



# EPOCH MANAGEMENT, INC.

## APPLICATION FOR Bermuda Estates at Ormond Beach APARTMENTS

(Each Occupant 18 years & over must completely fill out a separate application)



Name \_\_\_\_\_ Maiden Name \_\_\_\_\_  Married  Separated Sex \_\_\_\_\_  Single

Social Security # (Copy Attached) \_\_\_\_\_ Birth Date \_\_\_\_\_

Are you a US Citizen? \_\_\_\_\_ Yes \_\_\_\_\_ No If No, Do you have a valid work visa? \_\_\_\_\_ Yes \_\_\_\_\_ No

Number of Occupants \_\_\_\_\_ Pets \_\_\_\_\_ Type \_\_\_\_\_ Weight \_\_\_\_\_ Color \_\_\_\_\_  
Work Phone # \_\_\_\_\_ Home Phone# \_\_\_\_\_

Occupants:	Name	Birth date (mm-dd-yyyy)	Social Security #	Relationship
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Phone # \_\_\_\_\_ Fax #: \_\_\_\_\_ Date Employed \_\_\_\_\_

Position \_\_\_\_\_ Gross Salary/Month \_\_\_\_\_

Previous Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Phone # \_\_\_\_\_ Fax #: \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_

Position \_\_\_\_\_ Gross Salary/Month \_\_\_\_\_

Previous Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Phone # \_\_\_\_\_ Fax #: \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_

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 \_\_\_\_\_

Checking Acct # \_\_\_\_\_ Bank \_\_\_\_\_ City/State \_\_\_\_\_

Savings Acct # \_\_\_\_\_ Bank \_\_\_\_\_ City/State \_\_\_\_\_

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) \_\_\_\_\_

Drivers License # \_\_\_\_\_ Expiration Date \_\_\_\_\_ State \_\_\_\_\_

Personal Description \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_

How did you hear about these apartments? \_\_\_\_\_ What attracted you to these apartments? \_\_\_\_\_

Have you ever been evicted? \_\_\_\_\_ 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 \_\_\_\_\_

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 Bermuda Estates at Ormond Beach 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 Bermuda Estates at Ormond Beach, 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.

**APPLICATION VERIFICATION**  
**Bermuda Estates at Ormond Beach APARTMENTS**

Community # 178

Employer Verification by \_\_\_\_\_ Faxed Information Attached \_\_\_\_\_  
Employer \_\_\_\_\_ Date \_\_\_\_\_  
Date Ck \_\_\_\_\_ Salary Ck \_\_\_\_\_ Position Ck \_\_\_\_\_  
Employer \_\_\_\_\_ Date \_\_\_\_\_  
Date Ck \_\_\_\_\_ Salary Ck \_\_\_\_\_ Position Ck \_\_\_\_\_  
Total Present Monthly Income \_\_\_\_\_

Emergency Contact Verification by \_\_\_\_\_  
 Name, Address, Phone #, Relationship, Verified  Incorrect

Closest Relative Verification by \_\_\_\_\_  
 Name, Address, Phone #, Relationship, Verified  Incorrect

Resident Verification by \_\_\_\_\_ Faxed Information Attached \_\_\_\_\_  
Residence \_\_\_\_\_ Date \_\_\_\_\_  
Comment \_\_\_\_\_  
Residence \_\_\_\_\_ Date \_\_\_\_\_  
Comment \_\_\_\_\_

Bank Verification by \_\_\_\_\_  
Bank \_\_\_\_\_ Current Account?  Yes  No Account Age \_\_\_\_\_  
Bank \_\_\_\_\_ Current Account?  Yes  No Account Age \_\_\_\_\_

Credit Reference by \_\_\_\_\_  
Name \_\_\_\_\_ Comment \_\_\_\_\_  
Name \_\_\_\_\_ Comment \_\_\_\_\_  
Name \_\_\_\_\_ Comment \_\_\_\_\_

Credit Report Summary \_\_\_\_\_  
\_\_\_\_\_

MANAGER \_\_\_\_\_  
REVIEW OF APPLICATION AND VERIFICATION

Was First Advantage SafeRent Used?  Yes  No If No, What system was used? \_\_\_\_\_

Approved Apt# \_\_\_\_\_ Type \_\_\_\_\_ Move-in Date \_\_\_\_\_

Denied Date \_\_\_\_\_ Manager Signature \_\_\_\_\_

Approved w/Conditions **Adverse Action Letter to be sent immediately if application is Denied or Approved with Conditions**

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**VACATING INFORMATION**

DATE VACATED \_\_\_\_\_ LENGTH OF LEASE \_\_\_\_\_ NO. OF MONTHS COMPLETED \_\_\_\_\_

DID RESIDENT GIVE NOTICE IN WRITING \_\_\_\_\_ NOTICE ATTACHED  YES  NO

IF NO, EXPLAIN \_\_\_\_\_

REASON FOR MOVING \_\_\_\_\_

IS TRANSFER CLAUSE APPLICABLE (IF YES, LETTER OF TRANSFER MUST BE ATTACHED)?  YES  NO

DATE ORIGINAL SECURITY DEPOSIT PAID: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ AMOUNT:\$ \_\_\_\_\_

DEDUCTIONS: Explanation

\_\_\_\_\_ ( \_\_\_\_\_ ) ACCOUNT SENT TO COLLECTION? \_\_\_\_\_

\_\_\_\_\_ ( \_\_\_\_\_ ) NAME OF COLLECTION AGENCY \_\_\_\_\_

\_\_\_\_\_ ( \_\_\_\_\_ ) DATE SENT \_\_\_\_\_

**TOTAL DEDUCTIONS:** ( \_\_\_\_\_ )

\*AMOUNT OF REFUND \$ \_\_\_\_\_

\*INTEREST DUE \$ \_\_\_\_\_

OTHER REFUND \_\_\_\_\_ \$ \_\_\_\_\_ \*CODE \_\_\_\_\_ AMOUNT \_\_\_\_\_

REFUND PAYABLE TO: \_\_\_\_\_

FORWARDING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

I HEREBY CERTIFY THAT I HAVE PERSONALLY INSPECTED THE UNIT VACATED, THAT THE PREMISES AND FURNISHINGS ARE CLEAN AND UNDAMAGED, AND THAT ALL INVENTORY ITEMS ARE INTACT, EXCEPT AS NOTED ABOVE.

DATE \_\_\_\_\_ MANAGER \_\_\_\_\_

FORFEIT NOTICE SENT:

DATE \_\_\_\_\_

CERTIFIED NO. \_\_\_\_\_

DEPOSIT FORFEITED: \_\_\_\_\_



# 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.

**Occupants:**

Occupancy will be limited to no more than two (2) persons in a one-bedroom apartment, four (4) persons in a two-bedroom apartment or six (6) persons in a three-bedroom apartment. All adult occupants will be considered as responsible residents under the Lease Agreement and will be asked to sign the Lease as a resident. Note: A family may occupy an apartment if the family does not exceed two (2) persons per bedroom plus a child who is under the age of 18 years old per apartment.

**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. Combined 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 communities' 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

**Criminal Background Check:** A criminal background check will be run on all Applicants. An applicant may be automatically denied in the event applicant(s) have ever been convicted or charged of felony or misdemeanor offense(s) involving 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 commits an offense of sexual nature, resulting in conviction or is labeled as a registered sexual offender or predator 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: Jan 2, 2007

