



Phone: (229)-247-9880  
Email: leasing@statencrossing.com

Dear Potential Co-Signer,

**Below is a list of items we require to process your application:**

- ☐ **Completed Application**
- ☐ **Copy of current pay stub, LES, or Proof of income**
- ☐ **Previous rental history (if applicable)**
- ☐ **Proper Identification**
- ☐ **\$45.00 Application Fee**
- ☐ **Notarized Cosigner Acknowledgment Form**

All documentation and application forms must be returned within 24 hours for management to hold an apartment. Applications Fees and Security Deposit need to be paid at the **SAME** time you turn in your application.

Your application fee(s) and security deposit **MUST** be (2) separate checks/money orders because they will be deposited into two different accounts. **We will not be able to accept your check or money order if these fees are combined.** We do accept Visa/Mastercard for all fees/payments **EXCEPT** the security deposit. **NO CASH IS ACCEPTED AT ANYTIME.**

If you need a co-signer they will need to fill out an application for themselves, notarize the co-signer agreement form and provide all of the above items required for the application process.

If you are going to have a roommate(s), they will also have to provide all of the above items required for the application process.

**As part of the application process Staten Crossing Apartments will perform credit and criminal background checks, previous rental history and income verification.**

If you have any questions or concerns, please do not hesitate to call our office during our business hours. We hope your application process goes smoothly and you will be in your new home soon.

#### **Acceptable Forms of Proof of Income**

##### Pay Stub

Must be current, within a month. Must be a local place of employment. If you are moving from out of state, a letter from the company you are working for can be accepted. It must be on a letterhead stating you have been retained by the company as well as rate of pay. As always we need a contact number of employer to verify employment.

##### W-2

Current W-2. No older than the previous year.

##### Taxes

Income tax return for current tax year. Example, if the current year is 2011 you can use the tax return from 2010. It must be from the same business you are currently employed with.

##### Trust Fund

We will need a letter from the Trust Attorney stating the monthly amount you receive.

##### Social Security/Disability/Retirement

A copy of your current letter of entitlement.

##### Proper Identification

The only forms of identification we will accept are: Valid Federal or State picture ID, such as a Driver's License, State issued ID card, Military ID, Passport or Green Card.

**Sincerely,  
Staten Crossing Management**



Dearmore Properties, LLC  
DBA Staten Crossing Apartments

3925 N. Oak Street Ext.  
Valdosta, Georgia 31605

Office: (229) 247-9880  
Fax: (229) 247-9730

### RENTAL APPLICATION

Each individual applying as an Applicant, Guarantor, or Co-Signor must complete a separate application and meet all of the qualification requirements included in this Application. All applications must be accompanied by a valid government issued photo ID and a valid government issued photo ID is also required at the time of move-in. By submitting this application, the Applicant authorizes Management of Staten Crossing Apartments to run Applicant's credit report, as well as check Applicant's rental, employment, and criminal history.

### PERSONAL INFORMATION

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security #: \_\_\_\_-\_\_\_\_-\_\_\_\_ Phone #: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State Issued: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name of any Co-Applicants, Co-Signor or Guarantor: \_\_\_\_\_

What is the legal relationship to Co-Applicant, Co-Signor or Guarantor? \_\_\_\_\_

Are you currently in the U.S. Armed Forces or Reserves? ☐ Yes ☐ No

If Yes, Please state your Rank, Service & Duty Station \_\_\_\_\_

Have you ever gone by any other names? ☐ Yes ☐ No If Yes, Please List: \_\_\_\_\_

City, State & Country in which you were born: \_\_\_\_\_

### OTHER OCCUPANTS AND PETS OR SERVICE ANIMALS IN HOUSEHOLD

Individuals and Pets not identified below are NOT authorized to live in the apartment and unauthorized occupants and pets in the apartment are considered a lease violation. Puppies and kittens (under the age of 1) are not allowed.

