

Sweetbriar Apartments
1917 Oregon Pike
Lancaster, PA 17601
(717) 569-9761

Thank you for applying for an apartment at Sweetbriar Apartments. Please provide us with the following items so that we may process your application:

1. A **MONEY ORDER, OR CERTIFIED CHECK** in the amount of **\$35.00** made payable to SF Sweetbriar, LP (non-refundable application fee). An additional **\$35.00** will be charged for each additional adult that will be living in the apartment.
2. A **MONEY ORDER OR CERTIFIED CHECK** in the amount of **\$99.00** as a refundable deposit towards your first months rent. (Deposit may be forfeited after three days of application approval.)
3. Copy of Photo Identification (for each applicant)
4. Copy of Social Security Card (for each applicant)
5. Proof of Income (Last thirty days of pay stubs or letter of employment from current employer stating earnings – for each applicant)
6. Completed and signed application with all supporting documents filled out in their entirety.

Your application can not be processed until ALL of the above information has been provided.

SWEETBRIAR APARTMENTS
RENT AND POLICY SCHEDULE

UNIT TYPE	SQ. FT	RENT	ANNUAL INCOME REQUIREMENT	DATE OF CHANGE
1 Bedroom	728	\$840-\$ 910	\$25,200 - \$27,300	06/28/2017
2 Bedroom/1 Bath	898	\$930-\$1000	\$27,900 - \$30,000	06/28/2017
2 Bedroom/2 Bath	1035	\$985-\$1035	\$29,550 - \$31,050	06/28/2017
2 Bedroom/2 Bath	1160	\$995-\$1055	\$29,850 - \$31,650	06/28/2017

Rent includes: Heat, Cooking Gas, Water, Sewer, Trash, Snow Removal, Landscaping, Pool and Storage

OCCUPANCY STANDARDS:

One bedroom – up to two persons maximum

Two bedroom – up to four persons maximum

COMMUNITY POLICIES

Lease Term: 8-12 months

8 months \$20 premium/month

9 months \$15 premium/month

10 months \$10 premium/month

11 months \$ 5 premium/month

PETS: (maximum two pets)

Cats and small dogs under 35 pounds –full grown

Breed restrictions may apply

\$250.00 nonrefundable pet fee/per pet

\$25.00 per month pet rent/per pet

RENTERS INSURANCE REQUIREMENTS

Proof of renters insurance is required at time of move-in. The liability limit must be \$100,000.00 and Sweetbriar Apartments must be listed as an “additional interested party”. It may be purchased with the company of your choice.

DEPOSITS

Security: \$99.00 or one month rent based on income and credit history.

A separate payment must be provided for your security deposit.

LEASE RENEWAL POLICY

One year: Up to market

Month-to-month: \$100.00 plus increase to market rent (must fulfill initial lease term).

FEES

Application Fee: \$35.00 – per applicant/\$100.00 corporate (non refundable)

Lease Termination: One month current rent, as per lease

Internal Transfer: \$300.00 if during lease term. No charge if term is fulfilled. You may only up/down grade. No lateral transfers are permitted.

Pet Fee: \$250.00 nonrefundable pet fee per pet

\$25.00 per month pet rent per pet

NSF Fee: \$50.00

Late Fee: 10% of market rent

MONEY ORDER, CERTIFIED CHECK OR CREDIT CARD must be used to pay application fee, security deposit and first month’s rent.

Applicant Signature

Date

EFFECTIVE: 6/28/2017

Property Manager Approval: _____

SWEETBRIAR

Resident Selection Criteria

Revised as of 06/28/2017

Income: Each occupant over the age of 18 is required to complete an application. Each applicant must demonstrate a verifiable income. The minimum annual income requirements are as follows:

1BR: \$25,200.00-\$27,300.00 **2BR:** \$27,900.00-\$31,650.00

Combined Income: The combined income of roommates will be considered, provided each applicant earns a minimum of 60% of the total qualifying income.

Credit: A credit history depicting any of the following may be grounds for denial:

- a. Unpaid liens or judgments.
- b. Bankruptcy, unless applicant can provide verification that positive credit has been reestablished and maintained after three years of discharge.
- c. We use a statistically validated scoring model, which measures each applicants risk in terms of paying their monthly rent. The model takes into consideration many aspects of an applicant's credit history and income to determine the amount of risk for that particular applicant. Management has set specific decision points within the models score range for Sweetbriar Apartments.

Rental History: Applicant must demonstrate a minimum of two (2) years rental or ownership history if applicable. History of a poor payment record, destructive or abusive behavior or poor housekeeping practices will be grounds for denial.

Co-signers: Co-signers will be considered only where income is deficient, not with credit or job defaults. Co-signers must qualify at 1.5 times the qualifying income.

Criminal: A criminal background check will be run on all initially approved applications. Any conviction of a crime will result in the application being denied.

Occupancy: There is a maximum occupancy limit on each type of apartment: One bedroom - 2 occupants and two bedrooms – 4 occupants. Violation of this regulation will result in eviction if not corrected immediately.

Please be advised that the submission of your application does not hold an apartment. An apartment will only be held for you once we receive the required deposit. Our company policy is based on a first come, first serve basis.

Applicant

Date

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1917 Oregon Pike
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(717) 569-9761

I, _____ am applying for a
_____ bedroom apartment. I would like to move in on _____.

It has been explained to me that a maximum of two occupants may live in a one-bedroom apartment and a maximum of four occupants may live in a two-bedroom apartment.

I understand, and will abide by the occupancy standards of Sweetbriar Apartments as explained above.

The following people will be occupying the apartment:

I understand that I will be held responsible for any legal charges and/or fines resulting from a violation of the above occupancy standards.

