



**STATEMENT OF RENTAL POLICY  
FOR  
RESIDENTIAL MANAGEMENT**

Welcome to CM Aspen Grove 120, LLC. 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 should 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) should be able to provide a copy of their Social Security card. Minors under the age of eighteen (18) but over the age of zero (0) months 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:

<u>TYPE OF APARTMENT</u>	<u>MAXIMUM # OF OCCUPANTS</u>
STUDIO	2
ONE BEDROOM	2
TWO BEDROOM	4
THREE BEDROOM	6

Application Fee and Deposit

3. A **non-refundable** application fee of **\$50.00 (Money Order ONLY– Made payable to Aspen Grove)** is required per person for processing. **Upon approval you may put a \$500 (Money Order) holding fee, which will be put towards your security deposit.** These deposits are payable by a certified check, or money order only. This will hold the apartment for a maximum of thirty (30) days, some restrictions apply. This **deposit is non-refundable** if Applicant(s) decides not to move or cancels for any reason.

4. Employment Requirement

Verifiable income shall include income as confirmed by employer, trust officer, two (2) recent computerized pay stubs or two (2) years tax returns and current bank statement if self-employed.

**Acknowledgement: App 1 Initial: \_\_\_\_\_ App 2 Initial: \_\_\_\_\_**



5. Income Requirements

You must have a minimum verifiable income of at least (3.1) times the monthly rent.

6. Credit History

Your credit report must reflect a Scorex of 550 or above for approval. (This score is not the common 100-900 score given on credit reports.) A Scorex of 500 to 549 will be approved only with an additional cost. All outstanding utilities, public records or claims must be cleared. The Landlord reserves the right to deny your application if the above criteria is not met.

7. 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 no history of default in lease obligations and have given proper notice and must not owe any money to your Landlord. If we are unable to verify your previous Landlords and/or references, we reserve the right to deny your application.

8. Criminal History

We complete a thorough criminal background screening.

**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 renter's insurance of at least \$100,000 general liability with Aspen Grove 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. A copy of this contract is available for your review. Please read the Lease Contract carefully, as we take each and every part very seriously. It has been written to protect the rights of both our residents and the Owners of the community.

**ALL ITEMS LISTED ON APPLICATION SUBJECT TO CHANGE WITHOUT WRITTEN NOTICE**

**Acknowledgement:** App 1 Initial: \_\_\_\_\_ App 2 Initial: \_\_\_\_\_



**RENTAL APPLICATION FORM**

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

PETS: \_\_\_\_\_ E-MAILS: \_\_\_\_\_

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

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

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



**APPLICANT #1- CONT'D**

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

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

**PLEASE INDICATE HOW YOU HEARD ABOUT Aspen Grove Apartments (CIRCLE ONE)**

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

**MONTHLY PAYMENTS**

**CREDIT CARDS MONTHLY PAYMENT BALANCE: \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ CAR**

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

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

**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 OR OLDER MUST FILL OUT AN APPLICATION.

<b>NAME</b>	<b>RELATIONSHIP</b>	<b>SOCIAL SECURITY #</b>	<b>DATE OF BIRTH</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**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 IT'S 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-MAILS: \_\_\_\_\_

**APPLICANT #2**

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: \_\_\_\_\_

**PHONE NUMBERS**

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

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

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

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

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

**SALARY**

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

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

**PLEASE INDICATE HOW YOU HEARD ABOUT ASPEN GROVE APARTMENTS (CIRCLE ONE)**

<b>APARTMENT FINDER</b>	<b>SIGN/DRIVE BY</b>	<b>INTERNET REFERRAL</b>	<b>FLYER</b>	<b>RENT.COM</b>
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_____	_____	_____	_____	_____

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

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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

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

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**Civil Judgments** \_\_\_\_\_ **Sex Offender Record** \_\_\_\_\_



**FAIR HOUSING STATEMENT**

IT IS THE POLICY OF RESIDENTIAL MANAGEMNT AND ASPEN GROVE 120, LLC. TO TREAT ALL CURRENT 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 (215) 956-0493 or email to [Aspengrove@resimgt.com](mailto:Aspengrove@resimgt.com). Any questions please contact us at (215) 443-9500.

Thank you in advance for your response to our request.

1. Lease term: From: \_\_\_\_\_ To: \_\_\_\_\_ # of Occupants? \_\_\_\_\_ Pets? \_\_\_\_\_
2. Did the applicant break their lease? \_\_\_\_\_ If yes why? \_\_\_\_\_
3. What was the applicant's rent? \$ \_\_\_\_\_ Did this include any utilities? \_\_\_\_\_
4. Was the tenant ever late? \_\_\_\_\_ If yes how many times? \_\_\_\_\_
5. Did the applicant leave the apartment in good condition? \_\_\_\_\_
6. Has the applicant ever received any legal notices? \_\_\_\_\_  
If yes please explain \_\_\_\_\_
7. Would you re-rent to this applicant? \_\_\_\_\_

Signature of landlord representative: \_\_\_\_\_

Position: \_\_\_\_\_

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





Dear Applicant,

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 lime of \$100,000. You may choose the policy limits for your personal property that are most appropriate for your situation, providing the minimum coverage level is satisfied. You must provide proof of coverage, with Aspen Grove listed as an “additional interest” or “interested party”.

Please not 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.

- I have arranged for liability or property damage insurance and have listed Aspen Grove as an “additional interest” or “interested party” on my policy. I understand that it is required that I maintain liability or property damage coverage for the duration of my lease.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date