



Required Documentation

Please bring the following documents upon returning application:

- Identification card and or driver license.
- Social Security card.
- Marriage certificate in English (If applicable).
- Proof of income – last 6 consecutive paystubs (If applicable).
- Recent Social Security letter, Disability letter, or pension letter required. (Only English)
- If self-employed; notarized letter required along with 2 years of income taxes (If applicable).
- Last 6 months checking account bank statements.
- Last savings account bank statements.

Por favor traiga los siguientes documentos al devolver la solicitud:

- Tarjeta identificación o licencia de conducir.
- Tarjeta de seguro social.
- Certificado de matrimonio (En inglés) si aplica.
- Comprobante de ingresos – últimos 6 recibos de sueldo (Si aplica)
- Carta reciente de la seguridad social o pensión. (En inglés)
- Si trabaja por cuenta propia, requiere una carta notariada y dos años de impuestos.
- Últimos 6 estados de cuenta bancarios, cuenta de cheques.
- Último estado de cuenta de ahorros.



STATEMENT OF QUALIFICATIONS ADDENDUM
Lincoln Gardens, LLC
May 1st, 2022

Fees/Deposits

- Application Fee – \$85 per adult over the age of 18
• Application Deposit equal to \$500 (may or may not be refundable)
• Applications approved with conditions will be subject to an additional security deposit in an amount equal to \$500.
• Pet Deposit – \$200 per pet
• Pet Rent – \$20 per month per pet

Rent Range (subject to change)

2Bedrooms x 1Bath 80% Rent: \$1,665.00
3Bedrooms x 2Bath(TH) 80% Rent: \$1,888.00
3Bedrooms x 2Bath 80% Rent: \$1,913.00

MINIMUM ALLOWABLE COMBINED HOUSEHOLD INCOME TABLE

2 Bedrooms 80% \$39,960
3 Bedrooms 80%(TH) \$45,312
3 Bedrooms 80% \$45,912

MAXIMUM ALLOWABLE COMBINED HOUSEHOLD INCOME TABLE

1Person 80% \$54,600 4Persons 80% \$78,000
2Persons 80% \$62,400 5Persons 80% \$84,240
3Persons 80% \$70,200 6Persons 80% \$90480

I acknowledge the receipt of this document:

Applicant Signature: _____

Print Applicant Name: _____

Today's Date: _____



*Pricing is subject to change, advertised rents based on projected 2022 HUD rents



STATEMENT OF QUALIFICATIONS
Lincoln Gardens, LLC
May 1st, 2022

When you meet the application standards you will have the peace of mind of knowing that you will be joining other residents who have also met strict standards.

If your application meets all the following criteria, you will be approved. If it does not, you may be approved with conditions, which may require you to pay an additional security deposit, or obtain a guarantor (in communities where permitted). If you do not meet the requirements set forth, your application will be denied.

***NOTE:** We do business in accordance with the Fair Housing Act. It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin, and any other characteristic protect by federal, state, or local law.*

APPLICATION SCREENING REQUIREMENTS

A complete application: All lines must be filled in and questions answered for the application to be processed. All applicants over the age of 18 must complete an application, and all occupants over the age of 18 must sign the lease along with the lease holder(s). Any person under the age of 18 must be listed as an occupant on the lease.

Two (2) forms of identification: We require at least one valid government-issued photo identification document (ID) for all applicants over the age of 18. If your social security card is marked **VALID FOR WORK ONLY WITH DHS AUTHORIZATION** and you report income, you must provide the authorization card as well. Social Security cards are required for all HOME Assisted units.

