

Dear Future Resident:

Thank you for choosing The Villages of Castleberry Hill as your new home! We would like to make this an effortless and swift application process. To ensure this, please begin with these items:

- Application – filled out completely and signed
- Valid Picture ID – copy of driver's license, state/gov't ID, or passport
- Social Security Card
- Proof of Income – completed verification of employment form; or 4 consecutive paystubs from current employer; or a copy of previous tax return if self-employed\*
- Application Fee – certified check or money order only
- Non-Refundable Deposit Bond – certified check or money order ***only to be brought in within 72-hours after credit/background screening is approved***
- First month's rent – certified check or money order ***only to be brought on the day of move-in***

**\*For those of you who may qualify under our tax credit guidelines, we will require additional income information and documentation.**

Our rental qualifications are as follows:

- At least one year of employment on your current job. If less than one year, previous employment may be considered.
- Income must be at least 2.5 times the monthly rental rate.
- Current and previous addresses must be in good standing. Unpaid rental collections or foreclosures will immediately disqualify applicants.
- Credit history will be reviewed. A higher deposit bond will be required if credit history criteria is not fully met.
- Criminal background checks will be conducted. Applicant or residents may not have any felony convictions or registered as a lifetime sex offender.
- For full time students and recent graduates that do not have a work history, a co-signer must meet all above requirements.
- Co-signers must make 4 times the monthly rental rate.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent Signature

\_\_\_\_\_  
Date

NON-REFUNDABLE CREDIT/CRIMINAL CHECK PROCESSING CHARGE

Applicant submits herewith a non-refundable payment in the amount of \$75.00 for a credit/criminal check. If application is not approved said sum will be retained by management to cover the cost of processing this application. Any false information will constitute grounds for rejection of application. Management or his agent is hereby expressly authorized to verify the accuracy and corrections of the statements contained herein to communicate with applicant's employers and creditors, and procure such other information which management or agent may require to evaluate this application.

NOTE: Application must be signed before it can be processed by management.

NON-REFUNDABLE RENTAL SURETY BOND

A rental surety bond amount will be informed to Applicant once approved and should be submitted within 72 hours of application approval. The surety bond amount depends on credit/criminal results. Applicant agrees to execute management's usual rental agreement on or before the occupancy date set on this application. If for any reason management rejects this application, the surety bond submitted herewith will be given back to Applicant. Applicant may cancel this application by written notice within 72 hours of approval. If applicant cancels this application after 72 hours or fails to execute Management's usual rental agreement or refuses to occupy the premises on the agreed upon date, the surety bond will be held until management can determine if it has incurred any expenses of rent loss due to this cancellation. This cost will be deducted from the surety bond and the balance will be refunded.

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

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

Date \_\_\_\_\_

Resident(s) \_\_\_\_\_

Suite # \_\_\_\_\_

Monthly Rent Amount \$ \_\_\_\_\_

Move In Date \_\_\_\_\_

Prorated Rent \$ \_\_\_\_\_

**FORM VALID FOR GEORGIA APARTMENT  
ASSOCIATION MEMBERS ONLY  
APPLICATION FOR OCCUPANCY**

**FOR MANAGEMENT USE ONLY:**

DATE FORM PRINTED \_\_\_\_\_  
APARTMENT NO. \_\_\_\_\_  
APPLICANT: \_\_\_\_\_  
MOVE-IN DATE REQUESTED: \_\_\_\_\_  
APPLICATION SUBMITTED ON: \_\_\_\_\_

