



RESIDENT APPLICATION FOR HOUSING

A separate signed application for each applicant, unless married, along with all required fees, deposits and verification documents must be submitted before the application can be accepted and processed.

Property: SEDGEFIELD

Address _____

Unit Type _____ MI Date ____/____/____

Lease Term _____ Application Fee:\$ _____

Base Rent:\$ _____ Security Deposit:\$ _____

Add'l: \$ _____ C/A Deposit:\$ _____

Washer / Dryer _____ Pet Fee:\$ _____

Approved / Cond. / Declined Date ____/____/____

Applicant Notified _____ Date ____/____/____

Other _____

Applicant Name _____ **Drivers License** _____

First Middle Last State Number

Name must be exactly as shown on current, valid, government-issued photo ID.

Cell Phone Number _____ Work Phone Number _____

Date of Birth ____/____/____ Social Security Number _____ e-mail _____

Spouse's Name _____ **Drivers License** _____

First Middle Last State Number

Name must be exactly as shown on current, valid, government-issued photo ID.

Cell Phone Number _____ Work Phone Number _____

Date of Birth ____/____/____ Social Security Number _____ e-mail _____

Names, Date of Birth, Sex, and Relationship to applicant of all other persons who will occupy premises.

Name _____ Date of Birth ____/____/____ Sex _____ Relationship _____

Name _____ Date of Birth ____/____/____ Sex _____ Relationship _____

I learned of these apartments from _____

Apartment Community _____ Number of Bedrooms _____ Date Needed _____

In case of an emergency notify: Name _____ Relationship _____

(This must be a parent, legal guardian, or nearest relative.) Address _____ Telephone-Day _____

_____ Telephone-Night _____

Auto Tag _____ Color _____ Make / Model _____

Auto Tag _____ Color _____ Make / Model _____

Do you have pets? _____ If so, Specify each _____ / _____ Total Weight _____

Type & Breed Type & Breed

Do you have a camper, motor home, or company vehicle, etc.? If so, specify _____

RESIDENCE HISTORY (2 YEAR MINIMUM)

Current Address _____
Number Street City State Zip

Monthly Payments:\$ _____ Time at Address _____

Previous Address _____
Number Street City State Zip

Monthly Payments:\$ _____ Time at Address _____

APPLICANT EMPLOYMENT / INCOME INFORMATION (2 YEAR MINIMUM)

PRESENT Employer _____ How Long _____

Address _____ Telephone _____
Number Street City State Zip Area Code Number

Position _____ Gross Monthly Income:\$ _____ Manager _____

Additional Income:\$ _____ **Source** _____

SPOUSE'S EMPLOYMENT / INCOME INFORMATION (2 YEAR MINIMUM)

PRESENT Employer _____ How Long _____

Address _____ Telephone _____
Number Street City State Zip Area Code Number

Position _____ Gross Monthly Income _____ Manager _____

Additional Income _____ **Source** _____

I understand that the Application Fee is non-refundable. I understand that the **Security Deposit** is required to process the application. In the event that my application is not approved, the Security Deposit will be returned to me. The applicant must sign lease within three days after the application has been approved.

Have you rented an apartment in any of our Marsh communities before? Yes _____ No _____

If yes, where and when _____

Have you ever been arrested and / or convicted of any crimes? Yes _____ No _____

Do you have any outstanding warrants for your arrest? Yes _____ No _____

If yes, please explain on separate sheet.

By signature below applicant authorizes Marsh Properties through its employees and designated screening agency to obtain consumer credit report and court and criminal record information and to verify any information supplied on the application and any other information discovered in the process of screening this application. I understand that any false information furnished by me on this application is grounds for immediate rejection of my application.

Applicant Signature _____ **Date** _____

Spouse Signature _____ **Date** _____

Application Fee:\$ _____ **Security Deposit:\$** _____ **Date Received** ____/____/____

Marsh Properties _____

Marsh Properties Rental Screening Criteria

Park Place-Salem Village-Elmhurst-Providence Altondale-Sedgefield

Welcome to Marsh Properties. In order to reside at a Marsh Properties Community, we require each applicant and each adult occupant to meet certain rental criteria. Before completing a Rental Application, we encourage you to review these requirements to determine if you are eligible for residency with us.

