ALL COMMON AREAS OR AMENITIES.

THE ABOVE INFORMATION, TO THE BEST OF MY KNOWLEDGE, IS TRUE AND CORRECT.

Signature of Occupant Applicant _____ Date _____

Signature of Leaseholder Applicant _____ Date _____

Signature of Leaseholder Applicant _____ Date _____

ACKNOWLEDGMENT OF RENTER'S INSURANCE REQUIREMENT

Acknowledgment of Liability or Property Damage Insurance Requirement

By completing this form, I acknowledge that I understand Ticon Properties' requirement of personal liability insurance in the amount of at least \$300,000.

The minimum requirements for the policy are as follows:

1. Personal liability coverage of at least **\$300,000**.
2. It is requested that Landlord's name (TICON PROPERTIES) be listed as "Interested Party" or "Certificate Holder".
3. Personal property coverage for Resident's furniture, equipment, and personal items is strongly recommended. If you do not have insurance for your personal property, it may be difficult to get compensated for loss of any or all of your possessions.

I am aware that it is my responsibility to establish a policy and make all required payments to keep that policy current and in-force. I understand that each lessee will provide to Landlord a certificate from their insurance company or agent evidencing that renters insurance coverage satisfying the minimum requirements above, has been obtained by Lessee(s) prior to receiving keys to the leased unit. **Keys will not be released until valid proof of a renter's insurance policy has been received. To ensure that you are able to receive keys on your scheduled move in date, please make sure that we have a copy of your renter's insurance policy BEFORE your move in date.**

You may contact your current insurance agent to assist you with purchasing insurance. Please contact the leasing if you have any questions or need more information.

Applicant Signature

Date

Qualification Guidelines

Through CoreLogic SafeRent, Ticon Properties obtains an approval score based upon the information provided by you on your signed Rental Application. Once verified by Ticon management, all information is processed and is weighed collectively to give an approval score. Such information includes but is not limited to:

- An Experian credit report obtained through CoreLogic SafeRent
- Rent to income ratio (please list any additional income source that you would like to be considered)
- Debt to income ratio
- Past rental history
- Amount of current rent/mortgage vs. amount of future rent

The qualification standards for rental with Ticon Properties apply to all applicants. If you have any questions about our policies or about this information, please contact the Property Manager.

Applicant(s) and Co-Applicant(s)

Applicant and co-applicant must reside in the unit for which they apply. All persons who will be living in the unit must be listed on the application. Maximum number of residents (including infants/children) for a one bedroom unit is two (2) persons, a two bedroom unit is four (4) persons, and a three bedroom unit is six (6) persons. All leaseholder applicants must be at least 21 years old or older on date application is submitted. An exception will be made for married couples in which one leaseholder is under 21 years old.

Co-Signers

We will accept non-resident co-signers for students only. Undergraduate students without full time employment must have a co-signer. The co-signer must be a parent or guardian. Co-signers bear only the financial responsibility and have no actual rights to the unit for which the applicant has applied. The co-signer must be present at the time of move in or the Co-signer Addendum must be notarized and received by the time of move in for the resident to receive keys. No exceptions will be made.

Occupant(s)

Although we do not financially bind occupants who do not sign the lease and do not require a financial background of them, we do require a criminal background check of every occupant of the premises. Any adult over the age of 18, who will be residing in the unit, must be listed as an occupant. All adult occupants must provide a valid state issued picture ID, signed social security card and a completed "Occupant Application" at the time of applying. All occupants will have a criminal background check obtained as well as social security check. An applicant will automatically be denied in the event that any applicant or occupant has ever been charged/convicted of a felony or misdemeanor involving sexual misconduct and/or the illegal manufacture, sale, and/or distribution of a controlled substance, regardless of whether "adjudication" was withheld. An applicant will also be automatically declined in the event they have ever been charged/convicted of a felony involving a physical crime against a person or persons and/or another person's property. The "Occupant Application" is a part of the overall process and is not treated separately. There is a \$15 non-refundable fee for each occupant application. Other charges involving felony and/or misdemeanors can result in denial at the discretion of property management.

Photo Identification

Valid photo identification must be presented when making application. Acceptable identification includes a current driver's license, passport, and/or state issued photo identification card. A photocopy will be retained for our records.

Employment

Applicants must provide proof of current employment. There is an income requirement of three times the monthly rent, except for undergraduate co-signers who must qualify for five times the monthly rent. Applicant must be currently employed within 60 miles of the complex for which you apply. We will accept as proof of self-employment status two (2) consecutive years of federal income tax returns, a current certified financial statement and photocopies of your three most recent bank statements. We will accept as proof of retirement status two (2) consecutive years of federal income tax returns, a retirement letter from employer, social security checks or retirement checks from your employer or an annuity. We will accept as graduate student status an acceptance letter or a university issued student ID stating status.

Credit History

A credit report will be obtained through CoreLogic SafeRent on all applicants and co-applicants. An adverse credit history for the past seven years may be grounds for denial of the application. An original, signed social security card must be presented if credit is not established. The social security number will be verified with the Social Security Administration.