Property Fax #: **(404) 222-0258** Property Phone #: **(404) 523-1330**

**LEASING INFORMATION (TO BE COMPLETED BY MANAGEMENT)**

NAME OF APT. COMMUNITY The Village @ Castleberry Hill APT. NO. or ADDRESS REQUESTED \_\_\_\_\_  
COMMUNITY ADDRESS 600 Greensferry Avenue, Atlanta, GA 30314  
LEASE TERM DESIRED FROM \_\_\_\_\_ TO \_\_\_\_\_ DATE OF VISIT TO APTS. \_\_\_\_\_ MOVE-IN DATE REQUESTED \_\_\_\_\_  
APT. TYPE DESIRED \_\_\_\_\_ BDRMS. \_\_\_\_\_ BATHS \_\_\_\_\_ FLOOR PLAN \_\_\_\_\_ RENTAL RATE \$ \_\_\_\_\_ /MO. CONSULTANT \_\_\_\_\_  
HOW DID APPLICANT LEARN ABOUT US? \_\_\_\_\_ WHICH APT(S). DID APPLICANT VISIT? \_\_\_\_\_  
\$ \_\_\_\_\_ APPLICATION FEE (for Credit Check) \$ \_\_\_\_\_ NON-REFUNDABLE FEE (Describe) \_\_\_\_\_  
\$ \_\_\_\_\_ GOOD FAITH DEPOSIT (Applied to Security Deposit) \$ \_\_\_\_\_ OTHER SECURITY DEPOSIT (Describe) \_\_\_\_\_  
\$ \_\_\_\_\_ PET SECURITY DEPOSIT \$ \_\_\_\_\_ OTHER NON-REFUNDABLE FEE (Describe) \_\_\_\_\_

Note: Each Person Who Is An Applicant, Guarantor or Co-Signor Must Fully Complete a SEPARATE Application and Meet ALL Rental Qualification Requirements for Employment (Or Source of Income for Paying Rent), Rental History, Credit, and Criminal Background. A Valid Government Issued Photo ID is Required with this Application and at the Time of Move-In. Submitting this application gives Management permission to check Applicant's credit, rental, employment, and criminal history. This form may be used for approving occupancy of any single family home, mobile home, or other living space, and the word "apartment" includes any kind of landlord and tenant or occupancy agreement.

**IN ORDER TO BE APPROVED FOR OCCUPANCY, ALL QUESTIONS MUST BE FULLY AND COMPLETELY ANSWERED.**

**1. PERSONAL INFORMATION**

Applicant's Name \_\_\_\_\_ Birthdate \_\_\_\_\_  
Last Name First Middle Jr/Sr/III Mo. Day Year  
Social Security OR Individual Tax ID No. \_\_\_\_\_ Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Name of Any Co-Applicant, Co-Signor, or Guarantor \_\_\_\_\_ What is the Legal Relationship to Co-Applicant, Co-Signor, or Guarantor to Applicant? ☐ Spouse ☐ Parent ☐ Roommate ☐ Employer ☐ Other (Describe): \_\_\_\_\_  
Are You Currently in the U.S. Armed Forces or Reserves? ☐ Yes ☐ No If "Yes," State Your Rank, Service & Duty Station: \_\_\_\_\_  
Have You Ever Gone By Any Other Name? ☐ Yes ☐ No If "Yes," What Names? : \_\_\_\_\_  
City/State/Country in Which You Were Born \_\_\_\_\_  
Father's Name/DOB: \_\_\_\_\_ Mother's Maiden Name/DOB: \_\_\_\_\_  
What is the Reason for Moving from your current residence? \_\_\_\_\_  
I learned of this community from \_\_\_\_\_

**2. OTHER OCCUPANTS AND PETS OR SERVICE ANIMALS IN HOUSEHOLD**

Persons and Pets who are not listed below are NOT authorized to live in the apartment. Unauthorized occupants and pets will be a lease violation.

State All Other Occupants' Names Ages Relationship Social Security or Individual Tax ID No.

