

Vista Villa Apartments

6309 Montego Drive
Charlotte, NC 28215
Phone: 704-535-0818
Fax: 704-535-0763

Resident Qualification Acknowledgement

In order to assist you with your decision on your new home, we are providing a list of guidelines used to qualify applicants for residency in our community. Nothing contained in these requirements shall constitute representation by Vista Villa Apartments that all residents and occupants currently residing in our community have met or currently meet guidelines.

FAIR HOUSING STATEMENT- Vista Villa Apartments and the Owner are committed to compliance with all federal, state, and local fair housing laws. It is our policy to comply with all laws prohibiting discrimination, including those that prohibit discrimination based on race, color, religion, sex, handicap, familial status, or national origin.

IDENTIFICATION- Applicants must present a government-issued photo identification card for all persons aged 18 years and older that will be living in the apartment.

INCOME- All applicants must have a combined verifiable source of income in an amount no less than three (3) times the market rental rate. This may be verified with your two most recent paycheck stubs, an official offer letter of employment, or the previous year's tax returns.

RENTAL HISTORY- Applicants must have at least six months verifiable, satisfactory rental history. Less than six months rental history may result in the requirement of an additional deposit, guarantor, or denial.

CREDIT HISTORY- Our credit reporting agency evaluates credit and rental history against indicators of future rent payment performance. An unsatisfactory finding may result in the requirement of an additional deposit, guarantor, or denial.

GUARANTORS- All guarantors must have a verifiable source of income in an amount no less than five (5) times the market rental rate. If a guarantor is needed, they must meet the entire qualifying criteria as presented above. A guarantor may be accepted in the event the applicant lacks rental history, credit, or income requirements. The guarantor must pay an application fee and sign the Guarantor Addendum.

CRIMINAL HISTORY- All applicants must have a satisfactory criminal background. Your application may be denied based on criminal charges and/or convictions.

OCCUPANCY- The maximum numbers of residents permitted to dwell in an apartment shall not exceed two (2) occupants per bedroom. The only exception to occupant limitations is anyone protected as familial status under Federal Fair Housing Guidelines.

Resident Signature

Date

Resident Signature

Date

Owner Representative Signature

Date

APPLICATION FOR RESIDENCE

Please return completed application and check or money order to:

Vista Villa Apartments

Telephone: 704-535-0818

E-Mail: vistavilla@wellingtonadvisors.com

PERSONAL INFORMATION

Name of Applicant: _____ Phone: () _____

Address (current): Street: _____

City: _____ State: _____ Zip: _____

Address (permanent): Street: _____

City: _____ State: _____ Zip: _____

S.S. Number: ()-()-() _____ Date of Birth: / / _____

How did you hear about Vista Villa? _____ Desired Floor Level: 1st.....2nd.....3rd Floor

E-Mail: _____

Present Employer (applicant): _____

Employer's Address: Street: _____

City: _____ State: _____ Zip: _____

Employer's Phone: () _____ Monthly Gross Income: _____

Position Held: _____ Length of Employment: _____

Supervisor's Name: _____

CO-APPLICANT INFORMATION

Name of Co-Applicant: _____ Phone: () _____

Address: Street: _____

City: _____ State: _____ Zip: _____

Address: Street: _____

City: _____ State: _____ Zip: _____

S.S. Number: ()-()-() _____ Date of Birth: / / _____

How did you hear about Vista Villa? _____ Desired Floor Level: 1st.....2nd.....3rd Floor

E-Mail: _____

Present Employer (co-applicant): _____

Employer's Address: Street: _____

City: _____ State: _____ Zip: _____

Employer's Phone: () _____ Monthly Gross Income: _____

Position Held: _____ Length of Employment: _____

Supervisor's Name: _____

Name and Year of Birth of all Occupants _____

of Dogs _____ # of Cats _____ Breed of Dog(s) _____

RESIDENCE HISTORY

Name of present Landlord,
Mortgage Co. or Apt. Community: _____ Phone: () _____

Address of Landlord, Mortgage Co. or Apt. Street: _____
Community _____

City: _____ State: _____ Zip: _____

Monthly Payment: _____ How long have you rented or owned here? _____

Name of Prior Landlord or Apt.
Community: _____ Phone: () _____

Monthly Payment: _____ How long did you rent or own here? _____

BANK AND CREDIT REFERENCES:

