

Courtyards At Ridgecrest Apartment Application

Personal Information

Last Name _____ First Name _____ Middle _____

Previous name(s) (if any) _____

Date of Birth ____/____/____ Soc. Sec. # ____/____/____ Driver's License # _____

Cell Phone: (____) _____ - _____ Email address: _____

Name of Co-Applicant (if any): _____

List all other persons who will be occupants under the age of 18:

FULL NAME	AGE	DATE OF BIRTH	SOC. SEC. #	RELATIONSHIP

Desired move in date: _____ Desired Lease length _____ Unit being applied for _____

Desired Rent: \$ _____ Desired Floorplan: _____ Who (if anyone) has been helping you? _____

Emergency Contacts (2 Required):

	FULL NAME	RELATIONSHIP	PHONE	EMAIL
1				
2				

Rental History: *Please list your last 2 years of rental history starting with your most current residence*

Current address: _____ City _____ State ____ Zip _____

Current address is: ☐ own home ☐ rent home ☐ rent apartment ☐ student housing ☐ friend

Landlord's name: _____ Landlord's phone (____) _____ - _____

Date moved in: _____ Date moved out: _____ Monthly Payment: _____

Reason for leaving: _____

Previous address: _____ City _____ State ____ Zip _____

Current address is: ☐ own home ☐ rent home ☐ rent apartment ☐ student housing ☐ friend

Landlord's name: _____ Landlord's phone (____) _____ - _____

Date moved in: _____ Date moved out: _____ Monthly Payment: _____

Reason for leaving: _____

Previous address: _____ City _____ State ____ Zip _____

Current address is: ☐ own home ☐ rent home ☐ rent apartment ☐ student housing ☐ friend

Landlord's name: _____ Landlord's phone (____) _____ - _____

Date moved in: _____ Date moved out: _____ Monthly Payment: _____

Reason for leaving: _____



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Employment History

Present Occupation: _____ Employer: _____

How long: _____ Name of supervisor: _____ Supervisor Phone: (____) ____ - _____

Address: _____ City _____ State _____ Zip _____

Monthly Gross Income: \$ _____ Frequency: (Circle One) Weekly/Bi-Weekly/Semi-Monthly/Monthly

Prior Occupation: _____ Employer: _____

How long: _____ Name of supervisor: _____ Supervisor Phone: (____) ____ - _____

Address: _____ City _____ State _____ Zip _____

Monthly Gross Income: \$ _____ Frequency: (Circle One) Weekly/Bi-Weekly/Semi-Monthly/Monthly

Do you Receive any additional income? ☐ No ☐ Yes

If yes, from where? _____ If yes, Monthly Amount Received: _____

Have you or any of the above identified occupants ever been arrested, charged, indicted, convicted, pled no contest, or found guilty of a crime? ☐ No ☐ Yes

If yes, please explain _____

Have you ever filed for bankruptcy? ☐ No ☐ Yes

If yes, please give the date filed _____, and the state filed in _____

Have you ever had an eviction order entered against you, had an eviction case filed against you, or vacated a property under threat of eviction? ☐ No ☐ Yes

If yes, please explain _____

Have you ever failed to pay amounts owing, defaulted on, or breached a lease or contract that you have been a party to? ☐ No ☐ Yes

If yes, please explain _____

Do you have any pets? ☐ No ☐ Yes If yes, how many: _____

If yes, which breed and size _____

Were you referred to rent with us by anybody? ☐ No ☐ Yes If yes, who? _____

How did you hear about us? (Circle One)



Other: _____



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Rental Application Criteria

I. Occupancy Limits

To ensure compliance with fair housing guidelines and local ordinances, occupancy limits are set as follows:

- Studio/Efficiency: No more than two (2) persons
- One Bedroom: No more than three (3) persons
- Two Bedrooms: No more than five (5) persons
- Three Bedrooms: No more than seven (7) persons
- Four Bedrooms: No more than nine (9) Persons
- Five Bedrooms: No more than eleven (11) persons

Note: These limits are in accordance with the "two-per-bedroom plus one" rule, a generally accepted standard, but may be adjusted to comply with specific state or local regulations where applicable.

