



MASONVALE

### **Conventional Application Checklist**

Please include the following to complete your application process:

1. Reservation Holding Fee
  - a. One check/money order/certified fund, payable to Masonvale in the amount of \$250. This is refundable for up to 48 hours after submission.
2. Application fee
  - a. Second check/money order/ certified fund, payable to Masonvale in the amount \$50/person. This is non-refundable.
3. Completed Masonvale application
  - a. Includes grounds for denial.
  - b. If applicable, supplemental application, (Non-US citizens).
  - c. Two years resident history (all mailing addresses/dorms).
4. Government issued photo identification
  - a. Include Driver's License, passport, I-94, Visa, I-20 etc. (if applicable).
5. Proof of income, if applicable (see attached acceptable proof of income)
6. Guarantor application if proof of income is not provided for resident. Guarantor must be US citizen and must have 35% of their monthly income cover the rent each month
  - a. Separate check/certified fund, payable to Masonvale in the amount \$25 for guarantor fee.
  - b. Proof of income, for guarantor (see attached acceptable proof of income).
  - c. Government issued photo identification, for guarantor.
  - d. Grounds for Denial.
7. Please note, at the time of move-in a \$375 move-in fee is required.

You may drop application off at the Leasing Office or mail it to:

Masonvale  
4350 Staffordshire Lane,  
Fairfax, VA 22030

Scan applications to:

[masonvale@lincolnapts.com](mailto:masonvale@lincolnapts.com)



### Proof of Income

**\*35% of monthly income must cover monthly rent\***

- Self Employed-
  - Letter on official letterhead from CPA/Accountant or
  - Last years personal tax return signed by client or
  - If not filed yet, tax return from 2 years prior with copies of last years estimated tax worksheet on form 1040-es
- Retired-
  - Documentation from CPA or
  - Last years personal tax return or
  - Proof of social security income or
  - Proof of retirement income
- Child Support or Alimony-
  - Copy of divorce decree signed by judge or
  - Copy of letter of award from Attorney General's office
- To use Bank Account-
  - Must provide copy of most recent bank account (within 60 days) Statement
  - Statement must show enough money to cover entire lease term at market rent (i.e. \$1750/mo, 12 month lease, bank account must show \$21,000)
  - Statement must be from U.S. Bank and funds must be U.S. funds
  - Cannot use 401(k)
- To use Offer Letter-
  - May only be used if you have not been at the job long enough to receive paycheck (Not to exceed 60 days from move in)
  - Must be on Company Letterhead
  - Must be signed by officer of Company
  - Must show how much you make and how often that amount will be paid (i.e. hourly, yearly, etc)
  - If letter contains contingencies, letter may not be used
- To use Income Verification letter from Employer –
  - Must be on Company letter head
  - Must state your name and position with GMU
  - Must state how much you make and how often
  - Must be signed and notarized by officer of Company
- To use Student Loans/Grants-
  - Must be statement from GMU Financial Aid showing total amount of Aid provided.
  - If from 3<sup>rd</sup> party company, must be U.S. company and must provide offer statement. If using letter written by officer of company, must be on company letter head, signed and notarized by officer
- To use Income with no provable income source (i.e. babysitting or contract labor)-
  - Must provide notarized letters from all individuals
  - Must be dated and state monthly amount paid
- To use Paystubs-
  - 2 most recent paystubs within last 60 days (must be employed for at least 3 months)
- To use Most Previous Tax Return-
  - We do not accept W2 we actually need to see the page that shows your gross income for the previous year

\* If you are unable to provide proper proof of income and you are otherwise approved, you may be offered to pay 1 month addition rent as a security deposit (refundable upon move-out, less damages) or you may be offered to have a guarantor, depending on conditions of approval.

**RENTAL APPLICATION FOR  
RESIDENTS AND OCCUPANTS**  
(Each co-applicant and each occupant 18 years old  
and over must submit a separate application.)