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

Do you have pets or service animals? ☐ Yes ☐ No [NOTE: No Deposit is required for Service Animals] Has Pet Ever Bitten or Attacked Anyone? ☐ Yes ☐ No  
Weight Of Pet (Approx.) \_\_\_\_\_ Describe Breed, Age, Type & Size of All Pets or Service Animals \_\_\_\_\_

**3. RENTAL HISTORY**

1. **APPLICANT'S CURRENT RESIDENCE:** Name of Owner and/or Apartment Community: \_\_\_\_\_  
Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Monthly Rent Pmt. \$ \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Phone No. \_\_\_\_\_  
2. **APPLICANT'S PREVIOUS RESIDENCE:** Name of Owner and/or Apartment Community: \_\_\_\_\_  
Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Monthly Rent Pmt. \$ \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Phone No. \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

#### 4. EMPLOYMENT HISTORY

1. **APPLICANT'S CURRENT EMPLOYER:** Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone No. \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Monthly Income (Gross) \$ \_\_\_\_\_  
Job Description \_\_\_\_\_ Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_  
\*PROVIDE SOURCE OF INCOME TO PAY RENT IF YOU ARE NOT CURRENTLY EMPLOYED (SEE SECTION 9): \_\_\_\_\_

2. **APPLICANT'S PREVIOUS EMPLOYER:** Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone No. \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Monthly Income (Gross) \$ \_\_\_\_\_  
Job Description \_\_\_\_\_ Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

#### 5. AUTOMOBILE

Year \_\_\_\_\_ Make (Ford, etc) \_\_\_\_\_ Model (Taurus, etc) \_\_\_\_\_ Color \_\_\_\_\_ License Tag No. \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_  
Describe Any Other Vehicle, Boat, or Trailer You Are Requesting to Use or Store at the Apartment Community: \_\_\_\_\_

#### 6. CONTACT PERSONS

1. \_\_\_\_\_  
Name of **Family Member**, Other Than Spouse Phone \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2. \_\_\_\_\_  
Name of **Person Other Than Family Member** Phone \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### 7. BANKING REFERENCE

Checking Acct. (Bank Name) \_\_\_\_\_ Acct. No. \_\_\_\_\_  
Savings Acct. (Bank Name) \_\_\_\_\_ Acct. No. \_\_\_\_\_  
Address of Branch \_\_\_\_\_ Phone \_\_\_\_\_  
Bank Loan \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_ Loan No. \_\_\_\_\_

#### 8. CREDIT INFORMATION

Credit Card Acct. No. \_\_\_\_\_ Balance \$ \_\_\_\_\_ Credit Card Acct. No. \_\_\_\_\_ Balance \$ \_\_\_\_\_  
Other Monthly Debt \_\_\_\_\_ Balance \$ \_\_\_\_\_ Car Loan With. \_\_\_\_\_ Balance \$ \_\_\_\_\_

#### 9. OTHER INCOME OR SOURCE OF SUPPORT

Alimony/Child Support	\$ _____	Name and Address of Payor	_____
Public Assistance	\$ _____	Name of Assistance Program	_____
Social Security	\$ _____	Description of Benefits	_____
Retirement	\$ _____	Name or Source of Payment	_____
Other	\$ _____	Describe Other Sources	_____