Application Fee: A \$100.00 non-refundable application fee is required for all individual applicants. Married couples may apply jointly and pay one non-refundable application fee of \$100.00. **All applicants must be 21 years of age or older to apply.** Authorized Occupants must be 21 years of age or older and will be required to submit an application and a \$35 non-refundable application fee for criminal background check. An occupant 18 years of age and older who lives with a parent or legal guardian will be required to submit an application and a \$35.00 non-refundable application fee.

A SEPARATE, SIGNED APPLICATION FOR EACH APPLICANT, UNLESS MARRIED, ALONG WITH ALL REQUIRED FEES, DEPOSITS AND VERIFICATION DOCUMENTS MUST BE SUBMITTED BEFORE THE APPLICATION CAN BE ACCEPTED AND PROCESSED.

Rental Score: Marsh Properties relies upon "Rental Scores" to estimate the relative financial risk of leasing an apartment to you. In addition to estimating risk, rental scores are an objective and consistent way of reviewing relevant applicant information, and help speed the application approval process. It is our company policy to not discuss individual scores with applicants or try to explain details of how the scoring system works. Applicants will be given information to contact our screening agency regarding their score.

Rental scoring systems assign points to certain factors identified as having a statistical correlation to future financial lease performance. Your rental score results from a mathematical analysis of information found in your credit report, application, and previous rental history. Such information may include your bill-paying history, the number and type of accounts you have, collection actions, outstanding debt, evictions, bankruptcies, income, and the number of inquiries in your consumer report. The final number, or rental score, represents an estimated level of risk as compared to the performance of other consumers in a range of scores. Rental scoring treats all applicants consistently and impartially. Additionally, your rental score never uses certain characteristics like – race, color, sex, familial status, handicap, national origin, or religion – as factors.

The rental scores fall into one of three categories established by our screening agency – Approved; Approved with Conditions; Denied. If the applicant's score falls within the "Approved With Conditions" category and the applicant chooses not to accept the "conditions" the application cannot be approved. The applicant has 2 business days to accept or decline the conditional approval.

Applicants whose credit information is unavailable or insufficiently established may qualify for the "Approved with Conditions" category if all other requirements are met.

LEASE TERMS: 6 and 12 month standard. Other terms are available depending on market conditions and unit availability. Lease terms other than standard would usually be at a higher rental rate.

SECURITY DEPOSIT: \$300.00 security deposit required at time of application. If an application is denied, this deposit will be returned to the applicant. **If the applicant is "Approved with Conditions" the applicant has 2 business days (Monday – Saturday) to accept or decline the conditional approval.** If the applicant declines the conditional approval, the \$300.00 deposit will be refunded. If the applicant accepts the conditional approval, an additional Security Deposit of \$700.00 paid in certified funds or by credit card must be paid within the 2 business day period stated above.

THE APPLICATION FEE AND THE SECURITY DEPOSIT ARE REQUIRED TO BE IN SEPARATE CHECKS, MONEY ORDERS OR CERTIFIED FUNDS if submitting payment in person or by mail. Payment by checks is accepted only from applicant or an immediate family member.

ALL APPLICANTS WILL HAVE 3 BUSINESS DAYS (Monday – Saturday) AFTER THE APPLICATION HAS BEEN APPROVED OR A CONDITIONALLY APPROVED APPLICATION HAS BEEN ACCEPTED TO SIGN THE LEASE. FAILURE TO TAKE POSSESSION OF THE APARTMENT AS OF THE DATE SPECIFIED IN THE LEASE WILL RESULT IN A DEFAULT OF THE LEASE AND THE RESIDENT WILL BE HELD LIABLE FOR THE PERFORMANCE OF THE LEASE INCLUDING BUT NOT LIMITED TO THE PAYMENT OF RENT UNTIL THE APARTMENT IS RE-RENTED.

OCCUPANCY GUIDELINES: All residents and all occupants must be listed on the Residential Lease Agreement. Our Occupancy Policy maintains the following:

<u>ONE BEDROOM</u>	<u>TWO BEDROOM</u>	<u>THREE BEDROOM</u>
One Adult	One Adult	One Adult
A Couple	A Couple	A Couple
One parent and one child	Two Roommates*	Two Roommates*
	A couple and up to two children	Two roommates and up to two children
	One parent and up to three children	A couple and up to four children
		One parent and up to five children

In addition to the occupancies stated above, a couple can have an additional child occupy their personal bedroom if the child will not be over one year of age by the end of the original lease term.