Verifiable rental history: The standard approval process requires verifiable rental history for the last two (2) years. It is your responsibility to provide necessary information that allows us to contact your past landlord(s) for this information. You must have a history of paying your rent ontime, have given proper notice, have no dispossessionary warrant(s) filed, and must not owe any money to your landlord. If we are unable to verify your previous landlord(s) and/or references, or if you have no rental history, we reserve the right to charge additional security deposit and/or deny your application if the other criteria set forth are not met. Verifiable for these purposes means **THIRD PARTY** verification from someone other than a relative. We will consider a mortgage as rental history, if it has been active within the past two (2) years. However, if the mortgage is late or in default, you will be asked to give the reason why, show documentation to support the reason, and may be required to pay additional security deposit providing the other criteria set forth are met.

Income eligibility: To become eligible for approval you must meet the monthly requirement set forth by this community which is **2.0 times the tenant paid rent per month**. Income will be verified by third party. Some examples include employment verification, the collection of six (6) to 10 consecutive paystubs depending on program requirements, the collection of SSI, SSD, SSA confirmation letters, the collection of legal settlement and divorce agreements, any other legal paperwork reflecting income (i.e. Child Support documentation, the



collection of bank statements (when applicable), and the collection of IRA, 401K, or other asset statements). A complete list of income documentation will be provided to you by the property staff once the initial interview for application is complete.

For applicants that are reporting income from a contributor (a person who makes regular monthly contributions to the applicant), the following applies:

- 50% of income or less from contribution – A notarized affidavit from the contributor (form to be provided by office) AND six (6) months bank statements showing the amount of the contribution as a deposit. If the applicant cannot provide bank statements proving the contribution, then the contributor must be added as a GUARANTOR for the leaseholder.
- More than 50% of income from a contribution – Supply the above documentation, PLUS the contributor must become a GUARANTOR for the leaseholder and earn at least FOUR (4) times the monthly rent, have verifiable impeccable credit, and score automatic approval (no conditions). Criminal history of guarantors will not be considered. Guarantors must complete a *Guarantor Pre-Leasing Application* and pay the applicable application fee. Guarantors must also sign a *Lease Contract Guaranty* which must be signed in the office or notarized. Guarantors must sign a new *Lease Contract Guaranty* with each renewal.

Credit History: Credit accounts should have satisfactory ratings and all utility accounts must be current with no balance owing. If credit has been slow but all other qualifications for residency have been met, the application may be conditionally approved with payment of an additional security deposit.

If the bankruptcy has been dismissed or discharged, we may require further information for review but may still approve your application and/or may require additional security deposit.

Criminal background: Criminal background will be reviewed for all adult members of the household who have satisfactorily met all above income, credit, and rental history criteria.

- A history of any criminal conviction is not a denial of a rental application in all cases; criminal history is evaluated based on the nature and time of the conviction, as well as any relevant mitigating information provided by the applicant. Criminal history screening will not consider arrests, charges, expunged convictions, convictions reversed on appeal, offenses where adjudications was withheld or deferred, pardoned convictions, vacated convictions, and sealed juvenile records.
- Felony conviction for 1) the manufacture, sale, or distribution of a controlled substance; 2) arson; or 3) homicide will, in most cases, result in a denial of the application. Current registration as a sexual offender will result in automatic denial of the application.
- If the criminal history screening produces any relevant conviction, you will be given notice of the specific information from the screening that creates the concern and will have an opportunity to provide any additional information for us to consider in the evaluation of your application.



PROPERTY SPECIFIC INFORMATION:

Maximum Occupants: Two Bedrooms - Four (4) Persons.
Three Bedrooms - Six (6) Persons.
Four Bedrooms- Eight (8) Persons.

Pet Policy: We allow up to two (2) pets per apartment. Dogs must be 50 lbs. or less. We do not allow breeds that are classified as aggressive, as pets including but not limited to: American Pit Bull Terrier, American Staffordshire Terrier, Staffordshire Bull Terrier, Bull Terrier, Rottweiler, Chow Chow, Great Dane, Doberman Pincher, German Shepherd, Caucasian Ovcharka, Dogo Argentino, Saint Bernard, Fila Brasileiro, Perro De Presa Canario, Akita Inu, Husky, Bull Mastiff. All pets must be listed on your application and registered with the office. We also require that immunizations are up to date and a photo of your pet for the file. Additional information and requirements are available on the Animal Addendum and may be reviewed prior to moving in by request. We comply with all fair housing laws regarding Assistance Animals. No animal is permitted on the premises without prior written authorization from management.