#### 10. MANDATORY SCREENING QUESTIONS

**YOU MUST ANSWER EACH OF THESE QUESTIONS. IF YOU ANSWER "YES" TO QUESTIONS 1-7, YOU MUST PROVIDE ADDITIONAL DETAILS.**

1. Have You or Any Person Who Will Be Occupying the Apt. Ever Been Evicted or a Defendant in an Eviction Action? ☐ Yes ☐ No
2. Is Any Apt. Community or Previous Landlord Trying to Collect Money from You or Any Person Who Will Be Occupying the Apt.? ☐ Yes ☐ No
3. Have You or Any Person Who Will Be Occupying the Apt. Ever Filed, Been Discharged From, or Currently Under a Bankruptcy? ☐ Yes ☐ No
4. Have You or Any Person Who Will Be Occupying the Apt. Ever Been Convicted, Charged, Arrested, Indicted, Pleaded Guilty or No Contest, or Received Deferred Adjudication or Probation to (A) Any Felony? Or (B) Any Misdemeanor Involving a Sexual Offense, Stalking, Illegal Use or Possession of Weapons, Assault, Battery, Theft, Fraud, Bad Checks, Criminal Damage to Property, Trespass, Vandalism, Illegal Possession or Sale of Drugs? ☐ Yes ☐ No
5. Have You or Any Person Who Will Be Occupying the Apt. Ever Been Asked to Move Because of an alleged lease violation of any kind? ☐ Yes ☐ No
6. Have You Ever Lived in This Apartment Community Before? ☐ Yes ☐ No
7. Are You Unemployed? ☐ Yes ☐ No
8. Do you have a legal right to be in the United States? ☐ Yes because I am a U.S. citizen ☐ Yes because I have valid documentation from the U.S. Dept. of Citizenship and Immigration Services (USCIS); or ☐ No. If you answered "Yes" because you are a non-U.S. citizen with proper visa documentation, please provide:  
Reason you are in the U.S. \_\_\_\_\_ Visa Type: \_\_\_\_\_ Visa Expiration Date \_\_\_\_\_

I have fully and truthfully answered Questions 1-8 above. Applicant's Initials: \_\_\_\_\_

Provide Additional Information Here to Explain the Answers to Questions 1-8 above: \_\_\_\_\_

## 11. APPLICANT'S CONTRACT AND UNDERSTANDING REGARDING SUBMISSION OF THIS APPLICATION

**False or Misleading Information.** The failure to fill out all sections of this form may result in the denial of your application. Providing false or misleading information could result in denial of your rental application or termination of your rental contract. It is our policy to disapprove the application of any person who could represent a threat to the health, safety, and welfare of the other residents, occupants, visitors, and staff of the apartment community. Inappropriate or abusive conduct during the application process by the applicant or those desiring to rent an apartment will result in denial of the rental application.

**Equal Housing Opportunity Policy.** The apartment owner and Management provide equal housing opportunity for qualified applicants and do not discriminate on the basis of race, color, religion, sex, national origin, familial status, disability, or any other legally recognized status in the State of Georgia. It is the owner's and Management's policy to provide reasonable accommodations in the apartment community's operational policies and procedures and to permit the Resident to make reasonable modifications that are necessary for the Resident and related to the disability for persons with a demonstrated disability. The Resident must request and obtain permission from the owner or Management for any accommodation or modification prior to implementing the same. In general, the cost or expense of physical modifications to the apartment or apartment community is the responsibility of the Resident, unless the applicable law requires the owner or Management to absorb or be responsible for the cost of such modifications. A Resident or occupant with a demonstrated disability is allowed to have an assistance animal to assist with the person's disability. A disabled Resident or occupant is allowed to have an assistance animal which has not been trained as a service animal unless the animal has a history of dangerous, vicious, or unsafe behavior. If the nature of the disability is not obvious or apparent or the manner in which the animal will provide assistance is not clear, Management has the right to request additional information regarding how the animal will assist with the resident's disability. The Resident does not have an absolute right to the specific accommodation or modification requested, and Management has the right to offer an substitute or alternate accommodation or modification with conditions that will provide adequate assurance for the safety, health, and well being of other Residents, occupants, social guests, invitees, and Management employees. No Additional Rent, Non-refundable Fee, or Animal Security Deposit is required from Residents or occupants who are disabled and have an approved service or assistance animal; however, the Resident is responsible for any and all damages and cleaning fees exceeding normal wear and tear caused by such animal.