II. Applicant Qualifications

To qualify for an apartment, all prospective residents must meet the following criteria:

- Income: Combined gross income of at least 2.5 times the monthly rental amount. Proof of income (most recent original paycheck stub, employment offer letter, or tax returns if self-employed) must be submitted.
 - Section 8 recipients will be qualified based on the voucher. (IE, if a voucher tenant's portion of rent is \$50, the household will be qualified on 2.5x the tenant portion, which in this example is 2.5x \$50. Requiring the household show income of \$125 monthly.)
- Credit History: A positive credit history is required.
 - No bankruptcy filings within the last twelve (12) months.
 - If bankruptcy was filed between one year and seven years ago, the application may be considered for a higher security deposit.
- Eviction History: No prior evictions will be accepted.
- Criminal History: Criminal history will be reviewed on a case-by-case basis, considering the time since the event(s), severity of the crime, risk of recidivism, and potential impact to the community.
 - This community obtains information on past criminal activities, including arrests, convictions, and pending criminal actions.
 - Applicants will not be denied solely on the basis of arrests or pending criminal actions; these may be aggregated with other factors for denial.
 - Persons on any sex offender list will not be considered for residency.
 - Persons with criminal convictions related to the manufacture or distribution of controlled substances will be denied.
 - Persons whose convictions relate to possession of controlled substances may be accepted if they provide evidence of completion of a treatment program.



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- Persons with convictions involving violence, gang activity, arson, and injury to persons will be required to provide additional information to establish that they do not pose a risk to the property or other residents.
- In evaluating prior criminal history, the type of crime, severity of the crime, and the length of time since conviction and release will be considered. Terms and conditions of parole and probation may also be considered.
- Denied applicants may petition for reconsideration by providing additional information regarding mitigating circumstances.
- Convictions during or after the highlighted periods in the Department of Justice schedule for recidivism rates and risk to the community will not be considered against the applicant's eligibility.

Most serious commitment offense	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
Any arrest after release									
All released prisoners	43.9%	16.2%	8.3%	5.1%	3.5%	2.4%	1.7%	1.3%	1.0%
Violent*	38.9%	15.3%	8.0%	5.4%	4.0%	2.6%	1.9%	1.6%	1.0%
Property	50.8%	16.3%	7.9%	4.6%	2.8%	2.0%	1.4%	1.1%	0.9%
Drug	42.8%	17.1%	8.7%	5.3%	3.6%	2.3%	1.7%	1.2%	1.1%
Public order	40.5%	15.4%	9.1%	5.2%	3.9%	2.8%	2.3%	1.4%	1.3%

III. Application and Reservation Process

To reserve an apartment, the following steps and fees are required:

- Complete an application for each prospective resident 18 years of age and older.
- A non-refundable application fee of **\$35.00** per applicant is required.
- A non-refundable administration fee of **\$200** is required.
- Security Deposit: **\$750 (refundable) on approved credit**. Please note that an additional security deposit may be required depending on credit history and other application screening factors.

IV. Before Move-In Requirements

Prior to moving into the property, the following must be fulfilled:

- **Renter's Insurance: A Renter's Insurance Policy with a minimum of \$100,000 personal liability coverage from a recognized insurance firm is required. Goldstone Place Apartments must be added as an "Interested Party" to ensure notification of policy cancellation during residency. A copy of the declaration page is due upon move-in.**
- **Utilities: Residents are responsible for setting up accounts with utility providers for as applicable (which varies monthly).**
- **Pet Requirements (If Applicable):**
 - **Pet deposit of \$200 (refundable).**
 - **Pet fee of \$200 (non-refundable).**
 - **Monthly pet rent of \$35 per pet.**



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- Restricted breeds (full or mixed) include: Alaskan Malamute, Boxer, Chow Chow, Dalmatian, Doberman Pinscher, German Shepherd, Husky, Pit Bull, Presa Canario, and Rottweiler.

V. Fair Housing and Equal Opportunity

We are committed to providing equal housing opportunities to all prospective residents. We do not discriminate on the basis of race, color, religion, national origin, sex, disability, familial status, sexual orientation, gender identity, or any other protected characteristic as defined by federal, state, and local laws. All applications will be processed in a fair and consistent manner.

VI. Violence Against Women Act (VAWA) Disclosure

Applicants and residents are hereby notified of their rights under the Violence Against Women Act (VAWA). VAWA provides protections for victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation. Under VAWA, an applicant or tenant may not be denied admission to, denied assistance under, or evicted from housing on the basis of having been a victim of domestic violence, dating violence, sexual assault, or stalking.