Please refer to this community's Statement of Qualifications addendum for additional qualifying standards and fees/deposits.

I acknowledge the receipt of this screening/application criteria document:

Applicant Signature

Print Name

Date





RENTAL APPLICATION FOR RESIDENTS AND OCCUPANTS
(Each co-applicant and each occupant 18 years old and over must submit a separate application.)



Date when filled out: _____

All applicants who indicate that they are not U.S. citizens will be asked to complete the supplemental questions in this Rental Application. We are committed to compliance with fair housing laws and do not discriminate based on race, color, religion, sex, national origin, handicap or familial status. The purpose of the supplemental questions is:

1. to give you the option to furnish information about an emergency contact person for you in your home country;
2. to verify that you are lawfully in the United States;
3. to determine whether your right to be in the U.S. expires during your Lease Contract term; and
4. to enable us to better cooperate with government officials in the performance of their duties, when requested.

We don't anticipate sharing your responses to the supplemental questions with anyone except government officials who might inquire about you.

APPLICANT INFORMATION			
Full Name <i>(Exactly as it appears on Driver's License or Govt. ID card)</i>			
Former Name <i>(if applicable)</i>		Gender <i>(Optional)</i>	
Birthdate	Social Security #	Driver's License #	State
Government Photo ID card #		Type	
Home Phone Number	Cell Phone Number	Work Phone Number	
Email Address			
Supplemental Questions <i>(Please answer the following questions if you are not a U.S. citizen.)</i>			
Have you ever been asked or ordered by a representative of any government to leave the U.S. or any other country? <input type="checkbox"/> yes <input type="checkbox"/> no if yes, please state when and what country or countries (list all): _____			
Are you a U.S. citizen? <input type="checkbox"/> yes <input type="checkbox"/> no			
Approximately how long have you been in the United States? _____ Years _____ Months			
Place of Birth _____ Country or countries of which you are a citizen (list all): _____			
Please check the U.S. Citizenship and Immigration Services (USCIS) document that entitles you to be in the United States:			
<input type="checkbox"/> Form I-551 Permanent Resident Card [Alien Registration Receipt Card] (form includes photo and fingerprint). Card Number: _____			
<input type="checkbox"/> Form I-766 Employment Authorization Document (form includes photo and fingerprint). Expiration Date: _____ Card Number: _____			
<input type="checkbox"/> Form I-94 Global Entry Form (form does not include photo or fingerprint). Expiration Date: _____ Form Number: _____			
<input type="checkbox"/> USCIS receipt for replacement of one of the above documents, with verification by USCIS of your entitlement above.			
<i>If you are relying on Form I-94, we will ask to see your passport and visa, and you will need to answer the questions below.</i>			
Country issuing your passport: _____ Your Passport Number: _____			
Expiration Date: _____			
Do you have a visa? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, what type? <input type="checkbox"/> student <input type="checkbox"/> work <input type="checkbox"/> visitor <input type="checkbox"/> other (specify): _____			
Visa Expiration Date: _____			
<i>We may ask to make a photocopy of any of the USCIS documents checked above and, if needed, your passport and visa.</i>			
Marital Status: <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> widowed <input type="checkbox"/> separated Do you or any occupant smoke? <input type="checkbox"/> yes <input type="checkbox"/> no			
I am applying for the apartment located at: _____			
Is there another co-applicant? <input type="checkbox"/> yes <input type="checkbox"/> no			
Co-applicant Name			
Email			
Co-applicant Name			
Email			
Co-applicant Name			
Email			
Co-applicant Name			
Email			
Co-applicant Name			
Email			
OTHER OCCUPANTS			
Full Name		Relationship	
Date of Birth	Social Security #	Driver's License #	State
Government Photo ID card #		Type	

OTHER OCCUPANTS (continued)

Supplemental Questions (Please answer the following questions if this occupant is not a U.S. citizen.)

