



THE GREEN

AT NORTHPARK

Floor Plans	Type of Floor Plans	Square Footage
1A	1X1	542
2A	1X1	676
3A	1X1	718
4A	1X1	684
1B	2X2	989
2B	2X2	1045
3B	2X2	1199
4B	2X2	1189

Application Fee \$50 per person over the age of 18 - non-refundable

Deposit \$400 minimum - refundable

Administration Fee \$100 - non-refundable

Pet Fee \$350 per pet - non-refundable

Pet Rent \$10 per pet





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Application

RENTAL APPLICATION FOR RESIDENTS AND OCCUPANTS
EACH CO-RESIDENT AND EACH OCCUPANT OVER 18 MUST SUBMIT A SEPARATE APPLICATION

APPLICANT/OCCUPANT/CO-SIGNER (CIRCLE ONE)

Date when filled out _____
Name (exactly as it appears on driver's license or gov't ID): _____
Driver's license # and State: _____ OR Gov't Photo ID card #: _____
Your Social Security Number: _____
Birth date: _____ Contact Phone #: _____ Email address: _____

Current home address (where you now live): _____ City/State/Zip: _____
Name of apt where you now live (if applicable): _____ Current Rent/Mortgage: \$ _____
Current owner or Manager's name: _____ Date moved-in: _____
Their phone: (____) _____ Why are you leaving current residence? _____

Former home address _____ City/State/Zip: _____
Name of former apt where you lived (if applicable): _____ Rent/Mortgage: \$ _____
Current owner or Manager's name: _____ Date moved-in: _____
Their phone: (____) _____ Why did you leave former residence? _____

EMPLOYMENT:

Present Employer: _____ Position: _____
Address: _____ City/State/Zip: _____
Work phone:(____) _____ Date you began this job: _____ Gross mo. Income: \$ _____
Supervisor's name and phone: _____

Former Employer: _____ Position: _____
Address: _____ City/State/Zip: _____
Work phone:(____) _____ Date you began this job: _____ Gross mo. Income: \$ _____
Supervisor's name and phone: _____

OTHER INCOME

Your other non-work income that you want considered. Please explain. _____

OTHER OCCUPANTS

Names of all persons (persons under 18) who will occupy the apt without signing this lease. Continue on separate Page (if needed). Each co-resident and each occupant over 18 must submit a separate application.

Name: _____ Relationship: _____ Sex: _____
Birthdate: _____ Driver's license or gov't ID and state: _____
Contact Phone #: _____ Email address: _____
Your street address (as shown on your driver's license or gov't ID): _____

Name: _____ Relationship: _____ Sex: _____
Birthdate: _____ Driver's license or gov't ID and state: _____
Contact Phone #: _____ Email address: _____
Your street address (as shown on your driver's license or gov't ID): _____

APPLICANT'S RENTAL/CRIMINAL HISTORY

Have you or any occupant listed above ever:

- Declared Bankruptcy? yes no
- Been evicted or asked to move out? yes no
- Been convicted of a felony? yes no
- Broken a rental agreement or lease contract? yes no
- Been sued for damages to rental property? yes no

OTHER INFORMATION

Will you or any other occupant have an animal(s)? yes no

Type: _____ Breed: _____ Weight: _____ Age: _____ Name of pet(s): _____

PETS ARE NOT PERMITTED WITHOUT MANAGER'S PRIOR CONSENT, WHICH MAY BE WITHHELD BY MANAGER IN ITS DISCRETION.

**All dogs must pass pet interview to prove that they are not aggressive with humans or other dogs | 2 pet limit per apt*

Were you referred? yes no *If yes, by whom:* Locator: _____ Friend: _____ Other: _____
Did you find us on your own? yes no *If yes, how:* On the internet: _____ Print Publication: _____





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VEHICLE INFORMATION

Vehicle(s): Make _____ Model _____ Year _____ Color _____ Plate # _____
Make _____ Model _____ Year _____ Color _____ Plate # _____

