**BLUE CANOE PROPERTIES, LLC**

## APPLICATION FOR RESIDENCY

## Blue Canoe Properties, LLC As Agent For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Owner

**Requested Move-in Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit Assigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Application Fee Paid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rent Amount \_\_\_\_\_\_\_\_\_\_\_\_\_ Deposit Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lease Term \_\_\_\_\_\_\_\_\_\_\_\_ Redec. Fee Amount \_\_\_\_\_\_\_\_\_\_**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

APPLICANT’S NAME: DATE OF BIRTH:  *First Middle Last*

SOCIAL SECURITY NO.: DRIVER’S LICENSE NO.: STATE:

SPOUSE’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*First Middle Last*

SOCIAL SECURITY NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DRIVERS’S LICENSE NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STATE\_\_\_\_\_\_\_\_

**SECTION ONE**

Current Address:  *Street Address Apt. City State Zip Code*

E-Mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord Name & Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How Long Have You Lived At Current Address?: From To

*If you have not lived at your current address for at least 12 months, indicate additional information:*

Prior Address:  *Street Address Apt. City State Zip Code*

Name & Phone Number of Prior Landlord:

Have You Ever Been Evicted From Any Leased Premises? If Yes, Dates:

Have You Ever Been Convicted of a Felony? \_\_\_\_\_\_\_\_\_ If Yes, Dates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION TWO**

Present Employer: Position:

Business Address: Phone Number: ( )

*Street Address City Zip*

Supervisor: Employed Since:

Gross: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please **Circle One:** Hourly Weekly Monthly Yearly

Other Income: Source \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Monthly Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION THREE**

Other Occupants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name Date of Birth Full Name Date of Birth

Pets: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type (Dog, Cat) Weight Breed

**SECTION FOUR**

**IN CASE OF EMERGENCY, PLEASE NOTIFY:**

Name: Relationship:

Address:

*Street Address City State Zip*

Home Phone: Work Phone:

**SECTION FIVE**

1. By executing this application, I hereby authorize Blue Canoe Properties, LLC to verify all information contained on this application, and to conduct a full background check, including criminal background checks and credit reports.
2. It is the policy of Blue Canoe Properties, LLC to reject applicants for any of the following criminal related reasons that have occurred within the ten (10) years prior to application date and up to occupancy date regardless of whether or not jail time was served or adjudication was withheld:
3. felony conviction;
4. misdemeanor conviction involving crimes against persons or property;
5. any drug related conviction;
6. any prostitution conviction;
7. any sex related conviction;
8. any terrorist related conviction;
9. any cruelty to animals related conviction;
10. any of the above related charges resulting in “adjudication withheld”; and
11. active status on probation or parole resulting from any of the above.

3*.* ***Blue Canoe Properties, LLC***  ***is acting as Owner’s agent to manage and lease the apartments. Manager and Owner have no duty and are not promising to verify the accuracy of the information provided in response to any application. Furthermore, the Manager and Owner have no duty and do not promise to run a criminal background check on every person that applies for occupancy.***

The ability of Manager and Owner to conduct a criminal background check does not constitute any guarantee that all residents have no prior criminal record or background. The Applicant who signs below states that the information provided is true and correct, and authorizes Manager or Owner to verity this information. Applicant understands that the Manager and Owner are relying on all information in this application. The Manager and /or Owner may cancel any lease entered into in the Applicant has made any misleading, incorrect, or untrue statements in this Application.

You may, in writing, cancel the lease **within 48 hours** after the date of the Application.

If you give us written notice of your cancellation within 48 hours, we will refund to you the Security Deposit, but not the Application Fee. If you cancel **after 48 hours**, the security deposit will become non-refundable liquidated damages. If you have signed you lease contract, you will be in violation of the lease and responsible for the entire Lease Term. **We will retain your Security Deposit and apply it to any amounts you owe under the Lease Contract**.

If the applicant or guarantor is rejected, we will refund the Security Deposit, but not the Application Fee.

**Applicant’s Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Spouse’s Signature Date**

TITLE VIII of the CIVIL RIGHTS ACT of 1996 and subsequent amendments makes discrimination based on race, color, religion, sex, familial status, or national origin illegal in connection with the rental of most housing. The Federal Agency, which administers compliance with this law concerning this company: Department of Housing and Urban Development.

EQUAL CREDIT OPPORTUNITY ACT

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of sex or marital status. The Federal Agency which administers compliance with this law concerning this company: Equal Credit Opportunity, Federal Trade Commission, Washington, DC 20580.

|  |  |
| --- | --- |
| **APPROVED** | **DECLINED** |
| CREDIT CHECK AND REVIEWED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  BACKGROUND CHECKED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE APPROVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE APPLICANT CONTACTED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  METHOD USED FOR CONTACT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  AGENT WHO CONTACTED APPLICANT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  COMMENTS OR CHANGES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  MANAGER’S SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DATE DECLINED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE APPLICANT CONTACTED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  METHOD USED FOR CONTACT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  AGENT WHO CONTACTED APPLICANT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  WHAT WAS THE BASIS FOR DECLINATION:   1. UNFAVORABLE CREDIT REPORT 2. WAS THE APPLICANT GIVEN THE NAME AND ADDRESS OF THE REPORTING AGENCY? \_\_\_YES \_\_\_NO 3. UNFAVORABLE RESIDENT HISTORY 4. UNFAVORABLE CRIMINAL BACKGROUND CHECK 5. INCORRECT INFORMATION ON APPLICATION 6. OTHER (SPECIFY):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  MANAGER’S SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Leasing Criteria**

**Equal and Fair Housing:** We do not discriminate on the basis of race, color, religion, sex, disability, familial status, or national origin.