- Confidentiality: All information provided regarding VAWA protections will be kept confidential.
- Documentation: We may request documentation to confirm that an incident of domestic violence, dating violence, sexual assault, or stalking has occurred. However, if the victim is unable to provide documentation, self-certification may be accepted.
- Lease Protections: Victims of domestic violence, dating violence, sexual assault, or stalking may have special lease protections, such as the ability to bifurcate a lease or to move to another unit.
- Emergency Transfers: Qualified tenants may be eligible for an emergency transfer if they reasonably believe they are imminently threatened with harm from further violence if they remain in their current dwelling unit.



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VII. Cost Disclosure & Acknowledgement

FEES	UTILITIES
<i>App Fees</i>-\$35 /per applicant 18+ <i>ACH fees for online payments</i> - \$5 <i>Lease Initiation fee</i> - \$200 (market units only) <i>Asset Protect liability waiver:</i> \$12 (optional for LIHTC) Mandatory for Market units without Renters insurance provided <i>Security Deposit</i>-\$750 (OAC) - 1 month rent. <i>Pet Deposits</i>-\$200 per pet <i>Pet Fee</i> - \$200 per pet (non refundable) <i>Pet rent</i>- \$50 /per pet <i>Pet waste fine</i>- \$250 /per occurrence Trash disposal - \$50 /per occurrence Unit Lock Change- \$50 <i>Mail Key Replacement</i>- \$40 <i>Late Fees</i>- \$50-150 <i>Service of Notice Fee</i>- \$25 <i>Occupied Utility Charge Back</i>- \$50/per occurrence <i>Bank NSF Fee</i>- \$20-\$40 <i>Key Replacement</i>- \$5 <i>Inspection Fee</i>- \$50 <i>Trash out Fees</i>- Billed on Invoice <i>Eviction Fees</i>- \$200 Turnover + attorney fees & court costs <i>Carpet Replacement</i>-Actual Cost + Labor (Less Applicable Depreciation) <i>General Flooring Replacement</i>-Actual Cost + Labor (Less Applicable Depreciation) <i>Appliance Replacement</i> Actual Cost + Labor (Less Applicable Depreciation) <i>Apartment Cleaning</i>-Billed on Invoice <i>Carpet Cleaning</i>-Billed on Invoice <i>Painting</i>-Billed on Invoice <i>Window Replacement</i>-Billed on Invoice <i>Door Replacement</i>-Billed on Invoice Blind Replacement-Billed on Invoice Pest treatment- Billed on Invoice <i>Plumbing</i>-due to negligence- Billed on Invoice	LIHTC units – Water, Sewage, Garbage included in rent cost Market Units – Water, Sewer, Garbage flat fees per month as follows • 2BR \$50 • 3BT: \$75 • 4BR: \$100 Electric-Paid by Resident to Idaho Power Gas – Paid by Resident to Intermountain Gas Internet-Paid by Resident Utilities left unpaid, fall back in the landlord contract, any amounts due will be billed back to the resident with an additional occupied utility charge back in the amount of \$50 per occurrence.
	RENTS
	2 Bed 1 Bath \$660-\$1600 3 Bed 2 Bath \$762-\$1800 4 Bed 2 Bath \$849-\$2000

VIII. General Information



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- Applications are run on a first-come, first-served basis and will be reviewed individually by the first submitted application as date and time stamped. Applications will be reviewed and approved/denied before moving to the next eligible applicant.
- Application fees will only be accepted for units that are currently available/will be available to rent, and multiple applications with associated fees will not be accepted for the same unit until the current application has been approved or denied.
- All applicants will be reviewed as roommates regardless of relation to other household members.
- Applicant signatures are required to acknowledge understanding and agreement to these terms.
- All parties must sign the lease agreement and all applicable addenda before keys will be released.
- Any reasonable accommodation needed for the application process only should be made to the community manager or representative at time of applying. Reasonable accommodation/modification requests associated with residency must only be submitted after the application is approved.
- Any grievances with the approval process or petitions for appeal should be sent to info@cornerstonerent.com

I/We certify that to the best of my/our knowledge all statements are true and complete. I/We further authorize Owner/Agent/Landlord to obtain credit reports, criminal background reports, character reports, verification of rental history, income history and employment history as necessary to verify all information put forth in the above referenced application for residency, faults, fraudulent or misleading information may be grounds for denial of residency or subsequent eviction.

I/We are aware that an incomplete application causes a delay in processing and may result in denial of this application for tenancy.

Tenant Signatures:

Signature	Name	Date
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Management Signature:

Signature	Name	Date
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Management Purposes Only:

Date Received: _____

Time Received: _____

Apartment Number: _____

Apartment Rate: _____



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