**Good Faith Deposit.** Applicant understands and agrees that the Good Faith Deposit and other Deposits or Non-Refundable fees paid will be returned if applicant is not accepted as a resident. Applicant will have \_\_\_\_\_ hours after submitting this application to withdraw the application and receive a full refund of the Good Faith Deposit. The notice of withdrawal must be in writing. **The application fees, however, are non-refundable.** If Applicant does not withdraw the application within the time specified above and Applicant is approved for occupancy, the Applicant agrees to sign a rental contract and take possession of an apartment. **If the Applicant does not withdraw the application by written notice within the time specified above and is approved for occupancy but fails or refuses to sign a rental contract and take possession of the apartment on or before the anticipated move-in date (above), the Good Faith Deposit and other deposits or non-refundable fees shall be retained by Management as liquidated damages. If the number of hours to withdraw the application is not specified above, Applicant will only have 24 hours to withdraw the application and receive a refund of the good faith deposit and other deposits and non-refundable fees.** Applicant acknowledges that the Good Faith Deposit is not a security deposit; however, upon signing a rental contract, the Good Faith Deposit will be applied toward any Security Deposit or Non-Refundable Fees specified in the Rental Contract. In the event Applicant defaults under the terms of this Application, Applicant acknowledges that Management shall keep the Good Faith Deposit and other deposits and non-refundable fees as liquidated damages which are compensation for holding the apartment off the market. Applicant agrees that the amount of lost rent in holding the apartment off the market is unknown and that this provision is intended as a good faith estimate of Management's damages in the event of Applicant's default. The Good Faith Deposit does not constitute a security deposit.

**Rental Qualification Criteria.** Applicant understands and agrees that the rental application will be reviewed using business judgment, decisional criteria, a point scoring system, or a combination of those systems. In order to qualify for housing, the applicant must have good rental, credit, and criminal background histories. Applicant must demonstrate the financial ability to afford the apartment under Management's rental qualification criteria. A co-signor or guarantor is not a substitute for unacceptable rental, credit, or criminal background histories. Poor rental history because of disapproval of co-signor's, roommate's, or guarantor's application or because of a prior history of late payments, lease violations, failure to give proper notice, or damages exceeding normal wear and tear may result in denial of the applicant's rental application. However, the lack of a rental history may not necessarily result in a denial of the application. While co-applicants (either as spouses or roommates), co-signor's, and guarantors may be allowed in order to meet the rental qualifications, each of those persons must meet the rental qualification criteria applicable to his or her particular rental application circumstances. Applicant must demonstrate a certain earning level or source of income, savings or assets sufficient to insure the ability of the applicant to pay the monthly rent and living expenses, taking into account any revolving, recurring, or monthly debt from credit cards and loans. Self employed applicants may need to provide income tax returns and other business financial records (such as income and expense statements, asset statements, and personal net worth statements). Self employed persons and corporate renters may be required to pay an additional application fee to obtain Dunn and Bradstreet credit reports on themselves or their companies and submit income tax returns. Unemployed or retired applicants may need to provide additional financial documentation of ability to pay rent.

**Availability of Apartment Desired or Requested.** At the time of this Application, applicant has expressed interest in a particular floor plan or type of apartment and may have requested occupancy of a specific apartment which was shown and listed as the desired unit and occupancy date above. Management cannot guarantee that the particular unit desired will be available on the date requested by the applicant as there are many variables which could result in delay or unavailability of the apartment unit. Applicant agrees to take occupancy of a comparable apartment offered by Management that reasonably matches the applicant's desired floor plan and move-in date. Applicant understands that Management may not be able to provide the desired apartment, floor plan, or move-in date if applicant changes his or her planned or expected move-in date. Unavailability of the desired apartment on the desired date does not relieve applicant from his or her contractual obligations under this contract.