All other Occupants Names:	Ages:	Relationship:	Social Security #:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you have any pets or service animals? ☐ Yes ☐ No [Non-Refundable Pet Fee is not required for service animals]

Has your pet ever bitten or attacked anyone? ☐ Yes ☐ No Properly Trained? ☐ Yes ☐ No

Approx. weight of Pet: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Size: \_\_\_\_\_

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Applicant Initials: \_\_\_\_\_

## RENTAL HISTORY

- Applicant's Current Residence: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Resided from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount of rent: \$ \_\_\_\_\_  
Name of Owner and/or Apartment Community: \_\_\_\_\_  
Manager Name: \_\_\_\_\_ Manager Phone #: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_
- Applicant's Previous Residence: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Resided from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount of rent: \$ \_\_\_\_\_  
Name of Owner and/or Apartment Community: \_\_\_\_\_  
Manager Name: \_\_\_\_\_ Manager Phone #: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

## EMPLOYMENT HISTORY

- Applicant's Current Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Monthly Gross Income: \$ \_\_\_\_\_ Employment Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Job Description: \_\_\_\_\_
- Applicant's Previous Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Monthly Gross Income: \$ \_\_\_\_\_ Employment Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Job Description: \_\_\_\_\_

**\*BELOW PROVIDE YOUR SOURCE OF MONTHLY INCOME TO PAY RENT IF YOU ARE NOT CURRENTLY EMPLOYED\***

Alimony/Child Support	\$ _____	Name of Payer: _____
Social Security	\$ _____	Description: _____
Retirement	\$ _____	Name or Source: _____
Other	\$ _____	Description: _____

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Applicant Initials: \_\_\_\_\_

## **AUTOMOBILE INFORMATION**

- Vehicle Number 1:  
Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_  
Tag #: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_
- Vehicle Number 2:  
Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_  
Tag #: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_

## **EMERGENCY CONTACT**

- Name of family member, other than spouse: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Name of family member, other than spouse: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## **MANDATORY SCREENING QUESTIONS** You *MUST* answer each of these questions. If you answer "Yes" to any of questions 1-7, additional details are required below.

Yes No

1. Have you or any person who will be occupying the apartment ever been evicted or been a defendant in an eviction action? \_\_\_\_\_
2. Is any previous landlord trying to collect money from you or any person who will be occupying the apartment? \_\_\_\_\_
3. Have you or any person who will be occupying the apartment ever filed, been discharged from or currently under a bankruptcy? \_\_\_\_\_
4. Have you or any person who will be occupying the apartment ever been convicted, charged, arrested, indicted, plead guilty or no contest or received deferred adjudication of probation to (a) a felony? Or (b) any misdemeanor involving a sexual offense, stalking, illegal use or possession of weapons, assault, battery, theft, fraud, bad checks, criminal damage to property, trespassing, vandalism, illegal possession or sale of drugs? \_\_\_\_\_
5. Have you or any person who will be occupying the apartment ever been asked to move because of an alleged lease violation of any kind? \_\_\_\_\_
6. Have you ever lived at Staten Crossing Apartments before? \_\_\_\_\_
7. Are you unemployed? \_\_\_\_\_
8. Do you have a legal right to be in the United States? ☐ Yes, I am a citizen. ☐ Yes, because I have proper documentation.  
☐ No.

I have fully and truthfully answered Questions 1-8 above. Applicant's Initials: \_\_\_\_\_

PLEASE INITIAL HERE

Applicant Initials: \_\_\_\_\_

\*IF YES WAS ANSWERED TO QUESTIONS 1-7 ABOVE, PLEASE EXPLAIN:

### **TERMS AND CONDITIONS REGARDING APPLICATION**

**Equal Housing Opportunity Policy-** Management and the Owner of the Apartment Community are Equal Housing Opportunity providers, and it is their policy to provide housing for all applicants without regard to race, color, religion, national origin, sex, familial status, or disability. Additionally, Management will allow reasonable accommodations and modifications in regards to policies and procedures and the apartment community upon the showing of a disability by an individual. If an applicant or prospective resident is disabled, the applicant or resident must provide sufficient information about the need for an accommodation or modification to Management and Management shall have a reasonable time to review and approve the same. Due to the property meeting accessibility requirements required, the applicant or resident will be required to pay the cost of most modifications. Applicant or resident agrees to provide or supplement information regarding requests for accommodations or modifications promptly in writing upon Management's request.

