

CYPRESS APARTMENTS
4249 FIFTH AVE.
LAKE CHARLES, LA 70607
PHONE: 337-474-5403/877-474-5403
FAX: 337-474-7060
E-mail: cypressapts1@bellsouth.net

WHAT YOU WILL NEED TO COMPLETE THE APPLICATION PROCESS:

- The Signed, Dated, Completed Application
- State Issued Identification Card/Driver's License
- Social Security Card – No Photo Copies
- Proof of Income- Four Most Current, Check Stubs, Award Letters-Bank Statements, W-2's etc.
- Application Fee - \$35.00 per person 18 an older who will be lease holders/occupants \$60.00 for married couples (MONEY ORDERS ONLY)
Deposit \$300.00 (MONEY ORDERS ONLY)
- First Month's Rent or Prorated Rent (if applicable)
\$ _____
(MONEY ORDERS OR PERSONAL CHECK)

Applicant Signature

Date

Applicant Signature

Date

Leasing Signature

Date



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Resident Qualifying Information

Our credit policy is to thoroughly investigate everyone mailing application for resident in the Cypress Apartment Community. All financially responsible parties living in our apartment homes must qualify and sign a lease. Each applicant must qualify on his/her own ability and a picture ID will be necessary to verify applicant and addressed with the application. Cypress Apartment reserves the right to require lease co-signers, double deposits, and/or prepaid rent.

WE ASSESS THE FOLLOWING:

1. Residence History – We verify your present and past residences, the length of residency, the record of your rental payments; the condition of the apartment upon your vacating; the dollar amount of damages there may have been to such apartment; noise complaints; written notice given; and rental amount. A minimum of the most recent one-year period is verified. Positive rental history is no more than three late payments within a six-month period. No more than two NSF checks within a 6-month period. If an eviction was filed, your application is automatically declined.
2. Employment/Income Verification – We verify your employment; name of employer; length of employment; any anticipated layoffs; gross salary. You must earn three (3) times the equivalent of the designated rent (to include a \$100.00 monthly variance). If unemployed, you must show proof of unearned income. If self-employed, a tax return and/or other documentation must be available to show three (3) times the monthly rent.
3. Credit Report - We will review your credit report provided by the local credit bureau. All credit must be rated acceptable per community guidelines. Should you have outstanding balances on utilities and/or apartment communities, a receipt showing proof that all balances have been paid in full is necessary to be considered for residency.
4. Criminal Background – This will be conducted through a recent criminal record report. Positive Background checks only to be accepted. All felony convictions or guilty pleas committed over 4 years ago and no more than 2 misdemeanor convictions or guilty pleas within 4 years is considered positive history. Negative criminal history is any convictions or guilty pleas committed.
5. Non-U.S. Citizen – You must qualify based on Numbers 1-5 above in addition to providing proof of Current VISA and current PASSPORT. If Social Security number has been applied for, you must show documentation. We reserve the right, based upon our findings, to accept or reject your application.

Lessee

Date

Lessee

Date

Lessee

Date

*If applying for residency via fax and /or mail a copy of a federally issued picture ID is required all applications must be notarized.



CYPRESS APARTMENTS
APPLICANT/TENANT RELEASE AND CONSENT

I, _____, the undersigned hereby authorize all persons or companies in the categories below to release without liability, information regarding employment, income and or assets to CYPRESS APARTMENTS for the purpose of verifying information on my Apartment Rental Application.

INFORMATION COVERED

I hereby authorize Cypress to verify through Equifax, to obtain and verify such information including accessing consumer reporting agencies. (CREDIT REPORT) I also authorize CYPRESS APARTMENTS, through its agency, Rhino Referral Systems to perform a criminal and Eviction record search.

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

GROUPS OR INDIVIDUALS THAT MAY BE ASKED

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 |
| Support & Alimony Providers | State Unemployment Agencies | Retirement Systems |
| Educational Institutions | Social Security Administration | Medical and Child Care |
| Providers Banks and other Financial Institutions | Previous landlords (Including Public Housing Agencies) | |

CONDITIONS

I agree that a photocopy of this authorization may be used for the purpose 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 understand I have the right to review this file and correct any information that is incorrect.

