



**STATEMENT OF RENTAL POLICY  
FOR  
RESIDENTIAL MANAGEMENT**

Welcome to DJN Greenwich Commons. Thank you for choosing our community. We require that each Applicant and adult (18 or over) occupant meet certain rental criteria. Before you fill out our Rental Application, we suggest that you determine whether you meet our requirements. Please note that the term “Applicant” provided below applies to all Residents to be identified on the Lease Contract and the person or persons to be responsible for paying the rent. Please note that these represent our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by Owner prior to these requirements going into effect. Additionally, our liability to verify whether these requirements have been met is limited to the information we receive from the various credit reporting services used.

**APPLICATION SCREENING CRITERIA**

**All applicants must have a Social Security Number and will be approved on the following basis:**

1. Applicant or applicants must be a minimum of eighteen (18) years of age or older. All applicant(s) must be able to provide a copy of their Social Security card. Minors under the age of eighteen (18) are not required to apply but **MUST** be listed under Occupants. Everyone residing in the apartment eighteen (18) years or over must complete and application and be listed as a lease holder.
2. Occupancy Guidelines:

**TYPE OF APARTMENT**

**MAXIMUM # OF OCCUPANTS**

ONE BEDROOM  
TWO BEDROOM

2  
4

Application Fee, Deposit, Administrative Fee

3. A **non-refundable** application fee of **\$50.00** is required per person for processing. *If the application is approved, a minimum security deposit of \$200.00 or up to 1 month’s rent and a non-refundable administrative fee of \$150.00 is then required to hold an apartment.* These deposits are payable by a certified check or money order only. This will hold the apartment for up to thirty(30) days. This **deposit is non-refundable** if Applicant(s) decides not to move or cancels for any reason. \_\_\_\_\_

4. Employment / Income Requirements

Verifiable income equivalent to three (3) times the monthly rent is required. If Applicants fall between two and a half and three times, the owner may look at other compensating factors (i.e. Credit History, Length of Employment or Rental History) in the approval process for a possible conditional approval. Verifiable income shall include income as confirmed by four (4) weeks’ worth of income in the form of recent computerized pay stubs. For self-employed applicants, we will accept the most recent year’s tax returns or a notarized letter from your CPA to verify the income listed on this application.

Applicant must provide a proper form of income verification prior to us processing the application.



5. Credit History

Credit history must reflect a Credit Score of a 600 or above for standard approval. A Credit Score of 575 - 599 will result in a conditional approval which will require a higher deposit. Credit reports reflecting two or more accounts in collections and/or two or more accounts currently delinquent can be declined.

6. Verifiable Rental History

It is your responsibility to provide the necessary information that allows us to contact your past Landlords. Previous Rental History must have a record of paying your rent on time, no prior evictions, and balances owed no history of default in lease obligations or violations of rules and regulations. If we are unable to verify your previous Landlords we reserve the right to deny your application. Any eviction filings will result in a declined application

7. Criminal History We complete a thorough criminal background screening.

8. Co-signors / Guarantor

A co-signor / Guarantor will be accepted for lack of income. Guarantor must meet all the same criteria as stated in this application with a verifiable income of at least five (5) times the monthly rent. Co-signor / Guarantor are not accepted for negative credit history or lack of credit history. Only one co-signor/ Guarantor allowed per apartment.

**You will be denied if:**

Any information provided on the application is found to be incorrect. In general, if misrepresentations are found after the rental agreement is signed, your rental agreement will be terminated.

Rental Agreement

If you are accepted, you will be required to obtain renters insurance prior to move in date, keys will not be released without proof of renters insurance of at least \$100,000 general liability with Greenwich Commons named as an additional interest. You will also be required to sign a Lease Contract in which you will agree to abide by the policies of this rental property. It has been written to protect the rights of both our residents and the Owners of the community.