Parents and their adult children’s family can occupy a three bedroom apartment in accordance with the basic occupancy policy as stated above that applies to families.

If a separate unoccupied bedroom is available after compliance with occupancy policy for all other occupants, one of the following could occupy: parents of resident or live-in Nanny.

*Marsh Properties does not allow three (3) single roommates to occupy any of our floor plans in any of our communities.

Renters Insurance: RENTERS INSURANCE IS REQUIRED. Prior to taking possession of the apartment evidence of renters insurance coverage for the initial term of the lease and any extension thereof will be required. Minimum Renters Insurance Requirements include: Personal Liability Coverage of \$300,000, Personal Content Replacement Coverage of \$15,000 and Marsh Properties at 215 Poindexter Drive Charlotte NC 28209 listed as “Additional Insured” or “Interested Party”.

Utilities: Approved applicants must contact utility companies in advance, pay any required deposits, and have the applicable utility services put into their name as of the move-in date specified in the lease, as well as, maintain these services throughout tenancy.

***Verification of Renters Insurance Coverage and established utility services required prior to keys being given at move in.**

Photo ID: A current valid government issued Photo ID is required to tour an apartment, to submit an application, to sign a lease and to receive keys to your apartment. Acceptable forms of Photo ID are:

- Current Valid Driver’s License
- Current Valid Photo ID issued by State Department of Motor Vehicles
- Current Valid U.S. Military ID
- Current Valid Passport
- Current Valid Visa
- Current Valid Green Card (with Photo)

Criminal Background History: A criminal background check will be conducted for each applicant. Criminal reports are evaluated on the basis of arrests, warrants and convictions for misdemeanors and/or felonies. Our screening agency conducts the criminal background check and issues an “approved or declined” based on written criteria established with the screening agency.

Co-Signers: Co-signers must be 21 years of age or older. Parent/legal guardian can co-sign for their children 21 years of age or older. Adult children 21 years of age or older can co-sign for their parents. Co-signers will be processed as applicants (Application Fee and Security Deposit required) and if approved, will be named as Lessee co-signers on the lease. Co-signers must be present along with occupants to sign the lease. If this is not possible, we will require notarized signatures on a copy of the lease to be mailed and/or faxed to us within the 3 day period after the application has been approved.

By signing in the space below applicants are consenting to allow Marsh Properties through its designated agents and employees to obtain consumer credit report and court and criminal record information and to verify any information supplied on the application or other information discovered in the process of screening the applicant for rental housing. All applicants are also consenting to allow Marsh Properties, its agents and employees to obtain additional consumer and criminal reports in the future to update or review customers' accounts if they become a resident or an authorized occupant of a Marsh Properties apartment community.

If the applicant disputes any information obtained by management in processing the application that results in denial or conditional approval of the application, management will give applicant information on the source of information obtained and it shall be the responsibility of the applicant to correct any erroneous information and resubmit an application to this community if so desired.

Management does not guarantee, warrant or represent that all residents and occupants meet the current resident screening criteria due to the length of residency in comparison to when criteria was implemented or amended. In addition our ability to verify the information provided by an applicant is limited to the information made available to us by our applicant screening agency.

By signing in the space below applicant(s) acknowledges having received a copy of this Resident Screening Criteria, and understands and agrees to the terms.

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Marsh Properties Representative _____ Date _____

SEDGEFIELD

PET POLICY

We accept dogs and cats only. (No other pet types allowed).

Pet fee is non-refundable. This fee is paid for the privilege of having a pet on the premises. This fee will not be applied to any damages.

Two pets per apartment are allowed. The pet fee is \$250.00 per pet. The additional pet deposit is \$200.

The combined weight of the two pets is not to exceed 60 pounds at **full maturity**.

Certain breeds or mixes are not accepted. Specifications attached.

A current photograph of the pet is required.

Proof of current rabies vaccination required.

If there is any question regarding a pet's breed, breed mix, weight at maturity, etc. a letter from a veterinarian will be required to answer any such questions regarding the specific pet to the satisfaction of Marsh Properties.