Date when filled out: \_\_\_\_\_

**APPLICANT INFORMATION**

Full Name (Exactly as it appears on Driver's License or Govt. ID card)

Former Name (if applicable) Gender (Optional)

Birthdate Social Security # Driver's License # State

Government Photo ID card # Type

Home Phone Number Cell Phone Number Work Phone Number

Email Address

Marital Status:  single  married  widowed  separated

Do you or any occupant smoke?  yes  no

I am applying for the apartment located at: Masonvale

Is there another co-applicant?  yes  no

Co-applicant Name Email

Co-applicant Name Email

Co-applicant Name Email

Co-applicant Name Email

**OTHER OCCUPANTS**

Full Name Relationship

Date of Birth Social Security # Driver's License # State

Government Photo ID card # Type

Full Name Relationship

Date of Birth Social Security # Driver's License # State

Government Photo ID card # Type

Full Name Relationship

Date of Birth Social Security # Driver's License # State

Government Photo ID card # Type

Full Name Relationship

Date of Birth Social Security # Driver's License # State

Government Photo ID card # Type

**RESIDENCY INFORMATION**Current Home Address *(where you live now)*

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Do you  rent or  
 own?  
 Dates: \_\_\_\_\_ \$ \_\_\_\_\_  
 From To Monthly Payment

Apartment Name

Landlord/Lender Name \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Leaving

*(The following is only applicable if at current address for less than 6 months.)*

Previous Home Address

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Do you  rent or  
 own?  
 Dates: \_\_\_\_\_ \$ \_\_\_\_\_  
 From To Monthly Payment

Apartment Name

Landlord/Lender Name \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Leaving

**EMPLOYMENT INFORMATION**

Present Employer \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Dates: \_\_\_\_\_ \$ \_\_\_\_\_  
 From To Gross Monthly Income

Position

Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_

*(The following is only applicable if at current employer for less than 6 months.)*

Previous Employer \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Dates: \_\_\_\_\_ \$ \_\_\_\_\_  
 From To Gross Monthly Income

Position

Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_

**ADDITIONAL INCOME***(Income must be verified to be considered)*

Type \_\_\_\_\_ Source \_\_\_\_\_ \$ \_\_\_\_\_  
 Gross Monthly Amount

Type \_\_\_\_\_ Source \_\_\_\_\_ \$ \_\_\_\_\_  
 Gross Monthly Amount

**CREDIT HISTORY (if applicable)**

If applicable, please explain any past credit problem:

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**RENTAL/CRIMINAL HISTORY***(Check only if applicable)*

Have you or any occupant listed in this Application ever:

- been evicted or asked to move out?  
 moved out of a dwelling before the end of the lease term without the owner's consent?  
 declared bankruptcy?  
 been sued for rent?  
 been sued for property damage?  
 been convicted (or received an alternative form of adjudication equivalent to conviction) of a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime?

Please indicate the year, location and type of each felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. *You represent the answer is "no" to any item not checked above.*

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**REFERRAL INFORMATION**

How did you find us?

- Online search. Website address: \_\_\_\_\_  
 Referral from a person. Name: \_\_\_\_\_  
 Social Media. Which one? \_\_\_\_\_  
 Other \_\_\_\_\_

**EMERGENCY CONTACT**

Emergency contact person over 18, who will not be living with you:

Name _____		Relationship _____	
Address _____		City _____	
State _____	Zip Code _____	Home Phone # _____	Cell Phone # _____
Work Phone # _____		Email Address _____	

**VEHICLE INFORMATION (if applicable)***List all vehicles owned or operated by you or any occupants (including cars, trucks, motorcycles, trailers, etc.).*

Make _____	Model _____	Color _____
Year _____	License # _____	State _____
Make _____	Model _____	Color _____
Year _____	License # _____	State _____
Make _____	Model _____	Color _____
Year _____	License # _____	State _____
Make _____	Model _____	Color _____
Year _____	License # _____	State _____

**PET INFORMATION** (if applicable)

You may not have any animal in your unit without management's prior authorization in writing. If we allow your requested animal, you must sign a separate animal addendum, which may require additional deposits, rents, fees or other charges.

