



**EPOCH MANAGEMENT, INC.**  
**APPLICATION FOR SUMMIT AT METROWEST APARTMENTS**  
*(Each Occupant 18 years & over must completely fill out a separate application)*



Name \_\_\_\_\_ Maiden Name \_\_\_\_\_ Sex \_\_\_\_\_  
 Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birth Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Drivers License or Government Issued Photo ID number \_\_\_\_\_ State/Country \_\_\_\_\_  
 Are you a US Citizen? \_\_\_ Yes \_\_\_ No If No, Do you have a valid work visa? \_\_\_ Yes \_\_\_ No Exp. Date \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Number of Occupants \_\_\_\_\_ Pets Type \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_ Color \_\_\_\_\_  
 Work Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home Phone# (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Other Occupants:**

Name	Birth date (mm/dd/yyyy)	Social Security #	Relationship
_____	____/____/____	____-____-____	_____
_____	____/____/____	____-____-____	_____
_____	____/____/____	____-____-____	_____

Must have 2 yrs. Continuous history. Use extra sheets as needed

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Phone/Fax # \_\_\_\_\_ Date Employed \_\_\_\_\_  
 Position \_\_\_\_\_ Gross Salary/Month \_\_\_\_\_  
 Previous Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Phone/Fax # \_\_\_\_\_ Date Employed \_\_\_\_\_  
 Position \_\_\_\_\_ Gross Salary/Month \_\_\_\_\_  
 Previous Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Phone/Fax # \_\_\_\_\_ Date Employed \_\_\_\_\_  
 Position \_\_\_\_\_ Gross Salary/Month \_\_\_\_\_

Other Income (Child Support, Alimony, etc.) \_\_\_\_\_ Income from Assets \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Street # \_\_\_\_\_ City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

Closest Relative \_\_\_\_\_ Street # \_\_\_\_\_ City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

Current Residence \_\_\_\_\_ Street \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Community/Mtg. Co \_\_\_\_\_ Phone # \_\_\_\_\_ Fax #: \_\_\_\_\_  
 From \_\_\_\_\_ to \_\_\_\_\_ Pmt \_\_\_\_\_  
 Why are you leaving your present residence? \_\_\_\_\_  
 Was your Lease/Account in any other name? \_\_\_\_\_ If yes, what name \_\_\_\_\_  
 Previous Residence \_\_\_\_\_ Street \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Community/Mtg. Co \_\_\_\_\_ Phone # \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Acct# \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_ Pmt \_\_\_\_\_  
 Previous Residence \_\_\_\_\_ Street \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Vehicle \_\_\_\_\_ Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Registered to \_\_\_\_\_ Tag # \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_  
 Vehicle \_\_\_\_\_ Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Registered to \_\_\_\_\_ Tag # \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_  
 Additional Vehicles (Boat, Camper, Van, etc with Tag Numbers) \_\_\_\_\_

How did you hear about these apartments? \_\_\_\_\_ What attracted you to these apartments? \_\_\_\_\_  
 Have you ever had an eviction filed against you? \_\_\_\_\_  
 Has anyone that will be residing in the apartment ever been convicted of a felony? \_\_\_\_\_  
 Date Possession Desired \_\_\_\_\_ Lease Term Desired \_\_\_\_\_

Agreed Rent Amount \_\_\_\_\_ Apt Type \_\_\_\_\_ Apt # \_\_\_\_\_ Move-in Date \_\_\_\_\_ Lease Term \_\_\_\_\_  
 Apartment Deposit \_\_\_\_\_ Application Fee \_\_\_\_\_ Admin Fee \_\_\_\_\_ Total Paid \_\_\_\_\_

To Be Completed by the Office Staff

Applicant represents that all of the above statements are true and complete and hereby authorizes verification of the above information, references and credit records. Applicant acknowledges that false information herein may constitute grounds for rejection of this application, termination of right of occupancy and/or fees charged and may constitute a criminal offense under the laws of this state.

I hereby authorize Summit at Metrowest Apartments to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I hereby expressly release Summit at Metrowest Apartments, and any procurer or furnisher of information, from any liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies.

Applicant paid \$ \_\_\_\_\_ (total amount received) in consideration for Owner's taking the dwelling unit off the market while considering approval of this application. \$ \_\_\_\_\_ of this amount is a non-refundable fee for costs and expenses for checking applicant's consumer report by all and any means. \$ \_\_\_\_\_ will be applied toward the required apartment deposit. The non-refundable administrative fee of \$ \_\_\_\_\_ will be applied upon lease execution. If this application is not approved, this remainder of the \$ \_\_\_\_\_ (apartment deposit & administrative fee) will be refunded in full to applicant; provided however, should applicant fail through no fault of the owners to complete the lease agreement when tendered, the lower of \$ \_\_\_\_\_ (apartment deposit) or a proration of rental amount equal to the time this apartment was held will be charged as liquidated damages from \_\_\_\_\_ (date application is signed and apartment is taken off the market). If lease is entered into and possession of the apartment is taken, the "Apartment Deposit" shall be applied toward the Security Deposit. Applicant understands that any refund (if applicable) will be made within 30 days to allow for processing and clearing of checks. Apartment Deposit monies are deposited within three (3) business days of receipt or at time of approval, which may be the same day as receipt of deposit.