**Applicant's Rental Decision.** Applicant has either asked about or review the Apartment Rental Contract and Addenda he or she is expected to sign upon approval of this application. Applicant agrees that he or she has fully questioned Management regarding any important information about rental of an apartment at this community. Applicant is satisfied with the responses to his or her questions and is fully informed as to all information needed to make his or her decision to apply for an apartment. Applicant understands that not all apartments in the community have line of sight to receive satellite communications and that Management cannot guarantee high speed Internet access. Applicant understands that there are limitations on the number of persons who may occupy an apartment unit, usually expressed as the HUD approved standard which allows Management to limit occupancy to no more than two persons per bedroom or sleeping space. Applicant understands and agrees that he or she must pay for all utilities and services supplied to the apartment, including, but not limited to, water and waste water; sanitation; pest control; electricity; natural gas; cable; phone and other telecommunication services. Applicant is aware that any rental concessions offered may be available only for limited times and that Applicant must comply with all conditions required to receive the concession without having to be responsible for reimbursing Management for the rental value of the concession. Such conditions include fully completing the expected term of the contract without defaulting under the lease and without using any early termination provision. Applicant has had the opportunity to ask questions about the existence of crime in the apartment community and fully understands that Management and the Owner of the apartment community do not provide security or security devices which are intended to detect, deter, or report crimes committed. Applicant understands and agrees that there are limitations on the size, number, and type of motor vehicles or other transportation, boats, trailers, and equipment which may be used or stored on the apartment property. Only authorized motor vehicles may be used or parked on the property. In general no apartment may have more than two automobiles per apartment unit; however, applicant has specifically inquired about and understands the content of parking rules and regulations he or she will be expected to sign if approved for occupancy. Applicant fully understands that any false or misleading information provided to Management during the rental application process could lead to termination or eviction from the apartment community at a later date after taking occupancy once Management learns that the information provided was false, misleading, or inaccurate. The specification of a particular apartment as the one desired by applicant does not constitute a representation or promise by Management that the apartment specified will in fact be available on the desired date. Management may notify applicant either verbally or in writing once the application has been approved. After applicant has been approved or after Management has notified applicant that an apartment is ready for occupancy, applicant must promptly sign a lease and take occupancy of the apartment in order to avoid losing the good faith deposit and non-refundable fees.

**WARNING: YOU ONLY HAVE A LIMITED TIME TO CHANGE YOUR MIND IN WRITING ABOUT APPLYING FOR AN APARTMENT. YOU CAN LOSE YOUR GOOD FAITH DEPOSIT AND OTHER NON-REFUNDABLE FEES IF YOUR APPLICATION IS APPROVED AND YOU FAIL TO SIGN A LEASE OR TAKE OCCUPANCY OF THE APARTMENT.**

**APPLICANT CERTIFIES THAT HE OR SHE HAS FULLY AND TRUTHFULLY ANSWERED ALL QUESTIONS ASKED AND VERIFIED THE ACCURACY OF ALL INFORMATION PRESENTED AND AUTHORIZES VERIFICATION OF ALL INFORMATION PROVIDED.**

**Authorization for Management to Verify Rental Application and Obtain Credit Report.** The above information is complete and correct. I understand that Management will rely on the information provided in making a decision to accept, conditionally accept, or deny my rental application. Applicant authorizes Management and its agents to verify the information provided by obtaining my credit file, rental history, employment information, and criminal records and contacting my current and former employers and landlords. Applicant releases Management and any third parties who provide information to verify this application from all liability, claims, and lawsuits with regard to the information obtained, regardless of the source. Applicant agrees to indemnify and hold harmless Management, its agents, current or prior landlord, current or prior employer, and all other persons whomsoever who provide information, regardless of whether the information provided is negative.

**Authorization to Obtain Credit Report and Other Information in Connection with Collection of a Debt.** Applicant agrees that management or any collector retained by management is expressly authorized at any time to obtain a consumer report (credit report) on applicant and to obtain information on applicant's location and employment in connection with the collection of any amounts or damages claimed due from applicant as a resident under any rental contract with management. Any employers, banks, landlords, businesses, consumer reporting agencies, or other third parties are entitled to rely on the undersigned's authorization and cooperate in providing the requested information to assist in collection of any debt owed by applicant as a resident under any rental contract. Applicant authorizes any notices or demands for payment to be mailed to applicant in care of contact persons named in Section 6 above.

**Know Your Neighbors:** Certain individuals convicted of certain sex-related crimes are required to register their name and current address on an index maintained by the state or county in which they reside. You may access that index in order to determine whether any such individuals live in proximity to a certain location. The public may access the Internet to view all sex offenders registered in Georgia. The Statewide Sex Offender Registry can be obtained through the Internet at <http://gbi.georgia.gov/georgia-sex-offender-registry>. The public may also contact the local Sheriff to view a list of the sex offenders listed in their county.

