



Rental Application

Desired Move In Date: _____ **Rent:** _____ **Apt #:** _____

First: _____ MI: _____ Last: _____ DOB: _____ SSN#: _____ - _____ - _____

ID # & State: _____ Phone: _____ Email: _____

Current Address: _____ City: _____ State: _____

Dates of residency; From: _____ To: _____ Reason for Moving: _____

Landlord (if applicable): _____ Phone #: _____ Email: _____

Rent: _____ Utilities Included: _____

Previous Address: _____ City: _____ State: _____

Dates of residency; From: _____ To: _____ Reason for Moving: _____

Landlord (if applicable): _____ Phone #: _____ Email: _____

Rent: _____ Utilities Included: _____

Will anyone be living with you? If yes, please list name;

Are you currently Employed? YES / NO If yes, where? _____

If no, what is your source(s) of income? _____

Gross annual income: _____ (Please submit income verification at your earliest convenience)

General Questions

Do you have housing assistance? YES / NO If yes, which agency? _____

Do you have pets/animals? YES / NO Description (type, size, age): _____

Do you smoke? YES / NO

Have you ever been evicted? YES / NO Please explain: _____

Do you have a criminal background? YES / NO Please Explain: _____

How did you hear about Plummer Senior Living? _____

EMERGENCY CONTACT: Name: _____ Phone: _____

Relationship: _____

I certify that the information on this application is correct and complete to the best of my knowledge. I authorize DC Management, any of its staff and/or authorized representatives to contact any prior employers, landlords, companies, credit bureaus, law enforcement agencies and/or consumer reporting bureaus, including but not limited to AppFolio, Inc. I agree to pay the \$25.00 non-refundable application fee for this application, and also make a reservation deposit of one (1) month's rent to hold the apartment indicated. I understand that at the time of lease signing, the first month's rent (prorated, if applicable) and security deposit will be due (the original holding deposit will be held as the last month's rent). In the event that DC Management declines this application, I understand that the reservation deposit will be returned, but all application fees are non-refundable. I authorize and consent to the permanent recording and retention by AppFolio, Inc. of this application. However, this application and the information herein may only be re-published and released upon my subsequent written or electronic authorization and only to a third party I specifically designate. I release and hold AppFolio, Inc. harmless from any and all liability for said acts, provided these conditions are met. **Furthermore, I have read and agree to the Plummer Senior Living Rental Policy.**

Applicant's Signature: _____ **Date:** _____



Rental Policy

1. **Equal Opportunity Housing Provider:** We fully comply with the Federal Fair Housing Act. We do not discriminate against any person based on race, color, religion, sex, disability, familial status, sexual orientation or national origin. We comply with all state and local fair housing laws.
2. **Application Process:** Rental applications will be evaluated in the following manner: A completed rental application shall be submitted along with a \$25 non-refundable application fee which covers the cost of processing. We will run your information through our screening company which will evaluate your credit report, background and rental history to confirm you fully meet our criteria. We notify an applicant via phone and email no matter the outcome of processing. Whether you are fully approved, approved with a co-signer or not approved, we will call you and send you an email (if an email address is provided).
3. **Rental Criteria:** In order to qualify for an apartment, we review the following:
 - a. **Income.** Your annual income must be verified with supporting documents based on your income source. Monthly gross income shall meet or exceed 2.5 times the monthly rent. If your gross monthly income is lower than 2.5 times the monthly rent amount, a qualified co-signer will be needed.
 - b. **Rental History:** We look at your rental history in order to confirm that you have at least two years of recent (within the past three years) positive rental history or home ownership. Unfortunately, if you have an eviction on your record we will not be able to approve your application. If your rental history doesn't meet our criteria, a qualified co-signer will be needed.
 - c. **Credit History and Background Check:** We run a credit and background check on any prospective tenant over the age of 18. There is a non-refundable \$25 application fee to cover the cost of processing. We are unable to approve an applicant with a felony criminal history or any person on a sex offender registry. Should your credit score fall below 620 or you have no credit history, you can have a qualified co-signer. We are unable to accept a credit rating of 500 or lower.
 - d. **If you need a co-signer:** In the event you are missing one or more of the above-mentioned criteria, you may still qualify for an apartment by having a third party guarantee (co-sign) your lease. A qualified co-signer has a credit score of at least 680, has a clean background and can show that their gross monthly income is at least 4 times the monthly rent (if co-signer is married, both incomes will be considered). The co-signer will adhere to the same screening process, so there is a \$25 non-refundable application fee associated with the co-signer application.
 - e. **Move In Costs:** We require first month's rent, last month's rent (reservation fee) and security deposit before moving in.
 - f. **Pets/Animals:** Plummer Senior Living welcomes pets/animals that meet the restrictions set forth in our pet/animal policy/addendum. Each dog requires a \$300 refundable deposit, and each cat requires a refundable \$300 deposit, paid in advance of move in. No pets/animals are allowed on the property without prior express approval by DC Management, and all dogs must be met and approved prior to application approval.
4. **Age Policy:** Pursuant to the Fair Housing Act and the Housing for Older Persons Act of 1995, all Plummer Senior Living residents must be at least 55 years of age. Plummer at OceanView LP Age Policy is on file and we welcome you to review it.

We believe that honesty is the best policy. Therefore, if an applicant knowingly provides false information we will be unable to approve their application.

If you have any questions about our application/screening process please do not hesitate to ask.
Call Danielle at 207-772-3225 or email Danielle@DCMaine.com