Bank Name: _____ City: _____ State: _____

Credit Card: _____ City: _____ State: _____

CRIMINAL BACKGROUND

- 1. Have you ever been convicted of or plead guilty or "no contest" to a felony (whether or not resulting in a conviction)?
 Yes No
- 2. Have you ever been convicted of or plead guilty or "no contest" to a misdemeanor involving violence or sexual misconduct (whether or not resulting in conviction)?
 Yes No

EMERGENCY CONTACT INFORMATION:

In case of emergency, Notify: _____ Relationship: _____

Phone#: () _____ E-Mail: _____

VEHICLE INFORMATION (If you will be parking on the premises, please provide the following information):

Make of car: _____ Year _____ License Plate #: _____ State: _____

Driver's License Number: _____ State: _____

Make of car: _____ Year: _____ License Plate #: _____ State: _____

Driver's License Number: _____ State: _____

Driver's License Number: _____

Fees:

Process Application and Reserve Apartment Unit

Applicant hereby pays to Landlord the sum of \$ _____ as an Application Fee for processing this application, which shall not be refunded for any reason and the \$ _____ Administration Fee which may be refunded if cancellation is received within 72 hours of applying. Upon execution of a lease agreement, a \$ _____ Security Deposit/ Fee (of which \$ _____ is refundable and \$ _____ is non-refundable) will be required refundable in accordance with the terms of the lease agreement. There will be a 72-hour grace period in which I, as applicant, may change my decision and decide not to reserve an apartment. This grace period begins from the date that the processing fee is received by the Landlord. Any applicant, who cancels, must notify Vista Villa in writing within the 72-hour grace period to receive the full \$ _____ Administration Fee and \$ _____ security deposit. Any cancellation after the 72-hour grace period will forfeit entire the entire deposit/fees.

Acknowledgment

Applicant hereby authorizes verification of any and all information set forth on this application, including release of information by any bank or savings and loan, employer (present or former), prior rental history and any Lender. *I herby give the named property (and affiliated management company full permission to contact schools, previous employers (unless otherwise noted above), references, the credit bureau as a credit check/consumer reporting agency, completion of a criminal background check, participation in a pre-employment drug screening and herby release the Company from any liability as a result of this pre-employment screening process.*

I fully understand that All such information hereon, and released as authorized above, will be kept confidential. APPLICANT REPRESENTS THAT THE INFORMATION SET FORTH ON THIS APPLICATION IS TRUE AND COMPLETE. Material misrepresentation on this application will constitute a default under the lease or rental agreement between the parties.

I have read and agree to all provisions of this application.

Signature of Applicant: _____

Date: _____

Signature of Co-applicant: _____

Date: _____

“Equal Housing Opportunity”

FOR OFFICE USE ONLY:

Lease Start Date: _____ Apt. #: _____ Bedroom: _____ Monthly Rent: _____ Agent: _____

Application Approved: Yes No

Date Approved or Declined: _____

Processed by: _____

Date notified of status: _____

Manager Approval: _____

Date: _____

We look forward to becoming your new neighbor!



WELLINGTON ADVISORS, LLC

NAME (First, Middle, Last) _____ Gender Male / Female

MAIDEN NAME (If applicable) _____

CURRENT ADDRESS: _____ HOW LONG? _____

CITY, STATE, ZIP: _____

1ST PREVIOUS ADDRESS _____ HOW LONG? _____

CITY, STATE, ZIP: _____

APPLICANT SOCIAL SECURITY NUMBER: _____ - _____ - _____ DATE OF BIRTH ____ / ____ / ____

DRIVER'S LICENSE # AND STATE ISSUED: _____

APPLICANT AUTHORIZATION

I authorize Rentfacts, A FirstPoint Resource, to obtain my present and previous residence information, as well as any current and previous employment information. This includes any salary or other pertinent information that may assist in completing my rental application. I further authorize Rentfacts to verify my credit history and perform a criminal record search.

Further, I authorize my current and former employers as well as other organizations to provide such information.

_____/_____/_____
APPLICANT'S SIGNATURE **DATE**

California, Minnesota & Oklahoma residents only:

I want to receive a free copy of any Consumer Report, Investigative Consumer Report or Credit Report on me that is requested.

Yes No

Company Name: _____ **Requestor Name:** _____

Criminal Records Search (search where?): _____

Multi-State Criminal Index

Rental Credit