A Pet Agreement must be signed by the applicant agreeing to abide by the rules and regulations for having a pet on the premises.

The signed Pet Agreement, the non-refundable fee, and all other required pet information must be submitted along with the apartment application.

Apartment applications will not be processed until all required pet information and fees are submitted.

Only the leaseholder can execute a Pet Agreement with Marsh Properties.

BREED RESTRICTIONS

In accordance with our pet policy, certain breeds of dogs are not accepted due to weight at maturity and/or temperament.

Any dogs weighing over 60 pounds at maturity are not accepted.

Any of the following full and/or mixed breeds are not accepted including but not limited to:

Basenji
Chow
Dalmatian

Doberman
German shepherd
Great Dane

Pitt Bull
Rottweiler
Sharpei

This list may be amended at any time at the discretion of Marsh Properties.

Revised and effective: September 1, 2015

SEDGEFIELD - PET APPLICATION & AGREEMENT

RESIDENT NAME: _____ ADDRESS: _____

Resident understands and agrees to the following rules and regulations and agrees to abide by any other regulations which may be established by Management. Any breach of this agreement shall constitute a breach of the lease and can result in termination of resident's right to occupy the premises but resident would still be responsible for the performance of the lease including payment of rent until the end of lease term or until apartment is re-rented.

We allow up to two pets (dogs or cats only) per apartment home with a total combined weight not to exceed 60 pounds at full maturity. Any dogs weighing over 60 pounds at maturity are not accepted. Certain breeds or mixes are not accepted. Specifications attached. A current photograph of the pet is required, plus proof of current rabies vaccination.

The non-refundable pet fee for one pet is \$250.00 and \$500.00 for two pets. This fee is paid for the privilege of having a pet on the premises. This fee will not be applied to any damage charges. In the event of a transfer from one Marsh Community to another, a new pet fee will be required.

Resident is responsible for any damage or personal injury caused by the pet. In the event of a roommate situation, the pet owner is the sole responsible person for any pet damages. Resident will be charged for costs of cleaning, repairing, restoring and replacing in regard to any damage to the premises including but not limited to, furnishings, carpet, vinyl, cabinets, walls, doors, etc., if in the opinion of Management such expense is necessary due to stains, scratches, odors, or other damages.

WARNING: Please be advised that once animal urine soaks into carpet, it causes such an odor and discoloration that the carpet has to be replaced. The presence of pet urine is not considered normal wear and tear. This is not an uncommon occurrence and it is very expensive. The Resident is fully liable for the expense.

Resident Signature

A major issue that will not be tolerated is the issue of pet waste being deposited and left in any areas of the community. Animal waste that is not removed detracts from the positive image of the community, interferes with the enjoyment of the community and creates potential health problems. In addition animal waste destroys vegetation, which harms the image of the community and necessitates costly replacement. Resident specifically understands and agrees to remove pet waste each and every time the pet is walked from wherever the waste is deposited. Resident agrees to carry some form of pooper scooper and a plastic bag and to immediately remove the waste. Pet waste must be placed in a plastic bag, tied securely and immediately disposed of in the trash compactor or Pet Waste Stations. No exceptions will be made.

Resident Signature

- Pets are to be kept away from shrubbery, flowers and trees.
- Pets will be kept inside apartment at all times except when on a leash and accompanied by and under control of Resident. Cats must be on a leash as well as dogs. Cats are not to be put outside to "roam" day and night.
- Pets will not be chained or tied and left anywhere outside of the apartment.
- No pet equipment and supplies such as houses, cages, carriers, bedding, litter containers, food or watering bowls are to be placed or stored outside of the apartment at any time.
- Residents will be responsible for compliance with all City & County laws applicable to the pet.
- Resident agrees that only the pet described and named below will occupy the premises. No additional or different pet is authorized under this agreement.

Resident understands and accepts that all residents do not appreciate the presence of pets in the community and that some people are truly afraid of animals. It is the pet owner's responsibility and duty to abide by the rules and regulations and to be considerate and mindful of the rights and concerns of non-pet owners. If Marsh Properties determines that your pet constitutes a nuisance, creates a disturbance, or threatens the safety of any person or property you will be required to permanently remove the pet from the premises.

