

**Any person over the age of 18 (in apartment) must be listed on the lease and complete the application.**

Unit applying for: \_\_\_\_\_

FLOOR# \_\_\_\_\_ UNIT# \_\_\_\_\_

Monthly Rent Amount: \$ \_\_\_\_\_ Lease Begin Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant Name: \_\_\_\_\_

Full Name: \_\_\_\_\_

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## PLEASE TELL US ABOUT ANY PETS YOU HAVE\*

(\*Based on availability - must also abide by pet policy)

Name: \_\_\_\_\_

Type: \_\_\_\_\_ Age: \_\_\_\_\_

Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Color: \_\_\_\_\_

## PLEASE GIVE RESIDENTIAL HISTORY

Current Address: \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_ Rent ☐ Own ☐ Monthly Amount: \$ \_\_\_\_\_

Owner/Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous Address: \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_ Rent ☐ Own ☐ Monthly Amount: \$ \_\_\_\_\_

Owner/Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION AND HISTORY

Your Current Status: ☐ Full Time ☐ Part Time ☐ Student ☐ Unemployed ☐ Retired

Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Employed From \_\_\_\_\_ Employed To \_\_\_\_\_ ☐ F/T ☐ P/T

Position/Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## PLEASE PROVIDE US WITH YOUR INCOME INFORMATION *(List any/all sources)*

SOURCE OF INCOME	GROSS MONTHLY AMOUNT
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

## PLEASE PROVIDE US WITH ONE (1) REFERENCE THAT IS NOT RELATED/FAMILY

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_ Number of years known: \_\_\_\_\_

## PLEASE PROVIDE US WITH ONE (1) REFERENCE THAT IS RELATED/FAMILY:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_ Number of years known: \_\_\_\_\_

## PLEASE DESCRIBE YOUR CREDIT HISTORY:

Have you declared bankruptcy in the past seven (7) years? ☐ Yes ☐ No

Have you ever been evicted from a rental residence? ☐ Yes ☐ No

Have you had two or more late rental payments in the past year?

☐ Yes ☐ No

Have you ever willfully or intentionally refused to pay rent when due?

☐ Yes ☐ No

Have you ever been convicted of a crime or are there any pending criminal charges?

☐ Yes ☐ No

**If yes**, please provide Type of Offense, Date, County, and State:

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Are you subject to a lifetime state sex offender registry program in any state?

☐ Yes ☐ No

Please give any additional information that might help with the evaluation of this application:

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City Lofts LLC is an equal opportunity housing provider. We do not discriminate on account of race, sex, sexual orientation, color, age, familial status, marital status, religion, national origin, U.S. military veteran status, disability, gender identity or gender-related characteristics.

I hereby apply to lease the above described premises for the term and upon the set conditions above set forth and agree that the rent is to be paid before the first day of each month. I warrant that all statements above set forth, to the best of my knowledge, are true and correct.

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Signature

Date

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Signature

Date

## AUTHORIZATION TO RELEASE

- ☐ I understand investigative consumer reports may be obtained in connection with my application.
- ☐ I understand these reports will contain information about my background, to include but not limited to criminal history, credit history, driving record, education and prior employment verification. The information may be obtained from Federal, State and Local government agencies. I authorize any party or its contractors to furnish relevant information regarding myself maintained in their records. I further authorize ongoing procurement of information when requested.

Signature

Date

Print Full Name

Signature

Date

Print Full Name

Please allow 7 business days for your rental application to be processed. Once your application has been processed, you will be notified by phone or e-mail. To expedite your application, please provide the following:

1. Copy of valid photo ID
2. Proof of Income (at least one of the following):
  - 4 most recent paystubs
  - If self-employed, most recent tax return
  - Letter from employer (on letterhead)

## INCOME VERIFICATION

We require verification of income for all applicants or household members 18 years or older. This verification must be in paystub or writing from the employer or provider. Eligible income includes: salary, commission, pension, annuities, social security, disability, child support, alimony, etc.

## REFERENCES

References will be obtained from all Landlords in the last three years or from the last two successive tenancies in cases where the current tenancy is less than three years. If applicant is living with family or friends, a landlord reference will be sought from that household's landlord if applicable. Negative information from a former landlord is grounds for rejecting an application.

## CREDIT/CRIMINAL BACKGROUND CHECKS

Credit and criminal checks of all household members 18 years of age and older will be obtained from a credit bureau. Negative, poor, or an absence of credit history is grounds for rejecting an application. Past or present evictions or criminal behavior will result in rejection of an application.

## GUARANTOR(S)

Guarantors may be required in cases where applicants have insufficient credit, rental, or employment history. Applicants who do not meet the minimum income requirements may be required to provide a guarantor. Guarantors will not be accepted for applicants with unsatisfactory credit, rental history, and employment verification under the same guidelines as the applicant. The guarantor must have sufficient income or assets to meet their own obligations as well as the rent. They will be required to sign a guarantor lease addendum. Guarantors will not be considered for applicants whose monthly income is less than 50% of the monthly rent.

## FINANCIAL STANDARDS

Applicants must have sufficient income so that their rent does not exceed 40% of the combined gross household income. Applicants must also demonstrate satisfactory past performance in meeting financial obligations including but not limited to rent payment and payment of utility bills.

## DISABILITY

Applicants requesting consideration based on any disability or handicap that is not readily visible must provide verification of physical disability or handicap from the applicant's physician.

## APPEAL PROCESS

City Lofts LLC will mail written notice to any denied applicant specifying the reason for denial. A denied applicant has 14 days from the date the denial letter is sent to appeal the denial by sending a letter requesting an appeal to City Lofts LLC, 106 East Allen St., Unit 506, Winooski, VT 05404. In the appeal letter the applicant must state the reasons why the applicant contends the denial was incorrect and should have been approved. No apartment will be held during this period, but if the denial is overturned, the applicant will retain his/her place on the waiting list.

## ADDITIONAL INFORMATION

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