Applicant \_\_\_\_\_ OWNER, BY ITS REPRESENTATIVE EPOCH MANAGEMENT, INC.  
 Date \_\_\_\_\_ By \_\_\_\_\_  
 As Representative of Epoch Management, Inc.



**EPOCH MANAGEMENT, INC.  
RENTAL APPLICATION  
APPROVAL CRITERIA**

We are working with our community to maintain quality in the neighborhood. Therefore, we have a very thorough screening process. If you meet the application standards and are accepted, you will have the peace of mind of knowing that other residents are being screened with equal care. Please review the following list of criteria. If you feel you meet these standards, please apply.

**Equal Housing:** This community does not discriminate on the basis of race, color, sex, religion, handicap, familial status, sexual orientation or national origin.

**Identification:** All visitors must present a current photo ID issued by a state or government authority (i.e. State Issued Driver’s License, State Issued Photo Identification Card, current Passport, current United States Military ID card, or VISA issued by US Immigration and Naturalization Services) A copy of all applicants photo IDs will be made and retained at time of move-in.

**Occupancy: Roommates:** 2 persons per bedroom only. **Familial Status:** Familial Status protects children under the age of 18 and the family with children under the age of 18. A maximum of two persons per bedroom plus one (1) additional person (child under the age of 18) per apartment home. (example: 1/1 = 3 persons; 2/2 = 5 persons; 3/2 = 7 persons; 4/2 = 9 persons)

**Application for Residency:** An Application for Residency must be completed and maintained for each applicant 18 years or older who will be living in the apartment and/or contributing to the payment of rent.

**Qualifying Standards**

**Rental History:** Up to 24 months of rental history may be verified on present and previous residence. A positive record of prompt monthly payment, sufficient notice, with no damages is expected. Eviction, Skip, or Money Left Owing to a Landlord within seven (7) years of application date or falsification of this application may result in an automatic rejection.

**Credit History:** An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one which reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies. Persons declined for no credit history may qualify with a higher deposit.

**Income:** Applicants must have a verifiable income source. Individual gross income must equal three (3) times the amount of rent. Acceptable income verification required may include pay stubs consecutive for a six (6) week period, a notarized letter from the employer, the most recent W2, or proof of assets equal to 1 times the lease term. Self-employed applicants may be required to supply the most recent IRS tax return or certified verification from their company accountant or bank. Retired (must provide documentation of ability to pay rent). Students must provide proof of financial aide or attain an approved Lease Guarantor.

**Lease Guarantors:** This community MAY OR MAY NOT permit guarantors. Please contact the leasing professional for this community’s policy. A Lease Guarantor and/or Additional Security Deposit may be required upon evaluation of rental application(s). Lease guarantors may be accepted for income qualification purposes only and must reside in the USA. Guarantor must qualify based not only on the proposed rent amount for the applicant’s apartment, but the combination of the proposed rent plus their own housing obligation

**Non US or US Citizens without a SSN or ITIN:** Applicants must provide I-94, I-94W (Immigration arrival and departure approval to be in the US) or I-20 (International Student approval to be in the US). The lease end date can not extend past the date the applicants are approved to be in the US. Applicants must pay two (2) month’s additional deposit equivalent to two (2) month’s “market” rent. Applicants must also provide proof of verifiable income.

**Criminal Background Check:** A criminal background check will be run on all Applicants. An applicant may be automatically denied in the event the applicant(s) have ever been convicted of a felony or misdemeanor for a crime against a person, another person’s property or against society. The applicant(s) may also be decline if they have received adjudication or have been charged with a felony or misdemeanor offense(s) within the past seven (7) years for a crime against a person, another person’s property or against society. An automatic denial will also occur should an applicant appear on the list of known terrorists and wanted fugitives as provided by the Office of Foreign Asset Control (OFAC), federal agencies to include the FBI or other state and local law enforcement agencies.

The applicant agrees that the lease shall be terminated in the event the applicant, after moving onto the property, is convicted of a felony or misdemeanor for a crime against a person, another person’s property or against society, and/or appears on the list of known terrorists and wanted fugitives.

Note: This requirement does not constitute a guarantee or representation that residents or occupants residing at this apartment community have not been convicted of a felony or are not subject to deferred adjudication for a felony.

**Notification:** Applicants will be informed of the status of their application by telephone within five (5) business days (Mon – Fri) from submitting the application and the required processing fee. If the applicant is rejected, the applicant will be given an adverse action letter with information to contact First Advantage SafeRent to request copies of the information used to determine eligibility for occupancy. Management cannot be held responsible for inaccuracies contained in any information obtained, and is not allowed to provide details to the applicant regarding said information.