I understand that an inspection of my apartment, upon proper notice, may be done at anytime for the purpose of verifying that I am not in violation of the occupancy standards.

APPLICANT

DATE

SWEETBRIAR APARTMENTS

DATE

SWEETBRIAR APARTMENTS
APPLICATION FOR RESIDENCY
 (Each Co-resident must submit a separate application)

APPLICANT

FULL NAME (LAST): _____ (FIRST): _____ (MI): _____ DATE OF BIRTH: _____
 SOCIAL SECURITY #: _____ HOME PHONE NUMBER: _____
 CELL PHONE NUMBER: _____ E-MAIL ADDRESS: _____
 DRIVER'S LICENSE#: _____ STATE: _____

VEHICLES:	MAKE	MODEL	COLOR	PLATE	STATE	YEAR
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____

LIST OTHERS WHO WILL RESIDE IN APARTMENT ON A PERMANENT BASIS:

FULL LEGAL NAME	SOC. SEC. #	RELATIONSHIP APPLICANT	DATE OF BIRTH	ANNUAL INCOME	OCCUPATION	VISITING ONLY
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APPLICANT INFORMATION

PRESENT ADDRESS:

STREET: _____ APT. #: _____
 CITY: _____ STATE: _____ ZIP: _____
 RENT OR OWN: _____ DATES: _____ MONTHLY PAYMENT: _____
 LANDLORD/LENDER: _____ STREET: _____
 CITY: _____ STATE: _____ PHONE: _____

PREVIOUS ADDRESS:

STREET: _____ APT. #: _____
 CITY: _____ STATE: _____ ZIP: _____ PHONE: _____
 RENT OR OWN: _____ DATES: _____ MONTHLY PAYMENT: _____
 LANDLORD/LENDER: _____ STREET: _____
 CITY: _____ STATE: _____ PHONE: _____

CURRENT EMPLOYER:

NAME: _____ STREET: _____
 CITY: _____ STATE: _____ ZIP: _____ PHONE: _____
 EMPLOYMENT DATE: _____ POSITION: _____ SALARY: _____ SUPERVISOR: _____

PREVIOUS EMPLOYER:

NAME: _____ STREET: _____
 CITY: _____ STATE: _____ ZIP: _____ PHONE: _____
 EMPLOYMENT DATE: _____ POSITION: _____ SALARY: _____ SUPERVISOR: _____

OTHER INCOME:

TYPE OF INCOME:	SOURCE/BANK	GROSS ANNUAL AMOUNT
_____	_____	_____
_____	_____	_____

RELATIVES/EMERGENCY CONTACT (NOT RESIDING WITH YOU):

(1) NAME: _____ RELATIONSHIP: _____ PHONE: _____
 STREET: _____ CITY: _____ STATE: _____
 (2) NAME: _____ RELATIONSHIP: _____ PHONE: _____
 STREET: _____ CITY: _____ STATE: _____

PET INFORMATION: TYPE: _____ BREED: _____ WEIGHT: _____
 TYPE: _____ BREED: _____ WEIGHT: _____

NOTE: Keeping of pet requires consent of management, payment of applicable fees/deposits, and execution of Pet Addendum. Handicapped assistance animals used for disabilities are not considered pets.

The civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988, prohibits discrimination in the rental of housing based on race, color, religion, sex, handicap, familial status or national origin. The federal Agency which administers compliance with this law is the U.S. Department of Housing and Urban Development.

This is to inform you that as a part of our procedure for processing your application, an Investigative Consumer Report may be prepared whereby information obtained through personal interviews with your landlord, employers, or others with whom you are acquainted may be reviewed. This inquiry will include two credit reporting agencies information in regards to your credit history as well as information as to your character, general reputation, personal characteristics, mode of living. You have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation (Fair Credit Reporting Act). I/We hereby agree, in the event of the approval of this application, to execute a lease in accordance with the terms set forth in this rental application and my rental liability shall commence on _____, 2017, pursuant to the terms of the lease. That if I/We fail to sign the lease and/or pay agreed rental, Security deposit, utility fees, or other required charges as shown in this rental application: the application fee and any holding fees accompanying this application shall be retained by landlord as liquidated damages. I/We agree to this amount being retained by landlord as a reasonable estimate of actual damages to landlord if I/We failed to perform as stated above after approval. I/We also do not believe the loss of these holding fees is an unfair trade practice if I/We fail to perform as stated above after approval. I/We understand that the holding fees accompanying this application are non-refundable after three (3) days. Owner and/or agent for the owner reserves the right to reject this application and to refuse possession of the above mentioned accommodation. I/We have read the foregoing; certify that the information herein is TRUE and CORRECT, that this application is submitted for the purpose of inducing approval of this application in my/our behalf. Any "yes" or "no" question unanswered shall be considered a "yes."

Have you ever been convicted of or pled guilty or "no contest" to any felony or sexual offense? _____

If yes, please explain, providing the location, date and nature of the offense: _____

BY SIGNING THIS APPLICATION, YOU DECLARE THAT ALL OF YOUR RESPONSES ARE TRUE AND COMPLETE. YOU AUTHORIZE THE AGENT OF THE LESSOR TO VERIFY THIS INFORMATION, REFERENCES, CREDIT RECORDS, AND CRIMINAL BACKGROUND. ANY FALSE STATEMENT ON THIS APPLICATION CAN LEAD TO REJECTION OF YOUR APPLICATION OR IMMEDIATE TERMINATION OF YOUR LEASE.

SIGNATURE

PRINT NAME

DATE

MANAGEMENT REPRESENTATIVE

DATE