Douglas Development CORPORATION

APPLICATION FOR RESIDENCY

Property Name: Jemal's National Guard Armory, LLC - 701 Lake Avenue Asbury Park, NJ 07712 — Date Completed:

Background/Credit Check Fee Required, Payable to: Jemal's National Guard Armory, LLC ($100.00 Application Fee)

Applicant Information:

Name of Applicant (Last, First, MI) | Date of Birth | SSN# | Driver's Lic. # | State

Interested Unit # | # of Bedrooms / Baths | Monthly Rent | Lease Term | Marketing Source

Present Address | City, State, Zip

Telephone Numbers: Home | Cell | Email Address

Name of Present Landlord | Telephone # | Do you: (please circle one) Pa me Stu sing

Move-in Date / / | Proposed Move-out Date / / | Monthly Rent $

Previous Address | City, State, Zip

Name of Prevous Landlord | Telephone # | Did you: (please circle one) Pa me Stu sing

Move-in Date / / | Move-out Date / / | Monthly Rent $

Applicant's Employment Information:

Name of Current Employer | Address, City, State, Zip

Supervisor

Position / Title | Monthly Salary $ | How Long? Yrs. Mos. | Telephone #

Other Sources of Income

Name of Previous Employer | Address, City, State, Zip

Supervisor

Position / Title | Monthly Salary $ | How Long? Yrs. Mos. | Telephone #

List other persons to occupy the apartment

Pets: Type | Breed | Weight | Has your pet ever bit someone (Yes / No) | *Proof of Vaccinations sent to the property manager

Have you ever been convicted of a criminal offense/crime? Yes No

Date of Conviction / Details:

Any Litigations:

Bankruptcies | Foreclosures

Details:

Reference Information:

1. Name | Telephone #
2. Name | Telephone #
3. Name | Telephone #

Emergency Contact | Address, City, State, Zip | Telephone #

Why are you leaving your current address?

PLEASE READ ALL TERMS BELOW AND SIGN:

It is understood that the premises are to be used as a residence to be occupied by not more than persons and that occupancy is subject to possession being delivered by present occupant. An background/credit check fee in the sum of **$100.00** received on / / has been paid to the Landlord, with the clear understanding that this application including each prospective occupant, is subject to approval and acceptance by Landlord in its sole discretion. I herby authorize Landlord/Owners through its agents and employees to obtain information it deems necessary in the processing of my application. This may include, but not limited to; credit reports, civil or criminal actions, records of arrest, vehicle records, rental history, employment/salary details, and any other relevant information; and releases landlord, its employees and agents from all liability for any damage whatsoever incurred in furnishing or obtaining such information. The background/credit check fee shall be retained by the Landlord as the agreed compensation for credit investigation, processing and verification of the application, and the Landlord shall have no further obligation to applicant. I understand that should I lease an apartment, the Landlord shall have continuing right to review those items in addition to my residency information from any source and may exchange my credit information with consumer reporting agencies. The applicant hereby waives any claim for damages by reason of non-acceptance of this application which the Landlord or it's agent may reject without stating reasons for so doing. I also affirm that all of the information in this application is true and accurate. I understand that if any such information proves false, it will be deemed an event of default under any such lease and Landlord/Owners may cancel and annul any lease given in reliance upon such information.

Applicant's Signature: _____ **Date:** _____

Co-applicant's Signature: _____ **Date:** _____

For Office Use Only:

Date Received	/ /	Manager Approval	/ /
Date Processed	/ /	Date to Property Mgr	/ /
Transaction #			

Please check the box below:

☐ I have read and agree with the attached “Application Processing Policy and Prodecures”

APPLICATION PROCESSING POLICY AND PROCEDURES

Douglas Development Corporation is an equal opportunity landlord. We comply with the Federal Fair Housing Act and New York State Department of Human Rights Law. We do not discriminate against any person because of race, color, religion, sex, national origin, disability, familial status, citizenship, sexual orientation, gender identity or expression, military status, creed, marital status or source of income.