- Lease Contract Information.** The Lease Contract along with Special Provisions and Lease Addendums must be signed by all parties prior to move in.
- Application & Pet Fee (non-refundable).** You have delivered to our representative an application fee in the amount indicated and it is non-refundable. [\$50 per applicant]
- Approval.** When we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval and will deposit the required security deposit in the escrow account. If you or any co-applicant fails to take occupancy or decides to withdraw your application after approved, we will retain the security deposit as liquidated damages.
- Completed Application.** An Application will not be considered "completed" and will not be processed until all of the following have been provided to us: an **Application**, fully filled out and signed by you and each co-applicant; application fees, paid to us; **Employment Verification** (or paycheck stubs, or bank statements or tax returns to verify income) **Residency Verification** and the signed **Residency Qualifications**. If the *completed application* is not received within forty-eight (48) hours of the initial application, the application will not be approved, and the deposit will be refunded. The application fee and administrative fee is not refundable.
- Non-approval.** We will notify you whether you have been approved within seven to ten days after the date we receive the completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval.
- Refund after Non-approval.** If you or any co-applicant is not approved, we will refund the security deposits within 30 days. Refund checks may be made payable to all co-applicants and mailed to one applicant.
- Keys or Entry Codes.** We will furnish keys and/or entry codes only after all parties have signed rental documents, and all applicable rents and security deposits have been paid in full.
- Receipt:** Application fee (non-refundable): \$_____ Security Deposit (refundable if applicant is not approved.) \$_____ Admin Fee \$_____ (non-refundable) Total amount of money received to date: \$_____
- Signature.** Our representative's signature is consent only to the above application agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.

All parts of the application must be completed within forty-eight (48) hours of initial application. If the application is not submitted in full, the applicant understands that our representative has the ability to move forward with other prospects.

Acknowledgement. You declare that all your statements on this Application are true and complete. You authorize us to verify the same through any means including consumer reporting agencies and other rental housing owners. If you fail to answer any question or give false information, we may reject the application, retain all application fees as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorneys' fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

Emergency Information: Please list an emergency contact person over 18, who will not be living with you.

Name _____ Relationship _____
Address _____
Work Phone _____ Home Phone: _____ Cell Phone: _____

If you are seriously ill, missing, or in a jail or penitentiary according to an affidavit of the above person, or if you die, you authorize the emergency contact person listed above to enter your dwelling to remove all contents, as well as your property in the mailbox, storerooms and common areas. If you are seriously ill or injured, you authorize us to send for an Ambulance at your expense. We are not legally obligated to do so.

This Rental Application and the Lease Contract are binding legal documents when signed. Please read them carefully. Before submitting a Rental Application or signing a Lease Contract, you may take a copy of these documents to review. You are entitled to a copy of the Lease Contract after it is fully signed.

Applicant's Signature: _____ Date: _____

Signature of Owner's Representative: _____ Date: _____

Apt # _____ Expected Move in Date _____ Rent Amount \$ _____





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Residency Qualifications

Welcome to our community! For the purpose of this document, the term "Applicant" is defined as the person or persons who will be signing the Lease as the "Resident;" the term "Occupant" is defined as the person or persons who are authorized occupants under the Lease. An applicant must be 18 years of age or older to qualify as a resident.

EQUAL HOUSING: We are an Equal Housing Opportunity Provider. We do business in accordance with the Federal Fair Housing Act and do not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin. Additionally, we provide housing in accordance with all other state and local laws if those laws provide greater protection than the Federal Fair Housing Act.

APARTMENT AVAILABILITY: Applications for apartment homes will be accepted on a first come-first serve basis, with security deposit, and are subject to the availability of the particular apartment type requested. If the applicant's credit is not approved or if the applicant fails to sign a Lease by the specified date, then the apartment would again become available.

FEES/ DEPOSITS: Each occupant over the age of 18 is required to pay a non-refundable application fee for verification of information, background screening, and credit approval: \$50 per applicant. If for any reason management decides to decline the application the fee will not be refunded. After your application is approved, the security deposit is refundable within 72 hours. Each apt has a 2-pet maximum and each pet will be charged a fee of \$350 per pet, along with a \$10 pet rent per pet monthly.

EMPLOYMENT/ INCOME REQUIREMENT: The gross monthly, verifiable combined income must equal three times the monthly rent, per household. If a Lease Contract Guarantor is required or authorized, the Guarantor gross monthly income must equal four times the monthly rent in order to qualify as a Guarantor. All monthly income will be verified. Income verification is required prior to final approval of the application for residency. One or more of the following documents must be submitted by the Applicant or Guarantor within 48 hours of the date of application: Last two paycheck stubs or current bank statement showing recurring payroll deposits. If self-employed, a tax return and/or other documentation must be available to show three times the monthly rent. Lease term may *not* be paid in full in lieu of income verification. Assets may be used in lieu of income with documentation/proof of a minimum balance equal to two years of the rent in an accessible account.

