*Welcome to Town & Campus Apartments!*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Today’s date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Move-in date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone(Home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Work)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Cell)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail:

**How did you hear about us?** (Please check one)

  ApartmentGuide.com Apartment Finder  Apartments.com  Referral by: \_\_\_\_\_\_\_\_\_\_\_\_\_

  townandcampusapts.com  Signage Other

**Type of Apartment Desired:**  1 BR  2 BR  3 BR

**Number of Occupants:** \_\_\_\_\_\_\_\_\_\_\_\_ **Children:**  Yes  No

**Marital Status:**  Married  Single  Divorced **Are you smoking:**  Yes  No   **Animal** ( Limit one, **NO DOG**S)**:**  Yes  No If yes, What kind of animal:

**To Be Completed After Tour**

Have you seen all the apartments you desire to see?  Yes  No

Have you had the opportunity to see the entire apartment community?  Yes  No

It is our policy to provide apartments to perspective residents without regard to race, sex, color, religion, national origin, familial status, or handicap. In your opinion, have we conducted ourselves in a manner consistent with this policy?  Yes  No

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###### OFFICE USE ONLY

 Visit  Telephone Inquiry Apartment shown by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Apartment shown: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Apartment(s) # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Follow-up information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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#  Floor Plans one & Two Bedrooms Floor Plans

EVERY APARTMENT INCLUDES:

* Kitchen appliance package including frost-free refrigerator, dishwasher, gas range and garbage disposal
* Solid wood entry doors, door viewer and dead bolt; brass handle set and address numerals for each home
* All living rooms wired for High Speed Internet

and cable television

* Large windows for an open, airy feel
* Pantry and linen closet for extra storage
* Central heat and air conditioning, smoke detector and fire extinguisher
* Mini-blinds for all windows, vertical blinds for

 2 BR living room windows

* Private outside entrances
* Electric outlets on every wall for added convenience

COMMUNITY AND AREA FEATURES:

* One and two bedroom floor plans to select from
* On-site coin operated laundry facilities
* Close to grocery store, shopping, post office, Banks, and parks
* Close to MSU, Drury, Evangel and OTC
* Located in the Bingham, Hickory, and Glendale school districts
* Superbly designed, manicured and landscaped grounds
* For your living pleasure: a junior Olympic swimming pool
* Large, accessible parking lots
* Close to the Springfield city bus line
* Quiet, sheltered community, with easy and convenient access to city
* Professional, on-site management
* 24 hour emergency maintenance

**One - Time Expenses**

 We require **two checks** or money orders with Application: $30 and $290

* Application Fee (non-refundable): $30 /per person
* Security Deposit (refundable): $100/per person
* Administrative Fee (non-refundable): $190/ per person

* Pet Fee: $250 (non-refundable, limit one animal in select unit) plus $25

 monthly pet rent.

 It is understood that the $290 will be returned if the application is not approved.

**If the applicant(s) is accepted & fails to sign the lease, the $290 will not be refunded**.

**If the applicant(s) wants to cancel the lease after it has been signed, not only the $290 will not be refunded and also the cancellation fees will be charged as same as one month’s rent**.

 Prospect Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Town & Campus Apts. Management: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CRITERIA SHEET**

This resident selection criterion will be applied to every applicant that wishes to live at Town and Campus Apartments. Applications must be signed by all adult household members. The management will do landlord, credit checks, background etc., along with income verifications in the processing of each applicant.

Selection:

1. AGE: Must be **18** years of age. No exceptions.

2. INCOME: Total household net income must be at least **3** times the

 amount of the apartments monthly rental rate.

3. EMPLOYMENT: Prospective residents must be employed by the same employer

 for no less than six (6) months. Should a prospect be recently

 transferred or relocated, they must have six (6) Month prior

 verifiable employment with the same employer, and be

 currently employed. Employment history of less than 6 months

 may be considered with an additional security deposit.

4. RENTAL HISTORY: Minimum of six (6) months previous landlord reference is

Required. Any skips, judgments, evictions, or unpaid

monies due previous landlords or utility companies will be

 cause for denial. References will be verified and cannot include

 relatives. Rental history of less than 6 months may be

 considered with an additional security deposit.

5. CREDIT: Credit checks will be reviewed on an individual basis and may be

 cause for denial. Applicant must have verifiable credit and the

 Experian credit score not less than **600.** There may be flexibility

 regarding medical bills, school loans, and discharged bankruptcy.

 If a Chapter 13 bankruptcy is filed 24 months prior to an

 application it will be grounds for denial of rental application and

 cannot be overridden.

6. GUARANTOR A lease guarantor may be accepted for persons who are students

 not meeting the above criteria. Guarantor must show proof of monthly net income of at least **FOUR TIMES** the monthly rental

 rate, and must meet all guarantor criteria on the Guarantee Form.

7. FELONIES: Criminal background will be checked. A felony conviction

 and or parole/probation, a history of illegal drug association

 for any member of the household will be cause for denial.

 Any gang association and sexual offense convictions or

 convictions involving weapons or violent crimes may be

 cause for denial and/or eviction.

8. INITIAL MOVE-IN Applicant must have rent plus security deposit and

PAYMENT: all related fees on date of move-in. All move-ins after

 the 25th  of the month must pay for the next month’s

 rents. No exceptions.

9. SELF-EMPLOYED, If self-employed, retired or disabled, the applicant

RETIRED, DISABLED: must provide copies to the property manager of

 tax returns for the previous year and copies of the

 three most recent bank statements showing proof

 of ability to pay rent for the term of the lease.

10. FALSE OR INCOMPLETE Failure to provide Town & Campus Apartments with

 INFORMATION: required references or information needed to process

 the application, or willfully giving false or incomplete

 information during the application process will be

 cause for denial.

11. OCCUPANCY STANDARDS: No more the two (2) persons in 1 BR apartment and

 two (2) adults two (2) children in 2 BR apartment.

 Prospect: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

 Prospect: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_