Application Completed by Applicant on:

Applicant's Signature: \_\_\_\_\_

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

Print Applicant's Full Name: \_\_\_\_\_

Date and Time Application Received by Management: \_\_\_\_\_

The Villages of Castleberry Hill  
600 Greensferry Ave.  
Atlanta, GA 30314

TENANT RELEASE AND CONSENT

I/We \_\_\_\_\_ (applicant/resident), the undersigned hereby authorize all persons or companies in the categories listed below to release without liability, information regarding employment, income, and/or assets to The Villages of Castleberry Hill (owner or agent) for purposes of verifying information on my/our apartment rental application.

INFORMATION COVERED

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include, but are not limited to: personal identity; employment, income, and assets; medical or child care allowances. I/We understand that this authorization cannot be used to obtain any information about me/us that is not pertinent to my eligibility for and continued participation as a Qualified Tenant.

The groups or individuals that may be asked to release the above information include, but are not limited to:

Past and Present Employers	Welfare Agencies	Veterans Administration
Previous Landlords (including	State Unemployment Agencies	Retirement System
Public Housing Agencies)	Social Security Administration	Banks and other Financial
Support and Alimony Providers	Medical and Child Care Providers	Institutions

CONDITIONS

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file and will stay in effect for a year and one month from the date signed. I/We understand I/we have a right to review this file and correct any information that is incorrect.

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*SIGNATURES*

_____ Applicant/Resident	_____ (Print Name)	_____ Date
_____ Co-Applicant/Resident	_____ (Print Name)	_____ Date
_____ Adult Member	_____ (Print Name)	_____ Date
_____ Adult Member	_____ (Print Name)	_____ Date

Federal Law requires the Requesting Party and H J Russell & Company to verify certain information about all members of households living or applying for admission to our communities, Federal law also requires your cooperation in supplying information on criminal activity (if any) of any person listed below

Using the numbers below, please indicate whether you or any household member has been involved in, arrested for, charged with or convicted of any crimes, including, but not limited to, any of the following:

- |  |  |
|--|--|
| 1. Homicide, Murder, Voluntary Manslaughter  | 12. Hate Crime, Terrorism                      |
| 2. Sex-related crimes (including Rape, Sexual Battery)   | 13. Moto Vehicle Theft                         |
| 3. Child Molestation, Child Sexual Exploitation  | 14. "Carjacking"                               |
| 4. Assault, Battery  | 15. Larceny                                    |
| 5. Robbery   | 16. Child Neglect                              |
| 6. Drug-related crime (including Trafficking, Distribution, Manufacture, Sale, Use Possession) | 17. Child Abuse                                |
| 7. Arson   | 18. Disorderly Conduct                         |
| 8. Burglary  | 19. Prostitution, Solicitation of Prostitution |
| 9. Illegal Firearms  | 20. Vandalism, Destruction of Property         |
| 10. Kidnapping, False Imprisonment   | 21. Receiving Stolen Goods                     |
| 11. Harassment, Stalking   | 22. Other crimes                               |
|  | Specify: _____                                 |

Household Member's Full Name	Social Security Number	DOB: MM/DD/YY	Race	Sex	Crime No. (see above)	Other States Lived in

Address: \_\_\_\_\_ Apt#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I hereby voluntarily authorize any law enforcement agency and/or any other authorized entity to release to the Requesting Party and H J Russell & Company information, including a copy of any records regarding any criminal activity which I have been involved in, arrested for, charged with or convicted of. I authorize the Requesting Party and H J Russell & Company, Inc. to share this information and any other information that they may have regarding any criminal activity in which I have been involved in, arrested for, charged with or convicted of with Requesting Party and H J Russell & Company agents/representatives. The Requesting Party and H J Russell & Company may periodically perform or engage any law enforcement agency and/or authorized entity to perform a criminal background check at any point from the date of my signature. A copy of this Authorization shall be as effective as the original and shall be valid until revoked by me in writing. I recognize that if I have any outstanding warrant(s), I may be arrested by the local Sheriff's Department or other law enforcement agencies.

