

Uptown Park Apartments

Phone (505) 881-2313	Fax (505) 881-4307
Rental Amount \$	Leasing Agent

Instructions:

- 1) Separate applications are required when a spouse, co-applicant, guarantor or roommate situation exists.
- 2) Please provide recent paycheck stubs with year-to-date earnings data.
- 3) Self-employed or retired provide recent: Tax returns or Bank Account Statements (2 mo.)

Applicant	NAME (LAST, FIRST, MIDDLE INITIAL)		BIRTH DATE		SOCIAL SECURITY NUMBER - -	
	HOME PHONE () -	WORK PHONE () -	DRIVERS LICENSE		STATE	

Residential	CURRENT PHYSICAL ADDRESS	CITY	STATE	ZIP	RENT/MORTGAGE AMOUNT \$	
	LANDLORD/MORTGAGE COMPANY	CITY	STATE	FROM (Mo. /Yr.)	TO (Mo. /Yr.)	LANDLORD/MORT. CO. PHONE () -
	PREVIOUS PHYSICAL ADDRESS	CITY	STATE	ZIP	RENT/MORTGAGE AMOUNT \$	
	LANDLORD/MORTGAGE COMPANY	CITY	STATE	FROM (Mo. /Yr.)	TO (Mo. /Yr.)	LANDLORD/MORT. CO. PHONE () -

Employment / Income	CURRENT EMPLOYER / INCOME SOURCE	CITY	STATE	ZIP	EMPLOYER PHONE () -		
	POSITION	AMOUNT \$	HR MN	WK YR	FROM (Mo. /Yr.)	TO (Mo. /Yr.)	SUPERVISOR
	PREVIOUS EMPLOYER / INCOME SOURCE	CITY	STATE	ZIP	EMPLOYER PHONE () -		
	POSITION	AMOUNT \$	HR MN	WK YR	FROM (Mo. /Yr.)	TO (Mo. /Yr.)	SUPERVISOR

Automobile	AUTOMOBILE (MAKE / MODEL / YEAR)	COLOR	AMOUNT OWED \$	LICENSE PLATE
	AUTOMOBILE (MAKE / MODEL / YEAR)	COLOR	AMOUNT OWED \$	LICENSE PLATE

In Case of Emergency, Please contact:	NAME (LAST, FIRST)	PHONE NUMBER () -	RELATION
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Authorization and Release	
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SIGNATURE OF APPLICANT	HAVE YOU EVER BEEN CHARGED WITH OR CONVICTED OF A FELONY? <input type="checkbox"/> NO <input type="checkbox"/> YES – If Yes, Please explain on a separate sheet.	DATE
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QUALIFYING PROCEDURES:

Every person making application For residency at Uptown Park Apts. Must complete a rental application. This application must be completed by the actual resident and a separate application must be completed by any person contributing income to the household. A \$40.00 non-refundable application fee is required per application.

INCOME:

All listed sources of income must be verifiable and will be verified; ie. Salary, hourly wage, commissions, bonuses, social security, retirement and investment income. Copies of documents verifying the income source may be required (tax return, 1099 etc.).

CREDIT/CRIMINAL PROCESS:

A credit and criminal history will be obtained on each applicant. If the applicant has no credit history, it is accepted that the applicant has qualifying credit. The history will be reviewed for slow payment, delinquent accounts, and outstanding collections, liens, judgments, and/or public records. Applicants exhibiting poor credit (7-10 credit lines negative) will be charged an additional \$50.00 deposit. Applicants exhibiting more than 10 negative credit lines will be required to have a co-signor or prepay their lease term. Any applicant who has been convicted of a felony against person or property or any drug related felony or five (5) charges of any type other than minor traffic citations will be declined. **Registered Sex Offenders are ineligible.**

RESIDENCY:

If prior residency was as a resident in a rental property, verification must be made with the owner/agent of the community. Acceptance of the applicant will be considered if no derogatory information is obtained from the previous landlord concerning timely payment, damages to property and compliance of lease terms.

OCCUPANCY STANDARDS:

Studio apartments measure 240 square feet and can only accommodate one occupant.

LEASE TERM:

Lease will be made for a minimum of three (3) months up to a maximum of one (1) year. Terms will be at the discretion of Uptown Park Apartments, as per the market or the Owner or Owner's agents' instructions.

DEPOSITS:

The standard deposit for a studio apartment home is \$150.00.

The Owner/Agent may grant exceptions from any or all of the above-mentioned Acceptance Standards /Applications Qualifications, if, in the opinion of the Owner/Agent the exceptions are justified. Special circumstances may dictate the final decision of the Owner/Agent after all standards/qualifications have been reviewed.

HAVE YOU BEEN CHARGED WITH A FELONY?

You warrant that neither you, nor any member of your household, have any criminal charges pending, awaiting disposition or looming in any way; nor do you, nor any member of your household, have any criminal charges in the process of being filed or awaiting filing by any government entity. You warrant that neither you nor any member of your household, have been involved in any activity that may result in an arrest or criminal charges. You agree that if tenancy is accepted and any criminal charge is later learned of by landlord, that landlord may immediately terminate your tenancy by eviction or otherwise and you will be responsible for the attorney's fees, costs, collections fees, concessions, bread lease fees, other charges and rent until the premises are re-rented.

I, _____ have read the above Qualifying Procedures/Acceptance Standards for making application for residency at Uptown Park Apartments. I understand that these procedures will be used in the processing of my rental applications.