

# Oak Manor Apartment Homes

## STATEMENT OF RENTAL POLICY FOR RESIDENTIAL MANAGEMENT

Welcome to Oak Manor Apartment Homes. Thank you for choosing our community. We require that each Applicant and adult 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 must 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) must be able to provide a copy of their Social Security card. Minors under the age of eighteen (18) are not required to apply but **MUST** be listed under Occupants.
2. Occupancy Guidelines:

#### TYPE OF APARTMENT

#### MAXIMUM # OF OCCUPANTS

ONE BEDROOM  
TWO BEDROOM

2  
4

3. A **non-refundable** application fee of **\$50.00 (Money Order Only – Made payable to Oak Manor Apartments)** is required per person, for processing. *If the application is approved, a deposit of \$500\_ is due upon signing a Lease Contract within three (3) days after approval.* These deposits are payable by a certified check or money order only. This will hold the apartment for up to thirty (30) days. Additionally, this **deposit is non-refundable** if Applicant(s) does not take the apartment.

5105 Mission Hills Ave Tampa, FL 33617  
Phone: (813) 988-8232 Fax (813) 988-6424  
[oakmanor@resimgt.com](mailto:oakmanor@resimgt.com)

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## 4. Employment Requirement

Employment will be verified. Verifiable income shall include income as confirmed by employer, trust officer, two (2) recent computerized pay stubs or two (2) years tax returns if self-employed.

## 5. Income Requirements

Verifiable Income must cover the monthly rent plus any monthly fixed obligations. If Applicants do not meet this guideline, Owner may look at other compensating factors (i.e. Credit History, Length of Employment or Rental History) in the approval process.

## 6. Credit History

Your credit report must reflect a Scorex of 375 or above for approval. **(This score is not the common 100-900 score given on credit reports.)** A Scorex of 325 to 374 will be approved only with an additional deposit (amount dependent upon Scorex) or qualified co-signer/guarantor which meets all the same criteria of the application conditions. In addition, all outstanding 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. You must have a history of paying your rent on time, no prior evictions, 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. Cosigners/Guarantor

If Applicant(s) is denied due to lack of income or credit history, Owner may allow applicant(s) to obtain a Cosigner. Cosigner must meet all the same criteria as stated in this application. No Cosigner will be accepted for an applicant(s) with bad credit history. Only one Cosigner allowed per application.

## 9. Criminal History

There must be no criminal records found or application will be denied.

### **You will be denied if:**

If you misrepresent any information on the application you will be denied. 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 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**

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Effective 8/11/09

## RENTAL APPLICATION FORM

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

### APPLICANT #1

FIRST NAME: \_\_\_\_\_ MIDDLE INITIAL: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

ARE YOU A CITIZEN OF THE UNITED STATES? \_\_\_\_\_ YES \_\_\_\_\_ NO

### PRESENT ADDRESS

STREET ADDRESS: \_\_\_\_\_ APARTMENT # \_\_\_\_\_

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

NUMBER OF YEARS LIVED AT PRESENT ADDRESS: \_\_\_\_\_

### BEST CONTACT # (please circle one)

Work/Home/Cell: \_\_\_\_\_ Work/Home/Cell: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### EMERGENCY CONTACT PERSON

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

### PRESENT EMPLOYER

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

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

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

### 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: \_\_\_\_\_

# Oak Manor Apartment Homes

APPLICANT #1 – CONT'D

CURRENT LANDLORD (IF YOU CURRENTLY RENT YOUR HOME)

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

PLEASE INDICATE HOW YOU HEARD ABOUT SUNSCAPE APARTMENTS (CIRCLE ONE)

APARTMENT FINDER	SIGN/DRIVEBY	INTERNET REFERRAL	FLYER	RENT.COM
APARTMENT GUIDE	APARTMENTS.COM	PRESENT TENANT	FOR RENT	OTHER

MONTHLY PAYMENTS

CREDIT CARDS MONTHLY PAYMENTS BALANCE:      \$              \$              \$              \$

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

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

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

DRIVER'S LICENSE NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_

TOTAL NUMBER OF OCCUPANTS IN THE APARTMENT: \_\_\_\_\_

PLEASE ENTER ALL OCCUPANTS UNDER THE AGE OF 18 BELOW. ANY OCCUPANTS 18 YEARS OR OLDER MUST FILL OUT AN APPLICATION.