SIGNATURES

Applicant/Tenant

Print Name

Date

Applicant/Tenant

Print Name

Date

Agent

Date

CYPRESS APARTMENTS

APPLICANT/TENANT RELEASE AND CONSENT

Desired Date of Occupancy: _____ Apt. Size: _____ Apt.# _____ Lease Term: _____

The information collected below will be used to determine whether you qualify as a resident. It will not be disclosed without your consent except to your employers for verification of income and employment and to financial institutions for verification of assets, and as required and permitted by law. You do not have to provide the information. However, if you do not, your rental application may be delayed or rejected.

Name: _____
(last name) (first name) (middle name)

Present Address: _____
(street) (city) (state) (zip)

Present Phone#: _____ Type of Residence: _____ Length of Residence: _____

Present Landlord/Manager: _____ Phone #: _____ Monthly Rent: _____

Reason For Leaving: _____

OTHER PERSONS WHO WILL OCCUPY THIS ADDRESS WITH YOU (List yourself as #1.)

FULL NAME	RELATIONSHIP	AGE	SSN	DOB	FULL-TIME STUDENT
1. _____					
2. _____					
3. _____					
4. _____					
5. _____					
6. _____					

Are any household members listed above foster children? [] Yes [] No If yes, who? _____
Are any household members listed above live-in attendants? [] Yes [] No If yes, who? _____
Are any household members planning to attend school full-time? [] Yes [] No If yes, who? _____
Does anyone live with you now who is not listed above? [] Yes []
Does anyone plan to live with you in the future who is not listed above? [] Yes []
Do you anticipate any changes to your household composition in the next twelve months? [] Yes []
Please explain if you answered "Yes" to a question above: _____

CURRENT EMPLOYMENT INFORMATION

Applicant's Name: _____ Date Hired: _____

Employer: _____ Employer's Phone: _____

Occupation: _____ Salary \$: _____ Per: _____ # Hours Per Week: _____

Name and Address of previous employer (if employed at present position less than 2 years):

of yrs. with previous employer: _____ Employer's Phone #: _____

Spouse's Name: _____ Date Hired: _____

Employer: _____ Employer's Phone: _____

Occupation: _____ Salary \$: _____ Per: _____ # Hours Per Week: _____

Name and Address of previous employer (if employed at present position less than 2 years):

of yrs. with previous employer: _____ Employer's Phone #: _____

If you have no salary, from what source will you pay your rent? _____

OTHER SOURCES OF INCOME

Do you receive income from any of the following? Please mark "yes" or "no" for each source of income.

Source- Employment	Check One	Source- Benefits/Pension	Check One	Source- Other	Check One
Second Job	[] Yes [] No	Worker Compensation	[] Yes [] No	No Grants	[] Yes [] No
Bonues	[] Yes [] No	Unemployment	[] Yes [] No	Scholarships	[] Yes [] No
Tips	[] Yes [] No	Alimony	[] Yes [] No	Recurring Gifts	[] Yes [] No
Commission/Fees	[] Yes [] No	Child Support	[] Yes [] No	AFCD/TANF	[] Yes [] No
Overtime Pay	[] Yes [] No	Social Security	[] Yes [] No	Other	[] Yes [] No

For each "yes" marked above, please complete the following:

Household Member Name	Amount Received	Source
1. _____	\$ _____ Per _____	_____
2. _____	\$ _____ Per _____	_____
3. _____	\$ _____ Per _____	_____
4. _____	\$ _____ Per _____	_____
5. _____	\$ _____ Per _____	_____
6. _____	\$ _____ Per _____	_____

HOUSEHOLD ASSETS

Do your have any of the following types of assets? Please mark "yes" or "no" for each type of asset.

Type of Asset	Check One	Type of Asset	Check One	Type of Asset	Check One
Checking Acct.	[] Yes [] No	IRA/Keogh Acct.#	[] Yes [] No	Revocable Trust Fund	[] Yes [] No
Savings Acct.	[] Yes [] No	Retirement/Pension Fund	[] Yes [] No	Mortgage/Note Held	[] Yes [] No
Cash	[] Yes [] No	Mutual Funds/Stocks	[] Yes [] No	Life Insurance Policy*	[] Yes [] No
Certificate of Deposit	[] Yes [] No	Real Estate/Land*	[] Yes [] No	Personal Property Held As Investment	[] Yes [] No

Household Member Name	Type of Asset	Cash value (see note)	Interest asset will earn next 12 months
1. _____	_____	\$ _____	_____
2. _____	_____	\$ _____	_____
3. _____	_____	\$ _____	_____
4. _____	_____	\$ _____	_____
5. _____	_____	\$ _____	_____

Note:* When listing the cash value of any of the items that have an asterisk, remember penalties for withdrawal, or any fees For withdrawal, or any fees deducted to convert the asset to cash (e.g., if you owned a home and sold it, how much cash would you have after you paid off the mortgage, the realtor, etc?) That is the amount to be listed in the "cash value" column.