Head of Household's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Household Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy of Driver's License or Picture Identification Card of each person listed above Attached ☐ Yes ☐ No

Signature \_\_\_\_\_

(Requesting Party – Property Management).

\_\_\_\_\_

(Date)

***If you required special assistance to complete this form due to a disability, please contact the Property Manager.***



220 Gerry Drive  
Wood Dale, IL 60191

Tel: 866.389.4042

Fax: 866.389.4043

www.screeningreports.com

## RELEASE OF INFORMATION

### COMMUNITY YOU ARE APPLYING FOR: The Villages Of Castleberry Hill

I authorize Screening Reports, Inc. (SRI) to do a complete investigation of all information provided on my application. I have personally filled in and/or reviewed and approved all information listed on my application and hereby affirm that it is true, correct and complete. A complete investigation may include any or all of the following: Credit Report, Criminal Record, Rental History References and Personal Interviews with references. I acknowledge that SRI provides reports to apartments and does not participate in the approval or denial process. My signature below authorizes all entities listed on application to release rental, job history (including salary) and criminal record information.

### ARBITRATION AGREEMENT("AGREEMENT")

I agree to arbitrate all disputes and claims arising out of or relating to actions taken by SRI or its agents and assigns in acquiring and reporting information relating to my application. Before I seek arbitration, I will first provide written Notice of Claim or Dispute ("Notice") to SRI, 220 Gerry Dr., Wood Dale, IL 60191 ("Notice Address"). The Notice must: (a) describe the nature and basis of my claim or dispute; and (b) include all supporting documentation to substantiate the basis for my claim or dispute. If I do not reach an agreement with SRI to resolve the claim or dispute within 30 days after the Notice is received, I may commence an arbitration proceeding.

To the fullest extent permitted by applicable law, no arbitration under this Agreement shall be joined to an arbitration involving any other party subject to this Agreement, whether through class arbitration proceedings or otherwise. I may bring claims against SRI in my individual capacity only, and not as a plaintiff or class member in any purported class or representative proceeding.

The arbitration shall be governed by the Commercial Dispute Resolution Procedures and the Supplementary Procedures for Consumer Related Disputes of the American Arbitration Association ("AAA"), as modified by this Agreement, and shall be administered by the AAA. The AAA rules are available at [www.adr.org](http://www.adr.org) or by writing to the Notice Address.

### PRIVACY POLICY

Your privacy is very important to us. Accordingly, we have developed this Policy in order for you to understand how we collect, use, communicate, disclose and make use of personal information. The following outlines our privacy policy.

- Before or at the time of collecting personal information, we will identify the purposes for which information is being collected.
- We will collect and use personal information solely with the objective of fulfilling those purposes specified by us and for other compatible purposes, unless we obtain the consent of the individual concerned or as required by law.
- We will collect personal information by lawful and fair means and, where appropriate, with the knowledge or consent of the individual concerned.
- Personal data should be relevant to the purposes for which it is to be used, and, to the extent necessary for those purposes, should be accurate, complete, and up-to-date.
- We will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorized access, disclosure, copying, use or modification.
- We will make readily available to customers information about our policies and practices relating to the management of personal information.
- We are committed to conducting our business in accordance with these principles in order to ensure that the confidentiality of personal information is protected and maintained.

\_\_\_\_\_  
Applicant Name

XXX - XX - \_\_\_\_\_

Social Security #

\_\_\_\_\_  
Date of Birth

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

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Applicant Name

XXX - XX - \_\_\_\_\_

Social Security #

\_\_\_\_\_  
Date of Birth

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

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Applicant Name

XXX - XX - \_\_\_\_\_

Social Security #

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\_\_\_\_\_  
Today's Date