CREDIT: A complete investigation of credit history of each applicant will be made and will require a satisfactory rating.

RESIDENTIAL HISTORY: Present and previous residence may be verified for all applicant and proposed occupants. We must obtain verification of a satisfactory rental history for the past two years, which includes timely rent payments, proper notice to vacate, and history of lease violations. All applicants who have been previously evicted or have an unpaid balance with a previous landlord/owner will be declined. The head of the household must be 18 years or older, physically occupy the apartment, and meet all criteria.

CRIMINAL BACKGROUND CHECKS: We perform criminal background checks in accordance with applicable federal and state laws. Your signature on the Application for Residency authorizes us to check not only your credit history, but also any arrests or convictions. You will be required to answer questions on the application stating whether you have been convicted or arrested of a crime; and, if so, what the crime was, when and where it occurred, and the disposition of that charge. An unsatisfactory criminal background check revealing a serious charge including, but not limited to, conviction of a felony or deferred adjudication of a felony will result in denial of your application. However, not all crimes disqualify you from living at the community. Crimes that result in denial of residency are those which pose a serious threat to the health, safety, and welfare of persons living and working in your community, taking into account not only the type of crime but also the circumstance under which it occurred. In the event the criminal background check reveals any pending criminal



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cases, we may offer residency conditionally upon dismissal of favorable resulting of the charge. Upon conviction, the Lease Agreement will be terminated immediately. All felony convictions or guilty pleas more than 4 years ago are considered positive history. Negative criminal history is any convictions or guilty pleas committed within the last 4 years (to include 3rd offense or greater DUI or DWI) or violent crimes such as murder, rape, armed robbery and any sexual crimes against children or adults committed at any time or any association to terrorism.

NON- U.S. CITIZEN: All Non-U.S. Citizens without a social security number (SSN) must present one of the following documents issued by the USCIS (U.S. Citizenship and Immigration Services) for identification to be considered for occupancy:

- a. Arrival/Departure Record, Form I-94
- b. Permanent Resident Card or Alien Registration Receipt Card, Form I-551
- c. Employment Authorization Card, Form I-688Q
- d. Temporary Resident Card, Form I-688B
- e. Employment Authorization Document, Form I-688B
- f. Employee Authorization Document, Form I-766
- g. Reentry Permit, Form 1-327
- h. Refugee Travel Document, Form 1-571

PHOTO IDENTIFICATION: Prior to viewing an apartment home, you will be required to provide a valid government issued photo identification. A valid form of identification shall include one of the following: Drivers License, Military Identification, a Passport or government issued photo identification. All persons going on the tour to view the apartment home must have a valid form of identification. Anyone that does not have the valid photo identification required will be asked to remain in the office during the tour.

RENTER'S INSURANCE: Renter's Insurance is **strongly recommended**, but not required.

THE LEASE AGREEMENT WILL NOT BECOME EFFECTIVE UNTIL THIS APPLICATION IS APPROVED BY MANAGEMENT.

EQUAL CREDIT OPPORTUNITY ACT: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of sex and marital status.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Management received the completed application on:

Date: _____ Time: _____ By: _____

Deposit Received: _____





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Security Deposit Agreement

Received from _____, \$_____ as a Security Deposit for Apt #_____ at The Green at NorthPark. Resident is aware that if their application is not approved per provided qualifications, the security deposit will be refunded, and Resident will not be allowed to occupy the apartment. If the application is approved, this deposit will hold the above referenced apt for 72 hours for the Resident. If Resident decides not to move in for any other reason after the 72 hours, the security deposit will be forfeited.

Owner agrees that subject to the conditions listed below; this Security Deposit will be returned in full.

AGENT FOR OWNER

The undersigned Resident agrees that this Security Deposit may not be applied as rent and that the full month's rent will be paid the first day each month, including the last month of occupancy.

