

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, water, 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:

Applicant

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: 1st 2nd 3rd 4th 5th 6th

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