Has this occupant ever been asked or ordered by a representative of any government to leave the U.S. or any other country? yes no
If yes, please state when and what country or countries (list all): _____
Is this occupant a U.S. citizen? yes no
Approximately how long has this occupant been in the United States? _____ Years _____ Months
Place of Birth _____ Country or countries of which occupant is a citizen (list all): _____
Please check the U.S. Citizenship and Immigration Services (USCIS) document that entitles the occupant to be in the United States:
 Form I-551 Permanent Resident Card [Alien Registration Receipt Card] (form includes photo and fingerprint). Card Number: _____
 Form I-766 Employment Authorization Document (form includes photo and fingerprint). Expiration Date: _____ Card Number: _____
 Form I-94 Global Entry Form (form does not include photo or fingerprint). Expiration Date: _____ Form Number: _____
 USCIS receipt for replacement of one of the above documents, with verification by USCIS of your entitlement above.
If relying on Form I-94, we will ask to see occupant's passport and visa, and you will need to answer the questions below.
Country issuing passport: _____ Passport Number: _____
Expiration Date: _____
Does occupant have a visa? yes no If yes, what type? student work visitor other (specify): _____
Visa Expiration Date: _____
We may ask to make a photocopy of any of the USCIS documents checked above and, if needed, occupant's passport and visa.

Full Name	Relationship		
Date of Birth	Social Security #	Driver's License #	State
Government Photo ID card #	Type		

Supplemental Questions (Please answer the following questions if this occupant is not a U.S. citizen.)

Has this occupant ever been asked or ordered by a representative of any government to leave the U.S. or any other country? yes no
If yes, please state when and what country or countries (list all): _____
Is this occupant a U.S. citizen? yes no
Approximately how long has this occupant been in the United States? _____ Years _____ Months
Place of Birth _____ Country or countries of which occupant is a citizen (list all): _____
Please check the U.S. Citizenship and Immigration Services (USCIS) document that entitles the occupant to be in the United States:
 Form I-551 Permanent Resident Card [Alien Registration Receipt Card] (form includes photo and fingerprint). Card Number: _____
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Country issuing passport: _____ Passport Number: _____
Expiration Date: _____
Does occupant have a visa? yes no If yes, what type? student work visitor other (specify): _____
Visa Expiration Date: _____
We may ask to make a photocopy of any of the USCIS documents checked above and, if needed, occupant's passport and visa.

Full Name	Relationship		
Date of Birth	Social Security #	Driver's License #	State
Government Photo ID card #	Type		

Supplemental Questions (Please answer the following questions if this occupant is not a U.S. citizen.)

Has this occupant ever been asked or ordered by a representative of any government to leave the U.S. or any other country? yes no
If yes, please state when and what country or countries (list all): _____
Is this occupant a U.S. citizen? yes no
Approximately how long has this occupant been in the United States? _____ Years _____ Months
Place of Birth _____ Country or countries of which occupant is a citizen (list all): _____
Please check the U.S. Citizenship and Immigration Services (USCIS) document that entitles the occupant to be in the United States:
 Form I-551 Permanent Resident Card [Alien Registration Receipt Card] (form includes photo and fingerprint). Card Number: _____
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If relying on Form I-94, we will ask to see occupant's passport and visa, and you will need to answer the questions below.
Country issuing passport: _____ Passport Number: _____
Expiration Date: _____
Does occupant have a visa? yes no If yes, what type? student work visitor other (specify): _____
Visa Expiration Date: _____
We may ask to make a photocopy of any of the USCIS documents checked above and, if needed, occupant's passport and visa.

Full Name	Relationship		
Date of Birth	Social Security #	Driver's License #	State
Government Photo ID card #	Type		

OTHER OCCUPANTS (continued)

Supplemental Questions (Please answer the following questions if this occupant is not a U.S. citizen.)

