

## THE HELM at Deemer's Landing

419 West Ninth Street, New Castle, DE 19720

### LEASING GUIDELINES

1. APPLICATION PROCESS IS BASED ON THREE PARTS:
  - a. Employment verification and/or income verification
  - b. Present and previous landlord/mortgage verification
  - c. Credit history and criminal background check
2. APPLICANT MUST BE (21) YEARS OF AGE OR OLDER TO LEASE & RESIDE HERE
3. MUST SUBMIT WITH APPLICATION:
  - a. Two (2) of current paystubs/tax returns (2 years)/ or proof of income
  - b. Must show photo ID to submit application
  - c. Application fee – \$50.00 per applicant
4. RENT SHALL NOT EXCEED 35-45% OF MONTHLY INCOME
5. MUST SUBMIT A HOLDING FEE OF \$500.00 TO HOLD AN APARTMENT:

The Holding Fee of \$500.00 is non-refundable after (5) days. Holding Fee is refundable ONLY when: (a) application has been denied OR (b) the apartment is not available upon scheduled delivery date OR (c) applicant cancels in WRITING within (5) days of submitting an application.
6. RENTER'S INSURANCE IS REQUIRED: \$500,000 liability insurance must be maintained for the duration of your residency.
7. TENANT'S ARE REQUIRED TO PAY UTILITIES. (Electric, gas heat, cable, telephone, etc.)
8. ONCE APPROVED: Applicant will need the following documentation at lease signing: (a) Delmarva account number for gas heat (b) METER deposit receipt from Municipal Services for electric service and (c) proof of renters insurance.
9. ANYONE (18) or older: that will be listed as an occupant on the lease must submit an application for the leaseholders file. All persons (18) or older must be screened before residing in our community. Management reserves the right to deny an application if a criminal record is found. Anyone moving onto the property without our approval or consent will be considered UNAUTHORIZED and will be asked to leave immediately.

I, the applicant, have read and understand the above outlined guidelines:

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Applicant

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Date

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## Rental Application – Please Print

Move In Date: \_\_\_\_\_ Lease Desired: 12 mos. 18 mos. 24 mos.

Size Apt: 1Bdrm \_\_\_ 2 Bdrm \_\_\_ Floor Desired: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> 6<sup>th</sup>

Name: \_\_\_\_\_ JR \_\_\_ SR \_\_\_ III \_\_\_  
Last First MI

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Tele: \_\_\_\_\_ Email: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Landlord or Mortgage: \_\_\_\_\_

Telephone: \_\_\_\_\_ Monthly Mort/Rent: \_\_\_\_\_

Previous Address: \_\_\_\_\_  
\_\_\_\_\_

Current Employer: \_\_\_\_\_ Tele: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Position: \_\_\_\_\_

Salary per Year: \_\_\_\_\_ Paid: Wkly \_\_\_ BiWkly \_\_\_

Other Income: \_\_\_\_\_ Wkly \_\_\_ BiWkly \_\_\_ Monthly \_\_\_

Emergency Contact: \_\_\_\_\_

Name Telephone

Address City and State ZC

Relationship to you: \_\_\_\_\_

1. Have you ever been convicted of or pleaded guilty or "no contest" to a felony (whether or not resulting in a conviction)? YES \_\_\_ NO \_\_\_
2. Have you ever been convicted of or pleaded guilty or "no contest" to a misdemeanor involving sexual misconduct (whether or not resulting in conviction)? YES \_\_\_ NO \_\_\_
3. How did you learn about us? Drive By \_\_\_ Apts.com \_\_\_ Other: \_\_\_\_\_
4. Any pets? YES \_\_\_ NO \_\_\_ What kind? DOG \_\_\_ CAT \_\_\_
5. \_\_\_\_\_  
Breed Age Weight Breed Age Weight
6. Do you use tobacco products? YES \_\_\_ NO \_\_\_

**7. Additional occupants living with you:**

Full Name:	DOB	SSN	Relationship to you:
_____	_____	_____	_____
_____	_____	_____	_____

**Occupants (18) years old or older must fill out an application.**

APPLICATION MUST BE FULLY COMPLETED before processing can begin. Each applicant must attach a copy of their latest pay stub or signed employment verification on company stationary. Photo ID must be presented at the time of application being submitted. Application fee is NON-REFUNDABLE. No apartment will be held without a \$500.00 Holding Fee. Applicant has exactly five (5) days to cancel this application. Cancellation must be in writing. If application is cancelled AFTER (5) day period – the holding fee of \$500.00 will be forfeited. NO EXCEPTIONS. In the event the application is denied by the lessor OR the applicant cancels in writing within five days, the holding fee will be refunded in full. The holding fee is also refundable if apartment cannot be delivered by the lessor on scheduled move in date.

I, the undersigned, have read and fully understand the terms and conditions set forth in this application. To the best of my knowledge and belief the information I have given is TRUE and CORRECT. I fully understand that my lease or rental agreement may be terminated if I have made any false or incomplete statements in this application. I hereby authorize verification of the information provided in this application from my credit sources, credit bureaus, current landlords, employers, law agencies, and or personal references. I also understand and agree that the management reserves the right to deny residency if a criminal record is found.

_____	_____
Signature	Date