



5200 E. Texas Street
Bossier City, LA. 71111
local: (318) 741-9582
toll free: (877) 523-RENT
fax: (318) 741-9584

Pre-Qualification Application

Applicant information

First Name: _____ Last Name: _____
SSN: _____ - _____ - _____ Birth Date: _____
Address: _____ Phone: _____
_____ Cell Phone: _____
Email: _____

Co-Applicant information

First Name: _____ Last Name: _____
SSN: _____ - _____ - _____ Birth Date: _____
Address: _____ Phone: _____
_____ Cell Phone: _____

Others who will be living in apartment

Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____

Past Rental History

Address: _____
City: _____ State: _____ Zip: _____
Manager: _____ Phone: (_____) _____
Start Date: ____/____/____ End Date: ____/____/____
Reason for Leaving: _____

Employment History

Company: _____
Manager: _____ Phone: (_____) _____
Address: _____
City: _____ State: _____ Zip: _____
Emp Length: _____ Gross Monthly Pay: _____

Co-Applicant Employment History

Company: _____
Manager: _____ Phone: (_____) _____
Address: _____
City: _____ State: _____ Zip: _____
Emp Length: _____ Monthly Pay: _____

Additional Income

Income Source: _____ Amount: _____
Verify with: _____ Phone: (_____) _____

Personal References

Name: _____ Relationship: _____ Phone: (_____) _____
Name: _____ Relationship: _____ Phone: (_____) _____
Name: _____ Relationship: _____ Phone: (_____) _____

Pet Information

Type: _____ Breed: _____ Weight: _____
Type: _____ Breed: _____ Weight: _____
Type: _____ Breed: _____ Weight: _____

Additional Information

Have you ever been convicted of a crime? _____
Describe and Date each incident: _____

Have you ever been evicted, declared
Bankruptcy or had a judgment? _____
Describe and date each one: _____

Please use the following section to place any relevant information:

STATEMENT OF LEASING CRITERIA AND CONSENT FORM

Each person eighteen years of age or older must complete an Application. Each applicant must meet all credit scoring requirements and pass a criminal background review. Upon acceptance, each applicant must execute the Apartment Lease Contract (lease) and all other addendum(s) and is responsible, in so lido, for any lease payments and/or fees (including, but not limited to damages(s), fees, and deposits).

Falsification of any information provided on the application will automatically deny right to residency.

Application Fee: A non-refundable application fee shall be paid with each completed application.

Security Deposit: A security deposit will be required upon acceptance of the application and execution of the lease. Security deposits are refundable only upon (1) proper written notice of termination of the lease and (2) full payment of all rent, fees and any other consideration owed by any occupant due under the lease provisions.

Any other deposit paid by the applicant, including, but not limited to, a deposit used to reserve an apartment prior to move-in, is not a security deposit, and is non-refundable.

Guarantor (Co-Signer): If a guarantor is required, the guarantor must complete an application, meet all qualifying criteria, and sign a lease. Guarantor is responsible for all monies that come due under the lease and conditions of the lease and addendums.

Identity and Age Verification: Government-issued photo identification will need to be presented by all applicants. All applicants must be at least 18 years of age.

Income Verification: Verification of income will be required. Acceptable forms for verification are a recent pay stub, a recent bank statement, or a W2 form (if self-employed). If income is not verifiable or contrary to the application, the application will be automatically denied.

Occupancy Standards: The following occupancy standards apply.

	Non-Familial	Familial*
1 Bedroom	2 persons per bedroom	2 persons per bedroom
2 Bedroom	1 person per bedroom	2 persons per bedroom
3 Bedroom	1 person per bedroom	2 persons per bedroom

*A family may occupy an apartment if the family does not exceed two persons per bedroom plus a child who is less than 18 months old and who sleeps in the same bedroom with the child's parent, guardian, legal custodian, or person applying for that status. Residents, who have a newborn less than 18 months old at the time of rental application or have reached 18 months during the lease term, will be required, upon the end of the current lease term, to either:

1. Transfer into another available apartment which has more bedrooms; or
2. Move out

Rent for the new apartment will be the rental rate at the time the lease is entered into for the new apartment. For the purposes of this occupancy policy, a “family” shall consist of the following: one or more individuals (who have not attained the age of 18 years) being domiciled with: (1) a parent or another person having legal custody of such individual or individuals; or (2) the designee of such parent or other person having such custody, with the written permission of such parent or other person. The term “family” shall also apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years.

Credit and Criminal History: Villaggio uses a third party consultant to screen each applicant’s credit and criminal history.

Credit History: The consultant uses an empirically derived, statistically sound, credit scoring system to evaluate the applicant’s consumer credit report. Credit scoring is based on real data and statistics, so it regards all applicants objectively. Based upon an applicant’s credit score, the application will be accepted, accepted with conditions, or declined.

Criminal Background Search: The consultant will conduct a review of each applicant’s criminal history. With each applicant’s credit score, their criminal history is evaluated, and if past criminal behavior is found to unacceptable, the application will be declined.

Please remember that this requirement does not constitute a guarantee or representation that residents or occupants currently residing in our community have not been convicted of or subject to deferred adjudication for a felony, certain misdemeanors or sex offenses requiring registration under applicable law; there may be residents or occupants that have resided in the community prior to this requirement going into effect; additionally, our ability to verify this information is limited to the information made available to us by the resident credit reporting services used.

Application Declined: If the application is declined, the applicant will be notified.

Application Cancelled: If for any reason applicant cancels an application, the application fee and security deposit are non-refundable and will be forfeited.

Move-In Date: Upon acceptance of the application, both applicant and management will agree to a move-in date. Rental payments will commence on that date whether the applicant has occupied the apartment or not. If the apartment is unavailable on the move-in date and a new move-in date cannot be agreed to, the lease will terminate and all deposits paid to the community will be refunded within (30) days.

Vehicles: Each leaseholder may have no more than one vehicle. No more than two vehicles are allowed per apartment. Vehicles must be operational and have current registration and inspection. Boats or trailers are not allowed without Management’s written permission and must be parked in designated areas only.

Water Furniture: Water furniture will not be allowed without Management’s written permission and if permission is given must be on first floor apartments only with proof of fully paid insurance for the term of the lease.

Equal Housing Opportunity: Villaggio (owner/manager of this property) adheres to the Fair Housing Law (Title VIII of the Civil Rights Act of 1968 as amended by the Housing and Community Development Act of 1974 and the Fair Housing Act of 1988) which stipulates that it

is illegal to discriminate against any person in housing practices on the basis of race, color, religion, sex, national origin, disability or familial status.

Consent to Verify Credit and Criminal Background: All applicants, roommates and guarantors (if applicable) must agree to the following by executing this *Statement of Leasing Criteria and Consent Form and a Rental Application Form*.

I hereby consent to allow Villaggio to obtain and verify my credit, income, and criminal background. I understand Villaggio and its agent have a continuing right to review my credit, income, rental application, payment history and occupancy history for account review purposes and for improving application methods.

I have read, understand, and agree if my application is not approved, I will forfeit my application fee(s), but will receive a full refund of my security deposit. I also understand that the deposit and application fee are non-refundable if I cancel my application for any reason. I hereby affirm that I have read and reviewed a copy of the Statement of Leasing Criteria and Consent Form and the Rental Application form.

Signed _____

Date _____

*Villaggio Apartments
5200 East Texas Street
Bossier City, LA 71111
Fax # 318-741-9584
Attention: Lynda Loe
Property Manager*