Resident Signature

PET #1
TYPE OF PET _____ BREED: _____
(cat or dog) (List all breeds if pet is mixed)

PET #2
TYPE OF PET _____ BREED: _____
(cat or dog) (List all breeds if pet is mixed)

WEIGHT: _____ AGE: _____

WEIGHT: _____ AGE: _____

PET'S NAME _____

PET'S NAME _____

FOR MARSH PROPERTIES

LESSEE _____ DATE _____

PET FEE RECEIVED _____ DATE _____

LESSEE _____ DATE _____

SEDGEFIELD - RENTER'S INSURANCE REQUIREMENTS

Prior to, and as a condition for Resident taking occupancy of the premises under the Lease, each Resident shall provide evidence of renters insurance coverage as described below. If any Resident shall fail to provide evidence of coverage prior to taking possession of the premises under the Lease, such failure shall be a default under the Lease and Lessor shall be entitled to do any one or more of the following acts:

(1) refuse possession of the premises to Resident on account of such default; (2) terminate the Resident's right to possession; and (3) hold Resident liable for payment of the rent from the beginning date of the lease until the apartment is re-rented and for any other damages or charges arising from Resident's default of the Lease.

Further, if any Resident shall fail to maintain renters insurance coverage as required throughout the entire term of the Lease and any renewal or extension, such failure shall be a default under the Lease and shall entitle Lessor to pursue all remedies under the Lease. Each Resident must secure renters insurance from an insurance company licensed to do business in the State of North Carolina.

Minimum insurance requirements are:

- Personal Liability Coverage of \$300,000.
- Personal Contents Replacement Cost Coverage of \$15,000.
- Marsh Properties (Lessor) shall be listed as an "Additional Insured" or "Interested Party".

Each Resident shall provide Lessor a Certificate of Insurance from their insurance company or agent evidencing that renters insurance coverage, satisfying the minimum requirements above, has been obtained by Resident, and the certificate shall require that the insurance company to give Lessor written notice within 10 days of the cancellation or non-renewal of such coverage.

Resident shall provide Lessor with a Certificate of Insurance each time the policy is renewed as evidence of coverage throughout extensions and renewals of the lease.

Revised 10-19-09

OCCUPANCY POLICY

ONE BEDROOM

**One adult
A couple
One parent and one child**

TWO BEDROOM

**One adult
A couple
Two roommates*
A couple and up to two children
One parent and up to three children**

THREE BEDROOM

**One Adult
A couple
Two roommates*
Two roommates and up to two children
A couple and up to four children
One parent and up to five children**

In addition to the occupancies stated above, a couple can have an additional child occupy their personal bedroom if the child will not be over one year of age by the end of the original lease term.

Parents and their adult children's family can occupy a three bedroom apartment in accordance with the basic occupancy policy stated above that applies to families.

If a separate unoccupied bedroom is available after compliance with occupancy policy for all other occupants, one of the following could occupy: parents of resident or a live-in Nanny.

***Marsh Properties does not allow three (3) single roommates to occupy any of our floor plans in any of our communities.**

Revised December 22, 2008

MARSH PROPERTIES
ROOMMATE REQUIREMENTS

Roommates

Roommates and a Roommate Authorized Occupant must be 21 years of age or older to apply.

In qualifying and processing roommates as co-applicants we get individual scores and a combined lease score. When we use the combined lease score applicants understand that one roommate may be considerably less qualified as an individual under our scoring system. However, processing roommates as co-applicants and using the combined lease score can sometimes give roommates an increased chance of being approved.

We prefer that both roommates be named as Lessees on the lease.

If the combined lease score is Conditionally Approved and one of the applicants has an Approved score individually and the other applicant is Conditionally Approved we can process the combined application as Approved.

If one applicant is Approved and the other is Denied the Approved applicant can be put on the lease as the Lessee and the other applicant can be named as an Authorized Occupant. **THE ONE LESSEE WOULD BE TOTALLY RESPONSIBLE FOR THE FULL PERFORMANCE OF THE LEASE.**

(An Authorized Occupant Form would have to be signed by all parties under this condition.)