RESIDENT

RESIDENT

RELEASE OF THE SECURITY DEPOSIT IS SUBJECT TO THE FOLLOWING PROVISIONS:

1. Full term of lease has expired, and all terms of the lease are fulfilled.
2. Proper written notice was given prior to leaving apartment.
3. No damage to property beyond fair wear and tear.
4. All unpaid charges are current, to include late charges, delinquent rent and maintenance invoice.
5. All keys and key fobs are returned.
6. All debris, rubbish, and discards are removed from the apt and placed in appropriate containers.
7. Forwarding address is left with Management.
8. Entire apartment including; range, exhaust fans, refrigerator, bathrooms, closets, and cabinets are clean
9. Appliance manual is returned in the condition in which it was received
10. **Carpet must be professionally steam cleaned upon move out. A receipt must be given to management. (Resident may choose to have the cost of this service deducted from the deposit)**

The costs of labor and materials for cleaning and repairs and delinquent payments will be deducted from Security Deposit if all above provisions are not complied with. The Security Deposit will be refunded by check, mailed to the forwarding address, made payable to all persons signing the lease. **Refunds cannot be picked up at the office.**

Resident

Date

Resident

Date

Property Manager as Agent for Owner

Date





THE GREEN
AT NORTHPARK

Employment Verification

To: _____
Email: _____
From: _____
Date Sent: _____

_____ has applied for residency at The Green at NorthPark. Part of our application process requires us to verify current and previous employment history. Please complete the form below and return to our office. Thank you for your cooperation.

Consent:
I, _____, do allow my current/previous employer to release the information requested in this form to The Green at NorthPark

Signature _____
Date

THE FOLLOWING IS TO BE COMPLETED BY EMPLOYER:

Employee Name: _____ Job Title _____

Presently Employed? _____ Date Employment Began: _____ Date Employment Ended: _____

1. Gross Pay Before Deductions (select ONE):

- Hourly \$ _____ x _____
(rate) (avg. hrs.)
- Monthly \$ _____
- Weekly \$ _____
- Bi-Weekly \$ _____

2. Is the employee compensated for overtime? Yes No

Average OT hours worked per week: _____ Rate: _____/hr.

3. Does the employee receive other compensation? Yes No

- Bonus \$ _____ per wk/mo/yr
(circle one)
- Commission \$ _____ per wk/mo/yr
(circle one)
- Tips \$ _____ per wk/mo/yr
(circle one)
- Other \$ _____ per wk/mo/yr
(circle one)

4. If the employee's work is seasonal or sporadic, indicate layoff period: _____

5. List any anticipated change in employee's rate of pay within the next 12 months:

_____ Effective Date: _____

EMPLOYER'S CONSENT:
I DO TESTIFY THAT I HAVE FILLED OUT THIS FORM TRUTHFULLY AND ACCURATELY AS IT PERTAINS TO THE ABOVE STATED EMPLOYEE.

Name _____
Title





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AT NORTH PARK

Resident Rental History Verification

Residence _____
Address _____
Phone _____
Fax _____
Contact _____
Email _____

Future Resident Name _____

Dates of Residency _____

Did resident give proper notice to vacate?

If yes, for what move out date?

Any delinquent payments?

If yes, how many and what kind?

Any NSF payments?

If yes, how many?

Any letters of non-compliance?

If yes, please explain:

Would you re-rent to this resident?

Additional comments are appreciated:



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Resident Rental History Verification

Verified by:

Title:

The following individual has applied for residency at The Green at NorthPark in Covington, Louisiana. Your company name was listed as either a present or previous residence. In order to process the application, we graciously request the following requests to be completed by an Owner, Manager, or Management Representative. Your cooperation is greatly appreciated.

By signing below, I authorize the above referenced company to release all information pertinent to my residency history to The Green at NorthPark.

Future Resident:

Date:



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CLECO Confirmation

Service Address: 2021 Sullivan Lane
Unit: [REDACTED]
Covington, Louisiana
70433

Account Number: [REDACTED]

Effective Date: _____

Move-in Date: _____

Cleco: **1-800-622-6537**

Keys will not be released without confirmation that electricity has been transferred into lease holder's name. Resident agrees to maintain electricity in their name. A fee of **\$10 per day** will be charged to the resident for each day that electricity is under The Green at NorthPark.

LESSEE

DATE

LESSEE

DATE

LESSOR

DATE