**Deposit-** Applicant understands and agrees that the Deposit paid will be returned if applicant's application for housing is denied by Management. Applicant understands and agrees that all application fees as well as administrative fees are NON-REFUNDABLE. Applicant will have 72 hours after submitting this application to withdraw the application and receive a full refund of the Deposit paid. The notice of withdrawal must be in writing. Any and all application fees are non-refundable. Applicant understands and agrees that if the application is not withdrawn within the specified time period and Management approves Applicant for housing, Applicant will sign a Lease Agreement and take possession of an apartment. Applicant further understands and agrees that the Deposit and any Non-Refundable fees paid will be forfeited to Management should applicant fail to withdraw this application within the time specified, and upon receiving approval for housing, does not sign a Lease Agreement and take possession of an apartment. Applicant acknowledges that the Deposit is not a security deposit, but that upon the signing of a Lease Agreement, the Deposit will be applied towards the Security Deposit or Non-Refundable Fees specified in the Lease Agreement. In the event Applicant defaults under any of the terms of this Application, Applicant understands and agrees that Management shall retain the Deposit and non-refundable fees as compensation for holding the apartment off the market for applicant.

**Rental Qualifications-** Applications will be reviewed by Management using business judgment and discretion based on the information available in the application and in the applicant's credit, rental, employment, and criminal histories. In order to meet the qualifications for housing, the Applicant must demonstrate good and reliable rental, credit, and criminal background histories, as well as provide proof of the ability to meet the financial obligations of paying for the apartment sought. Applicants must earn three times the rental amount to meet the requirements to rent the apartment sought.

Applicants who are unemployed or retired may be required to provide additional documents to establish they meet the income requirements, such including but not limited to, income tax returns and other financial documentation. Applicants who are self-employed may be required to provide additional documents to establish they meet the income requirements, including but not limited to, income tax returns, income and expense statements, asset statements, and other financial records associated with the applicant and/or his or her business. Applicants who are self-employed may be required to pay an additional application fee for the cost of obtaining credit reports on themselves and their companies.

Having a co-signor or guarantor is not a guarantee that the application will be approved and is never considered a substitute for unacceptable rental, credit, or criminal histories. As is the case with the applicant's histories, a co-signor or guarantor's poor rental, credit, or criminal history may result in denial of the applicant's rental application. However, the lack of a rental history may not necessarily result in a denial of the application. Each co-applicant's rental, credit, and criminal history must meet the rental qualification criteria applicable to his or her particular rental application circumstances.

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Applicant Initials: \_\_\_\_\_



**Applicant's Decision to Apply for Apartment-** Applicant has fully questioned Management regarding any important information about rental of an apartment at this community. Applicant is satisfied with the responses to his or her questions and is fully informed as to all information needed to make his or her decision to apply for an apartment. Applicant understands and agrees with the following:

1. Management cannot guarantee high speed internet access and not all apartments in the community have line of sight to receive satellite communications.
2. There are limitations on the number of persons who may occupy an apartment unit.
3. Applicant must pay for the following utilities and services supplied to the apartment: electricity; natural gas; cable; phone and other telecommunication services.
4. Applicant is aware that any rental concessions offered may be available only for limited times and that Applicant must comply with all conditions required to receive the concession without having to be responsible for reimbursing Management for the value of the concession.
5. Management and the Owner of the apartment community cannot guarantee safety within the apartment community and do not provide security or security devices which are intended to detect, deter, or report crimes committed.
6. No boats, trailers, and equipment may be used or stored on the apartment property. Only authorized automobiles may be used or parked on the property.
7. No apartment may have more than two automobiles per apartment unit and applicant understands the content of parking rules and regulations he or she will be expected to sign if approved for occupancy.
8. Management cannot guarantee that any particular unit, floor, or floor plan desired by applicant will be available on the date requested by the applicant. Applicant agrees to take occupancy of an apartment offered by Management that reasonably matches the applicant's desired floor plan and move-in date. The unavailability of any particular unit, floor, or floor plan does not relieve applicant from his or her contractual obligations under this agreement.
9. Failing to fill out the entire application or providing false or misleading information in this application could result in denial of the application or termination of a Lease Agreement entered into based on the information contained in this application.
10. Management will not approve the application of any person who could represent a threat to the health, safety, and welfare of the other residents, occupants, visitors, and staff of the apartment community. Inappropriate, abusive, or aggressive conduct during the application process by the applicant or any prospective occupant will result in denial of the rental application.
11. Management may notify applicant either verbally or in writing once the application has been approved.
12. After applicant has been approved or after Management has notified applicant that an apartment is ready for occupancy, applicant must promptly sign a lease and take occupancy of the apartment in order to avoid losing the Deposit and non-refundable fees.