If a roommate needs a co-signer, co-signers must be 21 years of age or older and the roommates cannot be processed as co-applicants. The applicant and the co-signer must be processed together. Only a parent or legal guardian can co-sign for an applicant. Adult children age 21 and older can co-sign for their parents. The combined score must be in the Approved category to qualify. Individual scores will not be considered. Each must pay an application fee and a security deposit.

If the roommate is Conditionally Approved he can be named as a Lessee with the Approved roommate/co-signer Lessees. If he is Denied he can be an authorized occupant if all parties agree and sign the Authorized Occupant Agreement.

All named Lessees on the lease are held jointly and individually responsible for the full performance of the lease and for the payment of any damages and other charges.

Each Lessee who will occupy the premises must be a named insured on the required renter's insurance policy.

10-02-2015

UTILITY REQUIREMENTS

As required in our lease, you are responsible for all utilities not included in the rent. In order to comply with the terms of the lease the following instructions and conditions apply:

You are responsible for all applicable utilities as of the beginning date of your lease. This requirement applies regardless of the seasons. This requirement applies regardless of the date you actually move in to your apartment.

Failure to have all the utilities turned on in your name and to keep them turned on as long as the lease is in effect constitutes a breach of the lease.

You must contact the utility companies in advance, pay any required deposits, and have the utility services put in your name as of the beginning date of your lease.

If you fail to have the utilities placed in your name as required above, we will be unable to give you possession of your apartment.

Marsh Properties

Revised October 15, 2009

CO-SIGNER POLICY

A parent or legal guardian can co-sign for their children 21 years of age or older. Adult children, 21 years of age or older, can co-sign for parents. Co-signers must be 21 years of age or older.

Applicant and co-signer must submit applications and each must pay the application fee and the required security deposit.

Applicant and co-signer will be fully processed through our screening service. The combined leasing score must be "Approved" in order to qualify. Conditionally Approved will not be accepted.

The applicant and the co-signer will be named as Lessees.

Applicant and co-signer must be present to sign the lease. If this is not possible we will require notarized signatures on a copy of the lease to be mailed and/or faxed to us (our copy must be legible) within the 3 day period after the application has been approved.

A parent can co-sign for a couple – married or unmarried. If unmarried, each person must apply and pay the application fees.

If an applicant with a co-signer requests an authorized occupant we will allow it only if the co-signer agrees and signs the Authorized Occupant Agreement. An application and fee for a criminal background check is required for an authorized occupant. Authorized Occupant must be 21 years of age or older to apply.

All named Lessees on the lease are held jointly and individually responsible for the full performance of the lease and for the payment of any damages and other charges.

Each Lessee who will occupy the premises must be named insured on the required renter's insurance policy.

10-14-09

WAIT LIST POLICY

REQUIREMENTS:

\$100 Application Fee
Approved Application

Applicant is responsible for providing Marsh with current telephone numbers where applicant can be reached and for providing Marsh with any change in telephone numbers.

Applicant is responsible for keeping Marsh up to date regarding any change in move-in time frame, apartment type and whether or not he wants to remain on the wait list

Approved applicant shall be placed on the list for the apartment type specified on the application on a "first available" basis for the applicant's time frame.

Marsh will make reasonable efforts to contact applicant at the telephone numbers provided on the application. Applicant will be given 2 business days to respond. If applicant fails to respond, the applicant's name will be removed from the waiting list.

If applicant declines available apartment but wants to remain on the wait list, applicant's needs will be re-evaluated and updated and applicant's name will remain on the waiting list for the next available apartment in the specified time frame. If a second apartment is offered and declined, the applicant's name can be removed from the wait list or put in the "Resident Will Call Us" category. This category is for applicants who do not have a specific time frame, i.e. they have to sell their house and they will call us when they are ready.

An Approved application is good for 90 days. It would need to be updated at the time they take an apartment. If an applicant wants to take an apartment after 90 days (3 to 6 months) we will process the application again at our expense. If the application is denied we cannot offer the apartment. After 6 months the application is void. Applicant would have to re-apply.

RENTAL RATES AND POLICES ARE SUBJECT TO CHANGE. RATES AND POLICIES AT THE TIME AN APPLICANT IS NOTIFIED OF AVAILABILITY WILL APPLY.

Being placed on the waiting list does not guarantee applicant an apartment.

Applicant _____ Date _____

Applicant _____ Date _____

Marsh Properties _____