Has this occupant ever been asked or ordered by a representative of any government to leave the U.S. or any other country? yes no
If yes, please state when and what country or countries (list all): _____
Is this occupant a U.S. citizen? yes no
Approximately how long has this occupant been in the United States? _____ Years _____ Months
Place of Birth _____ Country or countries of which occupant is a citizen (list all): _____
Please check the U.S. Citizenship and Immigration Services (USCIS) document that entitles the occupant to be in the United States:
 Form I-551 Permanent Resident Card [Alien Registration Receipt Card] (form includes photo and fingerprint). Card Number: _____
 Form I-766 Employment Authorization Document (form includes photo and fingerprint). Expiration Date: _____ Card Number: _____
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If relying on Form I-94, we will ask to see occupant's passport and visa, and you will need to answer the questions below.
Country issuing passport: _____ Passport Number: _____
Expiration Date: _____
Does occupant have a visa? yes no If yes, what type? student work visitor other (specify): _____
Visa Expiration Date: _____
We may ask to make a photocopy of any of the USCIS documents checked above and, if needed, occupant's passport and visa.

Full Name _____		Relationship _____	
Date of Birth _____	Social Security # _____	Driver's License # _____	State _____
Government Photo ID card # _____		Type _____	

Supplemental Questions (Please answer the following questions if this occupant is not a U.S. citizen.)

Has this occupant ever been asked or ordered by a representative of any government to leave the U.S. or any other country? yes no
If yes, please state when and what country or countries (list all): _____
Is this occupant a U.S. citizen? yes no
Approximately how long has this occupant been in the United States? _____ Years _____ Months
Place of Birth _____ Country or countries of which occupant is a citizen (list all): _____
Please check the U.S. Citizenship and Immigration Services (USCIS) document that entitles the occupant to be in the United States:
 Form I-551 Permanent Resident Card [Alien Registration Receipt Card] (form includes photo and fingerprint). Card Number: _____
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If relying on Form I-94, we will ask to see occupant's passport and visa, and you will need to answer the questions below.
Country issuing passport: _____ Passport Number: _____
Expiration Date: _____
Does occupant have a visa? yes no If yes, what type? student work visitor other (specify): _____
Visa Expiration Date: _____
We may ask to make a photocopy of any of the USCIS documents checked above and, if needed, occupant's passport and visa.

Full Name _____		Relationship _____	
Date of Birth _____	Social Security # _____	Driver's License # _____	State _____
Government Photo ID card # _____		Type _____	

Supplemental Questions (Please answer the following questions if this occupant is not a U.S. citizen.)

Has this occupant ever been asked or ordered by a representative of any government to leave the U.S. or any other country? yes no
If yes, please state when and what country or countries (list all): _____
Is this occupant a U.S. citizen? yes no
Approximately how long has this occupant been in the United States? _____ Years _____ Months
Place of Birth _____ Country or countries of which occupant is a citizen (list all): _____
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 Form I-551 Permanent Resident Card [Alien Registration Receipt Card] (form includes photo and fingerprint). Card Number: _____
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If relying on Form I-94, we will ask to see occupant's passport and visa, and you will need to answer the questions below.
Country issuing passport: _____ Passport Number: _____
Expiration Date: _____
Does occupant have a visa? yes no If yes, what type? student work visitor other (specify): _____
Visa Expiration Date: _____
We may ask to make a photocopy of any of the USCIS documents checked above and, if needed, occupant's passport and visa.

RESIDENCY INFORMATION

Current Home Address (where you live now) _____

City _____	State _____	Zip Code _____	Do you <input type="checkbox"/> rent or <input type="checkbox"/> own?
Dates: From _____	To _____	\$ _____	Monthly Payment

Apartment Name _____

RESIDENCY INFORMATION (continued)

Landlord/Lender Name _____ Phone _____

Reason for Leaving _____

(The following is only applicable if at current address for less than 6 months.)