**Authorization to Verify Application; Indemnity Provision-** Applicant authorizes Management and its agents to verify the information provided in this application by obtaining applicant's credit file, as well as rental, employment, and criminal records and contacting applicant's current and former employers and landlords. By signing below, Applicant hereby releases Management and any third parties who provide information to verify this application from all liability, claims, and lawsuits with regard to the information obtained, regardless of the source. Applicant agrees to indemnify and hold harmless Management, its agents, current or prior landlord, current or prior employer, and all other persons whomsoever who provide information, regardless of whether the information provided is negative.

**Authorization to Obtain Credit Report and Other Information in Connection with Collection of a Debt-** Applicant agrees that Management or any collector retained by Management is authorized at any time to obtain a consumer report (credit report) on applicant and to obtain information on applicant's location and employment in connection with the collection of any amounts or damages claimed due from applicant as a resident under any Lease Agreement with Management. Any employers, banks, landlords, businesses, consumer reporting agencies, or other third parties are entitled to rely on the undersigned's authorization and cooperate in providing the requested information to assist in collection of any debt owed by applicant as a resident under any Lease Agreement. Applicant authorizes any notices or demands for payment to be mailed to applicant in care of contact persons named above.

**PLEASE INITIAL HERE**

Applicant Initials: \_\_\_\_\_

**APPLICANT CERTIFIES THAT HE OR SHE HAS FULLY AND TRUTHFULLY ANSWERED ALL QUESTIONS ASKED AND VERIFIED  
THE ACCURACY OF ALL INFORMATION PRESENTED.**

Applicant's Signature: \_\_\_\_\_

Print Applicant's Full Name: \_\_\_\_\_

Application Completed by Applicant on: \_\_\_\_\_

Staten Crossing Management Signature: \_\_\_\_\_

Date and Time Application received by Management: \_\_\_\_\_

**FOR MANAGEMENT USE ONLY**

Apartment # Requested: \_\_\_\_\_ Lease Term Desired: \_\_\_\_\_ to \_\_\_\_\_

Apt Type Desired: \_\_\_\_\_ bdrms \_\_\_\_\_ baths Floor Plan: \_\_\_\_\_

Rental Rate \$ \_\_\_\_\_ Consultant: \_\_\_\_\_

\$ \_\_\_\_\_ Application Fee (for Credit Check)

\$ \_\_\_\_\_ Deposit

\$ \_\_\_\_\_ Non-Refundable Pet Fee

**PLEASE INITIAL HERE**

Applicant Initials: \_\_\_\_\_



Phone:(229)-247-9880

Email:leasing@statencrossing.com

For value received, the receipt and sufficiency of which is hereby acknowledged, the undersigned Guarantor(s) (who, if two or more, shall be jointly and severally liable) unconditionally guarantee and agree to pay any and all amounts due under any Lease agreement(s), including any and all extensions, renewals, modifications, or assignments thereof and including any new or subsequent leases thereafter of that certain Lease Contract dated \_\_\_\_\_, \_\_\_\_\_. I \_\_\_\_\_ understand that I am co-signing for an apartment at Staten Crossing Apartments and I fully understand that the following occupants will be living in said apartment.