We welcome all persons to apply to become a tenant but present the below criteria in an attempt to inform the applicant of the requirements so that they can make an informed decision of whether they believe they can qualify as a tenant. Each applicant is subject to a criminal/credit check and shall be charged for such check in an amount up to $100.00. Approval shall be based on the below rental criteria.

REQUIRED SUPPORTIVE DOCUMENTATION:

- signed and acknowledged Fair Housing notice
- signed residential lease application
- payment of criminal/credit check fee
- valid driver's license or another form of photo ID for each application submitted
- verifiable proof of income

RENTAL CRITERIA:

- **INCOME HISTORY AND VERIFICATION:** Applicants must be able to prove a combined monthly income of at least 3 times the monthly rent in writing. All legal sources of income, including but not limited to unemployment, child support and Social Security Income can be counted if verified in writing. If you are a full-time student, you will be required to have a co-signer.
- **CREDIT HISTORY:** in order to determine credit worthiness, each applicant's FICO score will be obtained. Credit history cannot have any outstanding balances to utility companies or active bankruptcy that has not been discharged. Applicants must have a credit score of 650 or higher and must have excellent income and rental history. Scores below 650 can sometimes be approved with conditions, such as providing a co-signer. Applicants that have a non-existent credit rating may result in denial or require a co-signer. Applicants with an open bankruptcy will automatically be denied. All information showing on the credit report, except for eviction history, is subject to verification, including previous address and place of employment. Credit reports supplied by applicants will not be accepted if they are more than 30 days old.
- **CO-SIGNERS:** co-signers must have a credit score of no less than 650 and provide income statement of at least 3 times the monthly rent amount.
- **EMPLOYMENT HISTORY AND VERIFICATION**: minimum 1 month of paystubs or 2 years of tax returns if self-employed or 1099 are required. If applicant is a company, the lease must be personally guaranteed by an individual.
- **CRIMINAL BACKGROUND SEARCH**: Douglas Development Corporation and its affiliates follow the rules and regulations provided for in HUD guidance issued on April

4, 2016 in regard to the use of criminal records by providers of housing. Since each applicant has differing history, Douglas Development Corporation and its affiliates require that an application be submitted before a determination can be made. We welcome all to apply. All felony convictions within the last 7 years will be considered at the discretion of management except the following offense which is cause for automatic denial:

    - **Felony drug distribution and/or manufacturing**
- **ANIMAL CRITERIA**: all Douglas Development properties are pet-friendly subject to breed restrictions. Pet type, size and breed information are required with application, and if the application is approved and a lease is signed, additional insurance and a separate signed agreement will be required.

APPLICATION PROCESS:

Applications can be completed in person or online. Landlord will check your credit report, employment references and rental references to confirm that our rental criteria are met. If an applicant meets the criteria, the application will be approved. This process can take 1-5 business days, depending on the availability of references. In the event of multiple and equally qualified applicants, Landlord subscribes to a "first in, first approved" policy. Delay in processing because of unverifiable references will cause Landlord to consider the next applicant submitted. Landlord will rent the apartment to the first applicant that meets our criteria. A property is not considered rented until the lease is fully executed and all required move-in funds are paid to Landlord.

If applicant's application is approved, the applicant will have 2 business days to confirm the intent to rent the apartment by signing the lease and paying the security deposit. If the lease is not signed within 48 hours of delivery, Landlord reserves the right to start accepting applications for the apartment. The security deposit shall be in the form of a money order, check, online payment or cash **equal to a month and a half of the monthly rent.**

If the application is denied, the criminal/credit check fee will not be refunded. If your application was not accepted due to your credit or criminal background check, applicant shall be mailed an Adverse Action Notice, which shall include:

- the name, address and phone number of the consumer reporting agency that provided the report
- a statement that the decision to reject the application was the landlord's and not related to the consumer reporting agency
- information detailing an applicant's right to argue the accuracy or completeness of the report. It should also let the applicant know that the applicant can get a free report from the same consumer reporting agency if the applicant requests one within 60 days of receiving the Adverse Action Notice