Previous Home Address _____

City _____ State _____ Zip Code _____ Do you rent or own?

Dates: _____ \$ _____
From _____ To _____ Monthly Payment

Apartment Name _____

Landlord/Lender Name _____ Phone _____

Reason for Leaving _____

EMPLOYMENT INFORMATION

Present Employer _____ Address _____

City _____ State _____ Zip Code _____ Work Phone _____

Dates: _____ \$ _____
From _____ To _____ Gross Monthly Income

Position _____

Supervisor Name _____ Phone _____

(The following is only applicable if at current employer for less than 6 months.)

Previous Employer _____ Address _____

City _____ State _____ Zip Code _____ Work Phone _____

Dates: _____ \$ _____
From _____ To _____ Gross Monthly Income

Position _____

Supervisor Name _____ Phone _____

ADDITIONAL INCOME

(Income must be verified to be considered)

Type _____ Source _____ \$ _____
Gross Monthly Amount

Type _____ Source _____ \$ _____
Gross Monthly Amount

CREDIT HISTORY (if applicable)

If applicable, please explain any past credit problem:

RENTAL/CRIMINAL HISTORY

(Check only if applicable)

Have you or any occupant listed in this Application ever:

- been evicted or asked to move out?
- moved out of a dwelling before the end of the lease term without the owner's consent?
- declared bankruptcy?
- been sued for rent?
- been sued for property damage?
- been convicted (or received an alternative form of adjudication equivalent to conviction) of a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime?

Please indicate the year, location and type of each felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. *You represent the answer is "no" to any item not checked above.*

REFERRAL INFORMATION

How did you find us?

- Online search. Website address: _____
- Referral from a person. Name: _____
- Social Media. Which one? _____
- Other _____

EMERGENCY CONTACT

Emergency contact person over 18, who will not be living with you:

Name _____		Relationship _____	
Address _____		City _____	
State _____	Zip Code _____	Home Phone # _____	Cell Phone # _____
Work Phone # _____		Email Address _____	

VEHICLE INFORMATION (if applicable)

List all vehicles owned or operated by you or any occupants (including cars, trucks, motorcycles, trailers, etc.).

Make _____	Model _____	Color _____
Year _____	License Plate # _____	State _____
Make _____	Model _____	Color _____
Year _____	License Plate # _____	State _____
Make _____	Model _____	Color _____
Year _____	License Plate # _____	State _____
Make _____	Model _____	Color _____
Year _____	License Plate # _____	State _____

PET INFORMATION (if applicable)

You may not have any animal in your unit without management's prior authorization in writing. If we allow your requested animal, you must sign a separate animal addendum, which may require additional deposits, rents, fees or other charges.

Name _____	Type _____	Breed _____
Gender _____	Weight _____	Color _____
Age _____	Assistance Animal Status: <input type="checkbox"/> yes <input type="checkbox"/> no	
Name _____	Type _____	Breed _____
Gender _____	Weight _____	Color _____
Age _____	Assistance Animal Status: <input type="checkbox"/> yes <input type="checkbox"/> no	

APPLICATION AGREEMENT

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease Contract. While some of the information below may not yet apply to your situation, there are some provisions that may become applicable prior to signing a Lease Contract. In order to continue with this application, you'll need to review the Application Agreement carefully and acknowledge that you accept its terms.

- 1. Lease Contract Information.** The Lease Contract contemplated by the parties will be the current Lease Contract. Special information and conditions must be explicitly noted on the Lease Contract.
- 2. Approval When Lease Contract Is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit or other amounts owed under the Lease Contract when the Lease Contract has been signed.
- 3. Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit or other amounts owed under the Lease Contract when the Lease Contract has been signed.
- 4. If you Fail to Sign Lease Contract After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. *If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.*
- 5. If You Withdraw Before Approval.** *If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.*
- 6. Approval/Non-Approval.** We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.
- 7. Refund after Non-Approval.** If you or any co-applicant is disapproved or deemed disapproved under Paragraph 6, we'll refund all application deposits within 30 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
- 8. Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 4, 6, or 7 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.
- 9. Keys or Access Devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the Lease Contract and other rental documents; and (2) all applicable rents and security deposits have been paid in full.
- 10. Application Submission.** Submission of a rental application does not guarantee approval or acceptance. It does not bind us to accept the applicant or to sign a Lease Contract.