\_\_\_\_\_, \_\_\_\_\_,

\_\_\_\_\_, \_\_\_\_\_,

This guaranty of payment shall be deemed a continuing guaranty and shall not be revoked or discharged by any extension, renewal, modification or assignment of the terms of the original lease nor shall it be revoked or discharged by execution of any subsequent or new lease between Lessor and Lessee(s) nor the execution of a Roommate Release/Change Form that provides for the substitution or addition of an old or new roommate.

I also acknowledge that although there may be other occupants/residents as well as other co-signers in the apartment, I will be fully responsible for any damage/cleaning or rent charges that may incur for the apartment as a whole and not for a specific individual.

I understand that we are responsible for the full amount of the lease rent, not a portion as rents/fees are not split between any other occupants/cosigners. I also understand that I will be responsible for the full amount of any monies owed upon move out, this includes any outstanding rent and or damages.

\_\_\_\_\_  
Co-Signer

\_\_\_\_\_  
Date



Notary Seal

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_



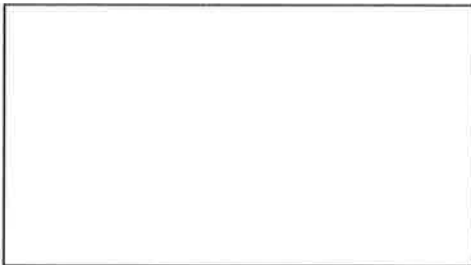
This guaranty of payment shall extend to any and all sums due, including but not limited to, rent late charges, damages exceeding normal wear and tear, reasonable attorney's fees, and all other sums which may come due, all of which the undersigned Guarantor(s) shall be liable. The undersigned Guarantor(s) waive any requirement of any demands for payment or notices of non-payment or notices of breach or notices of extensions, renewals, modifications, assignments, subsequent or new leases.

This guaranty shall be governed by the laws of the State of Georgia, and the undersigned Guarantor(s) consent and agree that suit may be filed against them in the State of Georgia and that this guaranty of payment is a contract made in, enforceable in, and to be performed in the State of Georgia and that there exist such minimum contacts as are required or sufficient to establish jurisdiction in said State. In the event that Lessor files a lawsuit or takes other steps to collect any sums due, Guarantor(s) shall be liable for and agree to pay any reasonable attorney's fees and all expenses of litigation.

I agree to the above terms.

\_\_\_\_\_  
Co-Signer

\_\_\_\_\_  
Date



Notary Seal

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

Date Faxed: \_\_\_\_\_  
Date Mailed: \_\_\_\_\_

### Verification of Residency

**To be filled out by applicant:**

Name of Community/Owner: \_\_\_\_\_  
Current/Previous Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

I, \_\_\_\_\_ hereby authorize the above referenced community to release the information requested below regarding my current/previous residency.

\_\_\_\_\_  
Applicant Signature Date

The above referenced individual has made application for residency at our community. The individual lists your company as the current/previous landlord. All information provided by you will be held in strict confidence. We appreciate your prompt attention to this verification. If you have any questions, please feel free to contact us at the number listed below.

\_\_\_\_\_  
Agent for Owner Date

**To be filled out by Current/Previous Landlord:**

Move in Date: \_\_\_\_\_ Move out Date: \_\_\_\_\_ Rent Amount: \_\_\_\_\_

Proper Notice Give? ☐ Yes ☐ No  
Lease Fulfilled? ☐ Yes ☐ No  
Roommates? ☐ Yes ☐ No  
Lease Violations? ☐ Yes ☐ No If so What was the violation? \_\_\_\_\_

Late Rent? ☐ Yes ☐ No How many? \_\_\_\_\_  
NSF Checks? ☐ Yes ☐ No How many? \_\_\_\_\_  
Apt. Left Clean? ☐ Yes ☐ No  
Apt. Damage? ☐ Yes ☐ No  
Unauthorized Pets? ☐ Yes ☐ No  
Monies Owed? ☐ Yes ☐ No Amount \_\_\_\_\_ For \_\_\_\_\_  
Deposit Refunded? ☐ Yes ☐ No  
Would You Rent Again? ☐ Yes ☐ No

\_\_\_\_\_  
Completed By Title

\_\_\_\_\_  
Phone Number Date Completed