NAME	RELATIONSHIP	SOCIAL SECURITY #
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 ITS 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:

Criminal Record \_\_\_\_\_ Bankruptcy \_\_\_\_\_ Court/Tenant-Landlord Filings \_\_\_\_\_

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

# Oak Manor Apartment Homes

## RENTAL APPLICATION FORM

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

APPLICANT #2

FIRST NAME: \_\_\_\_\_ MIDDLE INITIAL: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

ARE YOU A CITIZEN OF THE UNITED STATES? \_\_\_\_\_ YES \_\_\_\_\_ NO

PRESENT ADDRESS

STREET ADDRESS: \_\_\_\_\_ APARTMENT # \_\_\_\_\_

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

NUMBER OF YEARS LIVED AT PRESENT ADDRESS: \_\_\_\_\_

BEST CONTACT # (please circle one)

Work/Home/Cell: \_\_\_\_\_ Work/Home/Cell: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EMERGENCY CONTACT PERSON

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

PRESENT EMPLOYER

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

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

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

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: \_\_\_\_\_

APPLICANT #2 – CONT'D

# Oak Manor Apartment Homes

CURRENT LANDLORD (IF YOU CURRENTLY RENT YOUR HOME)

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

PLEASE INDICATE HOW YOU HEARD ABOUT SUNSCAPE APARTMENTS (CIRCLE ONE)

APARTMENT FINDER      SIGN/DRIVEBY      INTERNET REFERRAL      FLYER      RENT.COM  
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_____	_____	_____

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\_\_\_\_\_  
APPLICANT      DATE

I hereby confirm that I have none of the following:

Please Initial:

Criminal Record \_\_\_\_\_ Bankruptcy \_\_\_\_\_ Court/Tenant-Landlord Filings \_\_\_\_\_  
Civil Judgments \_\_\_\_\_ Sex Offender Record \_\_\_\_\_

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## FAIR HOUSING STATEMENT

IT IS THE POLICY OF THE DJN RARITAN AND THIS RENTAL COMMUNITY 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

# Oak Manor Apartment Homes

## LANDLORD VERIFICATION

I hereby authorize the landlord indicated below to release all information regarding my tenancy:

Applicant Signature: \_\_\_\_\_ Landlord Name: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_ Landlord Address: \_\_\_\_\_  
Address/ Apt #: \_\_\_\_\_ 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 as a professional courtesy. Your reply will be treated confidentially.

Thank you in advance for your response to our request, Please fax back to (813) 988-6424 or email to [OakManor@resimgt.com](mailto:OakManor@resimgt.com)

1. Lease Term: From: \_\_\_\_\_ To: \_\_\_\_\_
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. Would you consider the applicants relationship with the landlord  
\_\_\_\_\_ Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor
7. Has the applicant ever received any legal notices? \_\_\_\_\_  
If Yes Please explain \_\_\_\_\_
8. Would you re-rent to this applicant? \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

5105 Mission Hills Ave Tampa, FL 33617  
Phone: (813) 988-8232 Fax (813) 988-6424



# Oak Manor Apartment Homes

Dear Resident,

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. 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 residents are required to provide evidence of liability insurance at a minimum limit of \$100,000. You may choose the insurance company and policy limits that are most appropriate for your situation, providing the minimum coverage level is satisfied. If you arrange your own policy simply provide proof of this coverage, with Oak Manor listed as an “additional interest” or “interested party”.

Please note 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 you purchase a policy that includes personal property.

For the convenience of residents that do not have a specific insurance agent identified we have arranged for a convenient, affordable insurance option for this community. First American Property & Casualty Insurance Company has made available **Renters Insurance Select**, an insurance program developed for multifamily residents. There is no application and acceptance is guaranteed for residents of this community. For less than \$15/month\* you can purchase \$100,000 liability & \$10,000 personal property damage insurance.

Please indicate your insurance election below.

I have arranged for liability or property damage insurance coverage through \_\_\_\_\_, and have listed Oak Manor as “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.

I have enrolled in **Renters Insurance Select** for liability and contents insurance.

I make no election at this time but will provide proof of liability or property damage coverage prior to receiving the keys to the apartment.

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

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

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