DISCLOSURES

- 1. **Application Fee (Non-Refundable).** You agree to pay to our representative the non-refundable application fee in the amount indicated in paragraph 3. *Payment of the application fee does not guarantee that your application will be accepted.* The application fee partially defrays the cost of administrative paperwork. *It is non-refundable.*
- 2. **Application Deposit (may or may not be refundable).** In addition to any application fee(s), you agree to pay to our representative an application deposit in the amount indicated in paragraph 3. *The application deposit is not a security deposit.* The application deposit will be credited toward the required security deposit or other amounts owed under the Lease Contract when the Lease Contract has been signed; OR, it will be refunded under paragraph 7 of the Application Agreement if your application is not approved; OR, it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraphs 4 or 5 of the Application Agreement.
- 3. **Fees Due.** Your Rental Application will not be processed until we receive your completed Rental Application (and the completed Rental Application of all co-applicants, if applicable) and the following fees:
 - 1. Application fee (non-refundable): \$ 85.00
 - 2. Application deposit (may or may not be refundable): \$ 250.00
- 4. **Completed Application.** Your Rental Application for Residents and Occupants will not be considered "completed" and will not be processed until we receive the following documentation and fees:
 - 1. Your completed Rental Application;
 - 2. Completed Rental Applications for each co-applicant (if applicable);
 - 3. Application fees for all applicants;
 - 4. Application deposit for the Unit.
- 5. **Notice to or from Co-Applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
- 6. **SHIP Disclosure Statement.** If this property or you are a tenant who may be receiving funds from the Florida State Housing Initiatives Partnership program (SHIP), then this application is subject to the Florida's public records laws, Chapter 119, Florida Statutes. Most of the information that you provide may be required to be released if there is a public records request. If you believe that you qualify to have your information protected, you must notify us in writing of the specific law or statute that protects your information. All non-exempt information will be released in response to a public records request.

AUTHORIZATION AND ACKNOWLEDGMENT

AUTHORIZATION

I authorize Lincoln Gardens LLC

(name of owner/agent) to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

Payment Authorization

I authorize Lincoln Gardens LLC

(name of owner/agent) to collect payment of the application fee and application deposit in the amounts specified under paragraph 3 of the Disclosures.

Non-Sufficient Funds and Dishonored Payments.

If a check from an applicant is returned to us by a bank or other entity for any reason, if any credit card or debit card payment from applicant to us is rejected, or if we are unable, through no fault of our own or our bank, to successfully process any ACH debit, credit card, or debit card transaction, then:

- (i) Applicant shall pay to us the NSF Charge; and
- (ii) We reserve the right to refer the matter for criminal prosecution

ACKNOWLEDGMENT

You declare that all your statements in this Application are true and complete. You authorize us to verify the same through any means. If you fail to answer any question(s) or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

Applicant's Signature _____

Date _____

FOR OFFICE USE ONLY

Apt. name or dwelling address (street, city)	Unit # or type
Person accepting application	Phone
Person processing application	Phone
Applicant or Co-applicant was notified by <input type="checkbox"/> telephone <input type="checkbox"/> letter <input type="checkbox"/> email, or <input type="checkbox"/> in person of <input type="checkbox"/> acceptance or <input type="checkbox"/> non-acceptance on _____	
(Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)	
Name of person(s) who were notified (at least one applicant must be notified if multiple applicants):	
Name(s) _____	
Name of owner's representative who notified above person(s) _____	

ADDITIONAL COMMENTS