Name	Type	Breed
Gender	Weight	Color
Age	Assistance Animal Status: <input type="checkbox"/> yes <input type="checkbox"/> no	

Name	Type	Breed
Gender	Weight	Color
Age	Assistance Animal Status: <input type="checkbox"/> yes <input type="checkbox"/> no	

**APPLICATION AGREEMENT**

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease Contract. While some of the information below may not yet apply to your situation, there are some provisions that may become applicable prior to signing a Lease Contract. In order to continue with this application, you'll need to review the Application Agreement carefully and acknowledge that you accept its terms.

- 1. Lease Contract Information.** The Lease Contract contemplated by the parties will be the current Lease Contract. Special information and conditions must be explicitly noted on the Lease Contract.
- 2. Approval When Lease Contract Is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.
- 3. Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
- 4. If you Fail to Sign Lease Contract After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. *If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, to the extent permitted by applicable law, and terminate all further obligations under this Agreement. Our actions under this paragraph shall comply with Virginia Code Ann. 55-248.6:1.*
- 5. If You Withdraw Before Approval.** *To the extent permitted by applicable law, if you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other. Our actions under this paragraph shall comply with Virginia Code Ann. 55-248.6:1.*
- 6. Approval/Non-Approval.** We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.
- 7. Refund after Non-Approval.** If you or any co-applicant is disapproved or deemed disapproved under Paragraph 6, we'll refund all application deposits in accord with Virginia Code Ann. 55-248.6:1. Refund checks may be made payable to all co-applicants and mailed to one applicant.
- 8. Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 4, 6, or 7 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.
- 9. Keys or Access Devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the Lease Contract and other rental documents; and (2) all applicable rents and security deposits have been paid in full.
- 10. Application Submission.** Submission of a rental application does not guarantee approval or acceptance. It does not bind us to accept the applicant or to sign a Lease Contract.

## DISCLOSURES

- 1. Application Fee (Non-Refundable).** You agree to pay to our representative the non-refundable application fee in the amount indicated in paragraph 3. ***Payment of the application fee does not guarantee that your application will be accepted.*** The application fee partially defrays the cost of administrative paperwork. ***It is non-refundable except as provided by applicable law.***
- 2. Application Deposit.** In addition to any application fee(s), you agree to pay to our representative an application deposit in the amount indicated in paragraph 3. ***The application deposit is not a security deposit.*** To the extent permitted by applicable law, the application deposit will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR, it will be refunded under paragraph 7 of the Application Agreement if your application is not approved; OR, it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraphs 4 or 5 of the Application Agreement.
- 3. Fees Due. Your Rental Application will not be processed until we receive your completed Rental Application (and the completed Rental Application of all co-applicants, if applicable) and the following fees:**
  1. Application fee (may not be refundable): \$ 50.00
  2. Application deposit (may or may not be refundable): \$ 250.00
- 4. Completed Application.** Your Rental Application for Residents and Occupants will not be considered "completed" and will not be processed until we receive the following documentation and fees:
  1. Your completed Rental Application;
  2. Completed Rental Applications for each co-applicant (if applicable);
  3. Application fees for all applicants;
  4. Application deposit for the Unit.
- 5. Notice to or from Co-Applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.

## AUTHORIZATION AND ACKNOWLEDGMENT

### AUTHORIZATION

I authorize Mason Housing, Inc.

(name of owner/agent) to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

### Payment Authorization

I authorize Mason Housing, Inc.

(name of owner/agent) to collect payment of the application fee and application deposit in the amounts specified under paragraph 3 of the Disclosures.

### Non-Sufficient Funds and Dishonored Payments.

If a check from an applicant is returned to us by a bank or other entity for any reason, if any credit card or debit card payment from applicant to us is rejected, or if we are unable, through no fault of our own or our bank, to successfully process any ACH debit, credit card, or debit card transaction, then:

- (i) Applicant shall pay to us the NSF Charge; and
- (ii) We reserve the right to refer the matter for criminal prosecution

### ACKNOWLEDGMENT

You declare that all your statements in this Application are true and complete. You authorize us to verify the same through any means. If you fail to answer any question(s) or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

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

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Mason Housing, Inc.

Unit # or type

Apt. name or dwelling address (street, city)

Person accepting application

Phone

Person processing application

Phone

Applicant or Co-applicant was notified by  telephone  letter  email, or  in person of  acceptance or  non-acceptance on \_\_\_\_\_.

(Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)

Name of person(s) who were notified (at least one applicant must be notified if multiple applicants):

Name(s)

Name of owner's representative who notified above person(s)

**ADDITIONAL COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





### Supplemental Rental Application for Non-U.S. Citizens

Each co-resident and each occupant 18 years old and over who is not a U.S. citizen must submit a separate application. Spouses may submit a joint application.

We are requesting you to fill out this Supplemental Rental Application because you have indicated that you are not a U.S. citizen. We are asking all applicants who are not U.S. citizens to fill out this form. We are committed to compliance with fair housing laws and do not discriminate based on race, color, religion, sex, national origin, handicap, elderliness, or familial status. The purpose of this form is:

1. to give you the option to furnish information about an emergency contact person for you in your home country;
2. to verify that you are lawfully in the United States;
3. to determine whether your right to be in the U.S. expires during your Lease Contract term; and
4. to enable us to better cooperate with government officials in the performance of their duties, when requested.

We don't anticipate sharing this Supplemental Application with anyone except government officials who might inquire about you.

**ABOUT YOU:** Your full name (exactly as on any card or document issued by U.S. Immigration and Naturalization Service): \_\_\_\_\_

Your place of birth. Please indicate the city, state (region, province, etc.) and country: \_\_\_\_\_

Country or countries of which you are a citizen (list all): \_\_\_\_\_

Approximately how long have you been in the United States?  
 Years: \_\_\_\_\_ Months: \_\_\_\_\_

Have you ever been asked or ordered by a representative of any government to leave the U.S. or any other country?  Yes  No If yes, please state when and what country or countries (list all): \_\_\_\_\_

Person in your home country whom we may contact in event of an emergency (optional). Name: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Please check the U.S. Immigration and Naturalization Service (INS) document that entitles you to be in the United States:

Form I-551 Permanent Resident Card [Alien Registration Receipt Card] (form includes photo and fingerprint).  
 Card number: \_\_\_\_\_

Form I-766 Temporary Resident Card (form includes photo and fingerprint).  
 Expiration date: \_\_\_\_\_  
 Card number: \_\_\_\_\_

Form I-766A Employment Authorization Card (form includes photo and fingerprint). Expiration date: \_\_\_\_\_  
 Card number: \_\_\_\_\_

Form I-94 Arrival-Departure Record (form does not include photo or fingerprint). Expiration date: \_\_\_\_\_  
 Form Number: \_\_\_\_\_

INS receipt for replacement of one of the above documents, with verification by INS of your entitlement to the above.

If you are relying on Form I-94, we will ask to see your passport and visa, and you will need to answer the questions below.

Country issuing your passport: \_\_\_\_\_  
 Your passport number: \_\_\_\_\_  
 Expiration date: \_\_\_\_\_

Do you have a visa?  Yes  No  
 If yes, what type?  student  work  visitor  other (specify): \_\_\_\_\_

Visa expiration date: \_\_\_\_\_

**YOUR SPOUSE:** Your full name (exactly as on any card or document issued by U.S. Immigration and Naturalization Service): \_\_\_\_\_

Your place of birth. Please indicate the city, state (region, province, etc.) and country: \_\_\_\_\_

Country or countries of which you are a citizen (list all): \_\_\_\_\_

Approximately how long have you been in the United States?  
 Years: \_\_\_\_\_ Months: \_\_\_\_\_

Have you ever been asked or ordered by a representative of any government to leave the U.S. or any other country?  Yes  No If yes, please state when and what country or countries (list all): \_\_\_\_\_

Person in your home country whom we may contact in event of an emergency (optional). Name: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Please check the U.S. Immigration and Naturalization Service (INS) document that entitles you to be in the United States:

Form I-551 Permanent Resident Card [Alien Registration Receipt Card] (form includes photo and fingerprint).  
 Card number: \_\_\_\_\_

Form I-766 Temporary Resident Card (form includes photo and fingerprint).  
 Expiration date: \_\_\_\_\_  
 Card number: \_\_\_\_\_

Form I-766A Employment Authorization Card (form includes photo and fingerprint). Expiration date: \_\_\_\_\_  
 Card number: \_\_\_\_\_

Form I-94 Arrival-Departure Record (form does not include photo or fingerprint). Expiration date: \_\_\_\_\_  
 Form Number: \_\_\_\_\_

INS receipt for replacement of one of the above documents, with verification by INS of your entitlement to the above.