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

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

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

**Rev. Date: August 3, 2007**



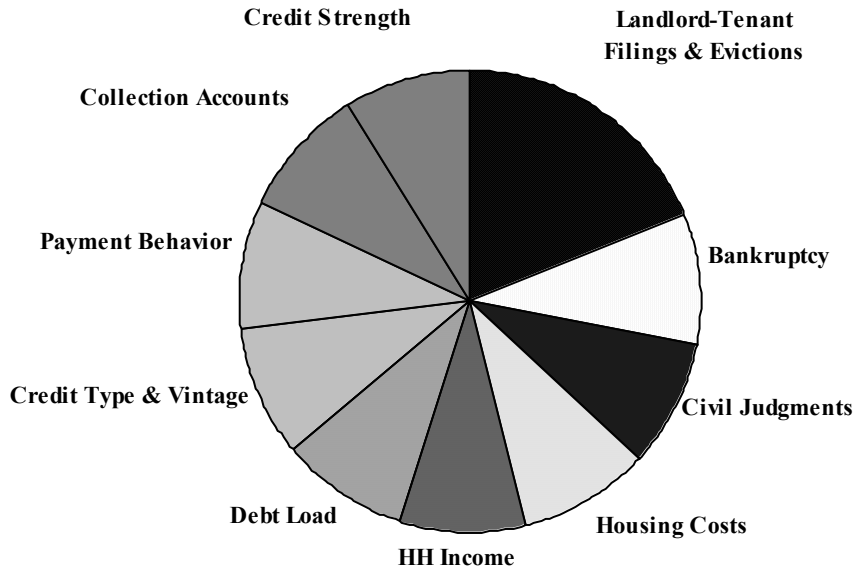
# Rental Scoring & Your Rental Application

Many landlords rely upon “Rental Scores” to estimate the relative financial risk of leasing an apartment to you. In addition to estimating risk, rental scores are an objective and consistent way of reviewing relevant applicant information, and help speed the application approval process.

## ***How is my rental score determined?***

Rental scoring systems assign points to certain factors identified as having a statistical correlation to future financial lease performance. Your rental score results from a mathematical analysis of information found in your credit report, application, and previous rental history. Such information may include your bill-paying history, the number and type of accounts you have, collection actions, outstanding debt, income, and the number of inquiries in your consumer report. The final number, or rental score, represents an estimated level of risk as compared to the performance of other consumers in a range of scores.

Because your rental score is based upon real data and statistics, it is more reliable than subjective methods of evaluating your information. Rental scoring treats all applicants consistently and impartially. Additionally, your rental score never uses certain characteristics like-- race, color, sex, familial status, handicap, national origin, or religion-- as factors.



**Debt Load** – The amount of debt currently held by the residents, and the payments required to service that debt.

**Credit type and Vintage** – The duration and type of credit relationships held by the residents.

**Payment Behavior** – Analysis of the timeliness and frequency of payments on outstanding debts or bills.

**Collections Accounts** – Debts that have been turned over to attorneys or collection agency for recovery.

**Credit Strength** – Credit History and amount of tradelines/accounts.

**Landlord-Tenant Court Filings & Evictions** – filings for failure to pay rent and/or judgments from apartment communities.

**Bankruptcy** – bankruptcies filed by the residents.

**Civil Judgments** – Lawsuits (ex: Tax Liens)

**Housing Costs** – Current rent and future rent

**HH Income** – Household income, the combined income of all individuals responsible for the lease.

## ***What factors could negatively impact your score?***

**High debt load** – If your debt load is equal to or higher than your monthly income.

**Credit Type, Vintage & Strength** – Little or no credit.

**Payment behavior** – Late bill payments and not paying down outstanding balances.

**Collection Accounts** – Utility, apartment, and other housing related costs.

**Landlord/Tenant Court Filings & Eviction** – Are the most heavily weighted factors within the scoring model.

**Bankruptcies**

**Civil Judgments**

## ***How is my rental score used?***

Rental decisions are based upon how much risk a landlord is prepared to accept. Each landlord, therefore, sets the minimum score required for approval of an application. It is possible for your rental score to yield different results depending upon where you apply. Your rental score might mean a denial at one property, while the same score might be approved at another. It all depends upon the risk a landlord is prepared to accept.

## ***What can I do to improve my rental score?***

Your rental score may change if the underlying information it is based upon changes. The total improvement, however, generally depends on how that factor relates to other factors considered by the scoring system. Nevertheless, to improve your rental score, concentrate on paying your bills on time, paying down outstanding balances, and not taking on new debt. Your chances of approval should also improve if you apply for an apartment with lower monthly rent.

## ***Where can I have my score explained?***

Should your application be denied based upon your rental score, you can learn which factors most negatively influenced your score by contacting the consumer reporting agency listed below. Additionally, you can obtain a free copy of your consumer report, if you make the request to the consumer reporting agency within 60 days of the denial.

**First Advantage SafeRent, Inc.**  
ATTN: Consumer Relations Department  
11140 Rockville Pike, PMB 1200  
Rockville, MD 20852  
Ph. (888) 333-2413