**Availability:** Applicants for apartment homes will be accepted on a first come, first serve basis and are subject to the availability of the apartment floor plan requested.

**Rental Applications:** Rental applications must be completed by each applicant , unless legally married (defined as all residents to be identified in the lease as the person or persons responsible for paying the rent or occupant age 18 or older). Any omissions or falsifications may result in rejection of an application or termination of a lease. A driver’s license or other state or federally issued photo I.D. will be required for identification at the time of application submission. All applicants must be a minimum age of eighteen (18) years of age.

**Qualifying Criteria: If the applicant is a student and requires a guarantor the resident must complete the application, the guarantor must fill out the guarantor form only.** In approving an applicant for residency, the following criteria must be met:

**Rental History:** Any rental history will be verified. An applicant may not have any unresolved debts to a current or previous landlord/mortgagor. The latter will result in automatic rejection. The following will be cause for rejection as a result of information gathered from prior landlords: repeated disturbance of neighbor’s peace; reports of unsavory or illegal activity (drugs, gambling, etc.); damage beyond normal wear and tear; reports of violence or threats to neighbors or landlord; allowing persons not on lease to reside in apartment; failure to give proper notice before moving; failure to make timely and correct rental payments. **If you are providing us with a guarantor form we will not require rental history for the resident.**

**BACKGROUND CHECK:** No applicant or occupant may have been convicted or had adjudication deferred for a felony, or any other crime that involves property damage, terrorist related activity, cruelty to animals, assault, illegal drug manufacture/sale/distribution, sexual offenses or any other nature representing a potential risk of damage to the property, its residents, its employees and owners. Any such offenses shall be grounds for denial of the application or termination of the lease should such offense occur after the approval of the initial application.

**INCOME :** Each applicant must have verifiable current employment (two (2) most recent check stubs are required) or other income sufficient to be three (3) times the amount of the monthly rent. and two (2) years employment history or a verifiable source of income. Full-time students may require a guarantor, proof of enrollment or graduation. Self-employed individuals must provide a financial statement from a CPA or previous year’s tax return.

**Roommates:** Each roommate will be responsible for the entire rental payment and each must execute the lease agreement. No partial or split payments will be accepted.

**Co-Signers:** Co-signers must complete the Continuing Guarantor Form, make (3) times the amount of market rent and have favorable credit. Each guarantors credit report will be processed and will be approved as such. Additional deposits will be based of the applicant’s score.

**CREDIT:** Each applicant’s credit report will be processed and will be approved, accepted with conditions or rejected. Additional deposits will be based of the applicant’s score. Unsatisfied Bankruptcies, judgments and tax liens will be an automatic denial. Satisfied and Unsatisfied evictions, foreclosures and repossessions will also be an automatic denial. Medical Bills and student loans will be taken under advisement and does not constitute an automatic denial.

\*\*If no or insufficient credit history is obtained then the potential resident will need to pay two months rent as a security deposit.

**Occupancy:** Occupancy is strictly limited to two persons per bedroom.

**Security Deposit:** The security deposit will be at least 50% of the amount equal to a full month’s rent but is based on the specific property owner’s requirements. If Applicant pays the security deposit at the time of application submission, the Applicant has 48 hours to cancel their application(s) in writing and receive a full refund of his/her security deposit. Applications(s) may take longer than 48 hours to verify based on the information provided by the applicant(s). Therefore an applicant’s 48 hours written cancellation policy is not contingent upon the applicant’s application being approved. If an applicant’s application is denied, based on an applicant not meeting the leasing criteria, Blue Canoe Properties, LLC will refund in full the amount of the deposit within 30 days from the date of denial.

**Rental Payments:** Rent is due on the 1st day of each and every calendar month and late after the 5th. There is a service charge, in the amount of **10%** of your apartment’s market rental rate, **for any rent paid after the 5th day of each calendar month.** **No partial payments and only one check per apartment, for the full rental amount due** **will be accepted**. Checks, cashier’s checks or money orders are the requested forms of payment. All returned checks, will be assessed a NSF fee of $33.00 in addition to the 10% service charge. After two (2) NSF is tendered, lessee(s) will be on a money order or cashier’s check basis, for the rest of their lease term.

**Vehicles:** One vehicle will be permitted per adult resident. Boats, trailers, commercial vans and/or trucks, campers and motorcycles will not be permitted on the property at any time, without management’s prior written approval.

**Water Items**: Waterbeds and aquariums are only permitted with management’s written approval. Proof of renter’s insurance coverage will be required prior to signing your lease agreement.

**Pets:** Pets are prohibited, except within the restrictions of the community and with management’s written approval.

I/We have read and agree to the above criteria from which my/our application(s) will be approved.

Applicant Dated

Applicant Dated

BLUE CANOE PROPERTIES, LLC

**1601 21st Street South**

**Birmingham, AL 35205**

**(205) 918-0921 Office (205) 918-0787 Fax**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### Request for Rental History Information

**Resident(s) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Resident(s) Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Landlord Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Landlord Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**----------------------------------------------------------------------------------------------------------------------------------**

**For Office Use Only:**

**Move In Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Move Out Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Lease Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rental Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is Account Current? Yes No Was Proper Notice Given? Yes No**

**Number of Late Payments: \_\_\_\_\_\_\_\_\_\_\_ Number of Returned Checks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Any Damage Caused to the Apartment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Have there been any Disturbances? If Yes, Please Explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### Would you Rent to this Applicant Again? Yes No

### Does the Applicant have Pets? Yes No If Yes, what Type? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prepared By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**

**Please complete as soon as possible and fax back to (205) 918-0787. Thanks!**