If you are relying on Form I-94, we will ask to see your passport and visa, and you will need to answer the questions below.

Country issuing your passport: \_\_\_\_\_  
 Your passport number: \_\_\_\_\_  
 Expiration date: \_\_\_\_\_

Do you have a visa?  Yes  No  
 If yes, what type?  student  work  visitor  other (specify): \_\_\_\_\_

Visa expiration date: \_\_\_\_\_

We may ask to make a photocopy of any of the INS documents checked above and, if needed, your passport and visa.

Applicant's signature \_\_\_\_\_  
Spouse's signature \_\_\_\_\_  
Date \_\_\_\_\_

## APPLICATION CRITERIA

All applicants for residency will be processed through a credit-reporting agency. All adults 18 years of age or older, or emancipated minors with written proof of emancipation, must complete and sign an application. Lincoln does not discriminate on the basis of race, color, religion, sex, familial status, national origin, handicap, or any other protected class recognized under applicable federal, state and/or local law. Provided, however, if the property has been designated as a senior community: (i) the community is exempt from familial status discrimination under federal law; (ii) the community is intended to qualify as housing for older persons pursuant to the federal Fair Housing Act; and (iii) at least 80% of the community's occupied units will be occupied by at least 1 person 55 years of age or older.<sup>1</sup>

In reviewing the application, the following criteria will be used to determine the applicant's suitability for residency.<sup>2</sup>

### 1. CREDIT

All credit status for the last two (2) years will be checked through the appropriate Credit Bureau. A minimum credit score of 550 is required. If allowed by applicable law, exceptions to the minimum credit score requirement will be made upon (i) an applicant providing a guarantor/co-signor for the lease that meets all credit requirements, or (ii) an applicant providing an additional deposit in the amount of one times (1x) expected monthly rental amount. Guarantors will be required to have a minimum credit score of 675. In circumstances of a social security number alert, applicant will be required to complete an additional Social Security Number (SSN) Verification Form and pay a \$6 processing fee or the application process will terminate without approval.

### 2. RESIDENCE OR RENTAL HISTORY

The last two (2) years residence or rental history is required. All appropriate phone numbers and addresses, and where this information may be VERIFIED, must appear on the occupancy application. *The credit report and other sources of rental history will be checked to verify resident and rental history information.* Applicants with a rental history reflecting either six (6) or more late payments OR four (4) or more NSF checks received within the relevant two (2) year period will be denied. In addition, all resident rental history within the relevant two (2) year period must be free of rental housing evictions and landlord debt in excess of \$1,500 or the application will be denied. Applicants with a history of landlord debt in an amount less than \$1,500 will be approved upon providing sufficient proof of payment of, or release from, such outstanding debt and payment of an additional deposit, if allowed by law, in the amount of one times (1x) the expected monthly rental amount. Applicants with outstanding debt to any Lincoln Property Company affiliate – unrestricted by the two (2) year time period set forth above – (i) must pay any balance under \$1,500 in full, or obtain a release therefrom, and pay an additional deposit, if allowed by law, in the amount of one time (1x) the expected monthly rental amount, or (ii) will be denied for any debt in excess of \$1,500 unless, upon request and review, such applicant is able to obtain a release therefrom.

