

# Plaza West

## Townhomes of Distinction

### Application Policy / Instructions

- We will need an application from every person age 18 and older who will live on the property.
- The application fee is \$30 for each individual over the age of 18 that will be residing on the property regardless of relationship
- Items you will need to present with the application:
  - Photo identification (Driver's License, Passport, Military ID, etc.)
  - Proof of Income: Most recent copy of a pay stub from your employer. If you are self employed, be prepared to submit your last bank statement or copy of the previous year's tax return. If you are a student and on scholarship, a copy of the scholarship declaration will be needed.
- The security deposit is required to be submitted to reserve the property. The deposit is necessary to cover lost rent should you choose not to lease the property. If you choose not to execute a lease contract for any reason after placing a deposit on a property, the deposit will be forfeited.

### Statement of Rental Policy

1. We are an equal opportunity housing provider. We fully comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.
2. **Rental criteria** – To qualify for a rental unit with Hobbs Investments LLC, you must meet the following criteria:
  - a. Income: The gross monthly income of all adult applicants must total at least 2.5 times the monthly rent. Otherwise, we may require you to have your lease guaranteed by a co-signer. If you are unemployed, you must provide proof of a source of income.
  - b. Rental history: You must have satisfactory rental references from at least one prior landlord. Time spent living with family members will not apply to your rental history. If you have ever been evicted or sued for any lease violation, we will not approve your application.
  - c. Credit History: Your credit record must currently be satisfactory. If your credit history shows any unpaid items for utilities or former landlords, we will not approve your application unless you pay the items in full and show proof of payment.
  - d. Criminal history: We will conduct a criminal background check to be used in consideration of your application.
  - e. Co-signers: If you do not meet one or more of the above criteria you may be able to qualify for the unit if you can get a third party to guarantee your lease. The guarantor must pass the same application and screening process that you must pass.
3. **Pets** – No pets are allowed.
4. **Smoking** – No smoking or vaping is allowed in your apartment or anywhere on the property. Our updated policy is to not rent to smokers. False answers on an application will result in termination of lease.
5. **Satellite dishes** – No exterior mounted dishes or cables are allowed. The complex is wired with Cox cable. No new wires will be allowed.

# Rental Application

Applicant Name: \_\_\_\_\_  
Last First MI

Date of Birth: (M/D/Y) \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Have you had a landlord take you to court? \_\_\_\_\_ Who? \_\_\_\_\_ When? \_\_\_\_/\_\_\_\_/\_\_\_\_

**Do you smoke? \_\_\_\_\_ (If you are a smoker, please do not apply.  
 If you answer falsely, your lease will be terminated.)**

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Tag# \_\_\_\_\_ State \_\_\_\_\_

If applicable, names of anyone under age 18 (list age) to occupy the unit:

(name/age) \_\_\_\_\_

Previous Landlord / Apartment Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Employer \_\_\_\_\_ Position \_\_\_\_\_

Gross Income \$ \_\_\_\_\_ per \_\_\_\_\_ Length of Employment \_\_\_\_\_

## PERSONAL REFERENCES / RELATIVES / CONTACT

	Name	Address	Phone	Relationship	Emergency Contact? Yes/No
1.					
2.					

I certify that the preceding information is correct and complete. I hereby authorize Hobbs Investments LLC to make any inquires necessary to evaluate my tenancy.

I understand and agree to the following:

1. The processing fee is non-refundable.
2. There is a \$35.00 charge on returned checks or prosecution.
3. Any false information is grounds for automatic denial and/or termination of a resulting lease.

**Applicant's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

*Please return this form to:*

**Hobbs Investments LLC**

**405-355-2010**

**[Manager@PlazaWestNorman.com](mailto:Manager@PlazaWestNorman.com)**