**By signing below, I hereby confirm that I have fully read and understand the necessary qualifications set forth.**

**Applicant 1:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Applicant 2:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ALL ITEMS LISTED ON APPLICATION SUBJECT TO CHANGE WITHOUT WRITTEN NOTICE**  
**Revised 11/3/2017**

**RENTAL APPLICATION FORM**



OCCUPANCY DATE: \_\_\_\_\_ APARTMENT TYPE: \_\_\_\_\_ # OF APPLICANTS: \_\_\_\_\_

PETS: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**APPLICANT #1**

FIRST NAME: \_\_\_\_\_ MIDDLE INITIAL: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

ARE YOU A CITIZEN OF THE UNITED STATES? \_\_\_\_\_ YES \_\_\_\_\_ NO

DRIVER'S LICENSE NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_

**PRESENT ADDRESS**

STREET ADDRESS: \_\_\_\_\_ APARTMENT # \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

NUMBER OF YEARS LIVED AT PRESENT ADDRESS: \_\_\_\_\_

**PHONE NUMBERS**

WORK: \_\_\_\_\_ HOME: \_\_\_\_\_ CELL: \_\_\_\_\_

**EMERGENCY CONTACT PERSON**

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**PRESENT EMPLOYER**

EMPLOYER NAME: \_\_\_\_\_ TITLE/POSITION: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_ SUITE #: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**SALARY**

WK \$ \_\_\_\_\_ MO \$ \_\_\_\_\_ YR\$ \_\_\_\_\_ ADDT'L INCOME: \$ \_\_\_\_\_

LENGTH OF EMPLOYMENT: \_\_\_\_\_

**PREVIOUS EMPLOYER (IF LESS THAN TWO YEARS)**

EMPLOYER NAME: \_\_\_\_\_ TITLE/POSITION: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_ SUITE #: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**APPLICANT #1 – CONT'D**



**CURRENT LANDLORD** (IF YOU CURRENTLY RENT YOUR HOME)

**LANDLORD NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **CURRENT RENT PAID:** \_\_\_\_\_

**PLEASE INDICATE HOW YOU HEARD ABOUT Hidden Palms APARTMENTS** (CIRCLE ONE)

<b>APARTMENT GUIDE</b>	<b>SIGN/DRIVEBY</b>	<b>INTERNET REFERRAL</b>	<b>FLYER</b>	
<b>FOR RENT</b>	<b>APARTMENTS.COM</b>	<b>PRESENT TENANT</b>	<b>RENT.COM</b>	<b>OTHER</b>
		_____	_____	_____

**MONTHLY PAYMENTS**

**CREDIT CARDS MONTHLY PAYMENTS BALANCE:**      \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**CAR PAYMENT:** \$ \_\_\_\_\_ **NUMBER OF CARS (INCLUDING COMPANY VEHICLES):** \_\_\_\_\_

**MAKE:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_ **PLATE:** \_\_\_\_\_

**MAKE:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_ **PLATE:** \_\_\_\_\_

**TOTAL NUMBER OF OCCUPANTS IN THE APARTMENT:** \_\_\_\_\_

**PLEASE ENTER ALL OCCUPANTS UNDER THE AGE OF 18 BELOW. ANY OCCUPANTS 18 YEARS OR OLDER MUST FILL OUT AN APPLICATION.**

NAME	RELATIONSHIP	DATE OF BIRTH
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ANIMAL SECTION**

TYPE	BREED	WEIGHT
_____	_____	_____
_____	_____	_____
_____	_____	_____

**RESIDENTIAL MANAGEMENT, AS OWNER, RESERVES THE RIGHT TO REJECT THIS APPLICATION AND TO REFUSE POSSESSION OF THE ABOVE MENTIONED ACCOMODATIONS. I HAVE READ THE FOREGOING AND**



**CERTIFY THAT THE INFORMATION SUBMITTED BY ME IS TRUE AND CORRECT AND THAT THIS APPLICATION IS ON MY BEHALF. SUBJECT TO THE ABOVE, APPLICANT AUTHORIZES RESIDENTIAL MANAGEMENT, OR ITS AGENT, TO PROCESS THIS APPLICATION AND MAKE THE NECESSARY SEARCHES AND INVESTIGATIONS. THE APPLICATION FEE IS NON-REFUNDABLE.**

\_\_\_\_\_  
**APPLICANT**

\_\_\_\_\_  
**DATE**

I hereby confirm that I have **none** of the following:

**Please initial by each below if you have NOT had:**

Criminal Record \_\_\_\_\_

Bankruptcy \_\_\_\_\_

Court/Tenant-Landlord Filings \_\_\_\_\_

Civil Judgments \_\_\_\_\_

Sex Offender Record \_\_\_\_\_



## RENTAL APPLICATION FORM

OCCUPANCY DATE: \_\_\_\_\_ APARTMENT TYPE: \_\_\_\_\_ # OF APPLICANTS: \_\_\_\_\_

PETS: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

### APPLICANT #2

FIRST NAME: \_\_\_\_\_ MIDDLE INITIAL: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

ARE YOU A CITIZEN OF THE UNITED STATES? \_\_\_\_\_ YES \_\_\_\_\_ NO

### PRESENT ADDRESS

STREET ADDRESS: \_\_\_\_\_ APARTMENT # \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

NUMBER OF YEARS LIVED AT PRESENT ADDRESS: \_\_\_\_\_

### PHONE NUMBERS

WORK: \_\_\_\_\_ HOME: \_\_\_\_\_ CELL: \_\_\_\_\_

### EMERGENCY CONTACT PERSON

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

### PRESENT EMPLOYER

EMPLOYER NAME: \_\_\_\_\_ TITLE/POSITION: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_ SUITE #: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ CITY: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

### SALARY

WK \$ \_\_\_\_\_ MO \$ \_\_\_\_\_ YR\$ \_\_\_\_\_ ADDT'L INCOME: \$ \_\_\_\_\_

LENGTH OF EMPLOYMENT: \_\_\_\_\_

### PREVIOUS EMPLOYER (IF LESS THAN TWO YEARS)

EMPLOYER NAME: \_\_\_\_\_ TITLE/POSITION: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_ SUITE #: \_\_\_\_\_



CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**APPLICANT #2 – CONT'D**

**CURRENT LANDLORD (IF YOU CURRENTLY RENT YOUR HOME)**

LANDLORD NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ CURRENT RENT PAID: \_\_\_\_\_

**PLEASE INDICATE HOW YOU HEARD ABOUT Hidden Palms APARTMENTS (CIRCLE ONE)**

APARTMENT FINDER      SIGN/DRIVEBY      INTERNET REFERRAL      FLYER      RENT.COM  
APARTMENT GUIDE      APARTMENTS.COM      PRESENT TENANT      FOR RENT      OTHER

**MONTHLY PAYMENTS**

CREDIT CARDS MONTHLY PAYMENTS BALANCE:      \$      \$      \$      \$

CAR PAYMENT: \$ \_\_\_\_\_ NUMBER OF CARS (INCLUDING COMPANY VEHICLES): \_\_\_\_\_

MAKE: \_\_\_\_\_ YEAR: \_\_\_\_\_ PLATE: \_\_\_\_\_

MAKE: \_\_\_\_\_ YEAR: \_\_\_\_\_ PLATE: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_

TOTAL NUMBER OF OCCUPANTS IN THE APARTMENT: \_\_\_\_\_

**PLEASE ENTER ALL OCCUPANTS UNDER THE AGE OF 18 BELOW. ANY OCCUPANTS 18 YEARS OR OLDER MUST FILL OUT AN APPLICATION.**

NAME	RELATIONSHIP	SOCIAL SECURITY #
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ANIMAL SECTION**

TYPE	BREED	WEIGHT
_____	_____	_____
_____	_____	_____
_____	_____	_____



**RESIDENTIAL MANAGEMENT, AS OWNER, RESERVES THE RIGHT TO REJECT THIS APPLICATION AND TO REFUSE POSSESSION OF THE ABOVE MENTIONED ACCOMODATIONS. I HAVE READ THE FOREGOING AND CERTIFY THAT THE INFORMATION SUBMITTED BY ME IS TRUE AND CORRECT AND THAT THIS APPLICATION IS ON MY BEHALF. SUBJECT TO THE ABOVE, APPLICANT AUTHORIZES RESIDENTIAL MANAGEMENT, OR ITS AGENT, TO PROCESS THIS APPLICATION AND MAKE THE NECESSARY SEARCHES AND INVESTIGATIONS. THE APPLICATION FEE IS NON-REFUNDABLE.**