Have you sold any property for less than its worth within the past two years? (If sale due to bankruptcy, foreclosure, divorce, answer no.) [] Yes [] No

If yes, explain. _____

DO YOU HAVE PETS? [] Yes [] No
HAVE YOU EVER BEEN EVICTED? [] Yes [] No
HAVE YOU EVER BEEN CONVICTED OF A CRIME? [] Yes [] No

****IN CASE OF AN EMERGENCY, PLEASE NOTIFY****

Name: _____ Relationship: _____

Address: _____ Phone: _____

The information provided is true and complete to the best of my knowledge and belief. I consent to the disclosure of income and financial information from my employer and financial references for purposes of income and asset verification related to my application for tenancy. By signing below, I authorize CYPRESS APARTMENTS to make inquiries through the Credit Bureau and/or from my employer and other references that I have supplied on this rental application.

Applicant has deposited herewith the sum of \$ _____, with CYPRESS APARTMENTS which is hereby acknowledged, to be used at Owner/Agent's discretion and to be refunded as hereinafter provided in the Lease Agreement. In the event this application is approved and applicant fails or refuses to enter into the contemplated Lease Agreement, Owner/Agent may retain the said deposit as liquidated damages to cover the cost of taking and processing this application, removing the property from the market, and holding same for the applicant. In the event the Owner/Agent does not approve this application, this deposit will be promptly returned to the applicant.

This application is made with the understanding that it is subject to acceptance by the owner and subject to execution by an officer of said company and delivery of a lease covering said premises. Please allow a minimum of 5 days to process your application for both credit and character references. I have no objection to inquiries for the purposes of verification of the above statements. This includes a police check. It is understood that the above information will be held in strict confidence.

Falsification of application information will result in termination of application and/or Lease Agreement. I have been advised and understood that residency at CYPRESS APARTMENTS entails certain income restrictions and that residency is subject to qualification. I agree that in addition to a Lease Agreement that I will execute a TENANT INCOME CERTIFICATION attesting to the information contained herein which certification will be made under the penalty of perjury.

Applicant Date

Co-Applicant Date

Contingencies: _____

INFORMATION VERIFIED BY: _____	DATE: _____
APPROVED BY: _____	DATE: _____
APPLICANT NOTIFIED BY: _____	DATE: _____

CYPRESS APARTMENT HOMES
RENTAL HISTORY VERIFICATION

Date: _____
Please respond by _____

To: _____ RE: _____

The above individual has applied for housing at our community. We respectfully request that you complete this form in order to expedite the application screening process for the above mentioned individual. Your cooperation is greatly appreciated.

I authorize this Rental History Verification. Please release information to the agency requesting information on my behalf.

(Property Manager) (Signature of Applicant)

.....
TO BE COMPLETED BY LANDLORD:

Dates of residency: From: _____ To: _____

1. Does the resident pay their rent on time: Yes ____ No ____
If No, how often were they late? _____ Comments _____

2. How much rent was paid each month by this resident? _____

3. Did the resident or their guest damage the apartment or the property? _____
If YES, did they pay for the damages? _____ Amount of Damages _____

4. Were the police ever called as a result of a disturbance? _____
Date _____ Comments _____

5. Were there problems with neighbors? _____

6. Did the resident violate the lease agreement in any way? _____
If YES, comments _____

7. Did the resident give you proper notice for vacating? _____
Reason for Moving _____

8. Did the resident leave owing a balance? _____

9. Did you file an eviction on the resident? _____

10. Would you rent to this resident again? _____

Comments: _____

(Signature) (Title) (Phone#) (Date)

CYPRESS APARTMENTS
EMPLOYMENT VERIFICATION

Attention: Human Resource Department

_____ SS# _____
has applied for an apartment. We are required to verify employment and income to determine qualification.
Please provide us with the information listed below, with applicant's consent.

Date of Hire _____ Length of Employment _____ Years/Month (circle one)

Salary \$ _____ Per Month/Hour (circle one)

Person Verifying Information _____
Title: _____

I hereby authorize the release of the above-mentioned Information to Cypress Apartments for the purpose of
verifying employment and salary to determine if I qualified for Housing in their community.

Signature of Applicant _____
Name/Title of Individual Requesting Information _____

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