Rental History

Any adverse information regarding the applicant(s) rental history obtained through CoreLogic SafeRent may result in the denial of the application. When reviewing past rental history the following information is obtained:

- Rent paid by due date and number of late payments
- Number of returned checks and collection fees
- Judgments filed
- Property damage
- Pets on file
- Non compliance of Lease terms and policies
- Noise complaints

Criminal Background

A criminal background check will be obtained through CoreLogic SafeRent. An applicant will automatically be denied in the event that any applicant or occupant has ever been charged of a felony or misdemeanor involving sexual misconduct and/or the illegal manufacture, sale and/or distribution of a controlled substance, regardless of whether adjudication was withheld. An applicant will also be automatically declined in the event they have ever been charged of a felony involving a physical crime against a person or persons and/or another person's property. Denial of the application due to any other felony and/or misdemeanor is at the sole discretion of the Property Management Company.

Vehicles, Other Personal Property, No Liability of Landlord

Parking is limited at many properties. Therefore, there is a limit of two cars per unit. Extra parking places are provided, but we cannot guarantee parking in front of each building. All cars parked on the property must have current tags and inspection and be in operating condition. Trailers and recreational vehicles are not permitted in the parking areas. You may check with your Property Manager to see if your complex has a designated area for these vehicles. We are not responsible for loss or damage to vehicles. It is your responsibility to provide your own fire and other hazard insurance on your vehicles, their contents and the contents of your apartment.

Pets

Prior to bringing any pets in or onto the premises you must bring the pet by our office. We will then take a photograph of your pet and ask that you sign a pet agreement. No visiting pets are allowed without deposit. Pets under 50 pounds at maturity are permitted. Pets must have received all appropriate vaccinations. A refundable pet deposit is required: \$300 deposit for a one bedroom, \$400 deposit for a two bedroom, and a \$500 deposit for a three bedroom. For each additional pet, Ticon Properties requires a \$100 deposit, per pet. We reserve the right to restrict breeds or reject any pet at the Property Manager's discretion.

Non-Refundable Application Fee

The application fee of \$35 per person is non-refundable. A non-refundable application fee of \$20 is required for each additional occupant. **It is important that you review these guidelines to be certain that you meet the criteria for acceptance of the rental application.** The application will be processed within three (3) business banking days. Failure to provide information specified in these guidelines will result in denial of the application for insufficient information. If your application is denied, the apartment for which you applied will be immediately put back on the market. If you can correct the adverse information that resulted in denial of the application, you may resubmit your application. An additional application fee will be charged to obtain an updated credit report.



Rental Scoring & Your Rental Application

Information About Credit Screening

Ticon Properties evaluates each person applying to live at its communities with a credit-risk scoring system that is provided by an independent consumer reporting agency and consistently applied to all of Ticon Properties' applicants. This scoring system uses a statistical model to estimate the credit risk that an applicant may not satisfactorily fulfill his/her lease obligations. The statistical model was developed from data regarding actual residents and their payment performance of their lease obligations. Prior to final acceptance of each applicant, Ticon Properties will use this system to provide a numerical score that represents a relative measure of the credit risk associated with that applicant. Each applicant's credit-risk score will be compared to Ticon Properties' acceptance policies to determine whether or not the applicant may be accepted. If your application is rejected based on your credit-risk score, or accepted with certain additional conditions, you will be given the name, address, and telephone number of the consumer reporting agency that provided the credit-risk score to Ticon Properties. An applicant who is rejected based on his/her credit-risk score, or accepted with certain additional conditions, may obtain a copy of the consumer report(s) on which the credit-risk score was based, and may initiate an investigation to have any erroneous information contained in such reports corrected. The consumer reporting agency will advise you of the actions that you may take in order to do so.

Information About Criminal Screening

Ticon Properties conducts a criminal background search on each person applying to live at its community. It is Ticon Properties' policy not to accept prospective residents who have been charged with and/or convicted of certain felonies and/or misdemeanors. Prior to final acceptance of any applicant Ticon Properties will use an independent consumer reporting agency to search for public records of any such criminal background on that applicant. If the criminal background report indicates that one or more such felony and/or misdemeanor records were found, those records will be compared to Ticon Properties' established acceptance policies to determine whether or not the applicant may be accepted. If your application can't be approved due to the criminal background report, you will be given the name, address, and telephone number of the consumer reporting agency that provided the criminal background report to Ticon Properties. An applicant who is rejected based on such a criminal background report may obtain a copy of the report from CoreLogic SafeRent and may initiate an investigation to have any erroneous information contained in the report corrected. The consumer reporting agency will advise you of the actions that you may take in order to do so.

CrimSAFE Criminal Criteria Example

Our Criminal Background checks are processed using a sophisticated criminal decision system that objectively categorizes criminal records based on offense type and disposition. Decisions are returned automatically based on predetermined criteria established by our senior management team. Some examples for exclusion include but are not limited to, charges, misdemeanors or felonies for crimes against persons, property or society including sexual offenses and drug related offenses

CoreLogic SafeRent, Inc.

ATTN: Consumer Relations Department
11140 Rockville Pike, PMB 1200
Rockville, MD 20852
Ph. (888) 333-2413

Applicant Signature

Date