\_\_\_\_\_  
**APPLICANT**

\_\_\_\_\_  
**DATE**

I hereby confirm that I have **none** of the following:

**Please Initial by each below if you have NOT had:**

Criminal Record \_\_\_\_\_

Bankruptcy \_\_\_\_\_

Court/Tenant-Landlord Filings \_\_\_\_\_

Civil Judgments \_\_\_\_\_

Sex Offender Record \_\_\_\_\_



**FAIR HOUSING STATEMENT**

IT IS THE POLICY OF RESIDENTIAL MANAGEMENT AND DAEJAN GREENWICH COMMONS, LLC. TO TREAT ALL CURENT AND PROSPECTIVE RESIDENTS IN A FAIR, PROFESSIONAL MANNER, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, FAMILIAL STATUS, HANDICAP OR NATIONAL ORIGIN.

“THIS IS AN EQUAL HOUSING OPPORTUNITY COMMUNITY”

I HAVE READ AND UNDERSTAND THE RENTAL POLICY OF THIS COMMUNITY.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE



## LANDLORD VERIFICATION

I hereby authorize the landlord indicated below to release all information regarding my tenancy.

Applicant Signature: \_\_\_\_\_

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

Apartment #: \_\_\_\_\_

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

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

Phone#: \_\_\_\_\_

Fax#: \_\_\_\_\_

### TO WHOM IT MAY CONCERN:

The above named applicant/resident is applying for an apartment within our community. We ask your cooperation in providing the following information and any other information concerning the applicant/resident which you feel may be of interest to a landlord. Please complete and fax back to (813) 978-0631 or email to [greenwichcommons@resimgt.com](mailto:greenwichcommons@resimgt.com). Any questions please contact us at (813) 972-0171.

Thank you in advance for your response to our request.

\_\_\_\_\_  
Management Representative

1. What was the applicant's rent? \_\_\_\_\_
2. Did the applicant pay rent on time? \_\_\_\_\_ If no, how many times late \_\_\_\_\_
3. What was the applicant's length of residency? \_\_\_\_\_ Was Proper Notice Given? \_\_\_\_\_
4. Did the applicant break their lease? \_\_\_\_\_  
- If yes, was proper notice and fees paid? \_\_\_\_\_
5. Did the applicant leave the apartment in good condition? \_\_\_\_\_
6. Would you consider applicant's standing with your community:  
 Excellent  Good  Fair  Poor
7. Any additional comments? \_\_\_\_\_

Signature of Landlord: \_\_\_\_\_ Date: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_



Dear Resident,

While we are proud of our reputation for quality of life and safety, accidents happen; even when people are careful. But damage caused by a resident is usually the financial responsibility of that resident, not the property owner. These accidents—such as bathtubs overflowing, kitchen fires, or damage to the common areas—can create significant financial hardship for apartment residents. That is why liability or property damage insurance is required in our lease.

To fulfill your lease recommendation, all new and renewing residents are required to provide evidence of liability or property damage insurance at a minimum limit of \$100,000. *You may choose the insurance company and the policy limits that are most appropriate to your situation, providing the minimum coverage level is satisfied.* If you arrange your own policy simply provide proof of this coverage, with Greenwich Commons listed as an “additional interest” or “interested party”.

Please note that this community’s insurance does not cover a resident’s possessions if they are damaged or stolen. To obtain coverage for your possessions we strongly recommend your purchase a policy that includes “contents” insurance.

For the convenience of residents that do not have a specific insurance agent identified, we have arranged for a convenient, affordable insurance option for this community. First American Property & Casualty Insurance Company has made available *Renters Insurance Select*, an insurance program developed for multifamily residents. There is no application and acceptance is guaranteed for residents of this community.

Please indicate your insurance election below.

- I have arranged for liability or property damage insurance coverage through \_\_\_\_\_, and have listed Greenwich Commons as an “additional interest” or “interested party” on my policy. I understand that is required that I maintain liability or property damage coverage for the duration of my lease.
- I have enrolled in ***Renters Insurance Select*** for liability and contents insurance.
- I make no election at this time, but will provide proof of liability or property damage coverage prior to receiving keys to the apartment.

---

Resident Signature

---

Date