### 3. INCOME

Applicant's income will be verified. Management will accept any legal, verifiable source of income paid directly to the applicant or a representative of the applicant. Legal sources of income include, but are not limited to, the following: employment income, retirement benefits, spousal/child support, 120s, savings accounts, welfare, Social Security disability benefits, housing choice vouchers, or any other legal, verifiable source of income. Monthly rent cannot exceed 35% of total gross monthly income for approved applicant(s). If the property participates in the section 8 housing program, income requirements will apply to the household's share of the monthly rent. If allowed by applicable law, exceptions to the percentage of gross monthly income requirement will be made only upon (i) an applicant providing a guarantor/co-signor for the lease that meets all credit requirements and for whom the monthly rental amount does not

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<sup>1</sup> For senior communities, any of the following documents are considered reliable documentation of the age of occupants residing in a unit: (i) driver's license; (ii) birth certificate; (iii) passport; (iv) immigration card; (v) military identification; (vi) any other state, local, national or international official documents containing a birthdate of comparable liability; or (vii) a certification in a lease, application, affidavit or other document signed by any member of the household age 18 or older asserting that at least 1 person in the unit is 55 years of age or older.

<sup>2</sup> These criteria do not constitute a representation or warranty that everyone residing within the community meets the requirements. For example, there may be persons who have resided within the community since before these criteria were established. In addition, Lincoln's ability to confirm compliance with the represented criteria is limited to the information Lincoln receives from the various credit reporting services used. Lincoln also has an appeals process by which applicants may provide evidence of circumstances to mitigate negative criminal activity and seek exception after individualized review and assessment.

exceed 20% of their total gross monthly income, or (ii) an applicant providing an additional deposit in the amount of the household's share of the expected monthly rental amount.

#### **4. CRIMINAL HISTORY**

The criminal records of all household members over the age of 18 will be checked and reviewed for certain felony and Class A misdemeanor offenses. The information gathered as the result of this check would affect the approval of the application as follows:

A. Applicants with any of the following felony convictions (or similarly classified offenses in jurisdictions outside of Texas) in the twenty (20) year period preceding the date of application will be automatically denied approval: murder, capital murder, aggravated kidnapping, sexual assault, aggravated sexual assault, indecency with a child, sexual performance by child, first degree criminal solicitation, compelling prostitution, trafficking of persons, aggravated robbery, burglary if committed with the intent to commit felony sexual assault, aggravated sexual assault, sexual abuse of a child, or prohibited sexual conduct, offenses under Section 481.134(c), (d), (e) or (f) of the Texas Health and Safety Code (or, such applicable state law, if allowed by law) if it is shown that the offender has been previously convicted of an offense for which punishment was increased under the aforementioned sections, offenses under Section 481.140 of the Texas Health and Safety Code (or similarly classified offenses in jurisdictions outside of Texas) relating to any felony conviction increased in punishment as a result of use of a child in commission of such offenses, and any offense where the offender used or exhibited a deadly weapon during the commission of a felony offense or during immediate flight therefrom.

B. Applicants will be automatically denied for any prior conviction for manufacturing or distribution of a controlled substance (or similarly classified offenses in jurisdictions outside of Texas).

C. Applicants will be automatically denied if they are currently subject to a registration requirement under Article 62.001, Code of Criminal Procedure, Sex Offender Registration Program (or similar Sex Offender Registration Programs in jurisdictions outside of Texas).

D. Any other felony or Class A misdemeanor conviction other than those set forth in 4.A. above related to violent criminal activity (or similarly classified offenses in jurisdictions outside of Texas) will result in denial if the conviction occurred in the seven (7) year period preceding the date of application.

E. Any conviction of Theft under Texas Penal Code Sections 31.03 (as defined by 31.06) or 31.04 related to Theft by Check or Theft of Services (or similarly classified offenses in jurisdictions outside of Texas) in the three (3) year period preceding the date of application will result in conditional approval and, if allowed by law, require the applicant to agree to pay all amounts due and payable by applicant within the initial lease term (including all rental payments, deposits, and other lease charges) with certified funds.

F. Notwithstanding the above, any applicant may provide documentation disputing the negative criminal activity or provide evidence of circumstances that mitigates the negative criminal activity. Any request for reconsideration of a denial of tenancy due to criminal activity shall be submitted within fifteen (15) calendar days of such denial and management shall make a determination, within twenty-one (21) calendar days thereafter, as to whether to uphold the denial of tenancy.

G. Failure to accurately report any criminal activity constitutes a non-curable material falsification and is grounds for termination of tenancy regardless of when such material falsification is discovered.

#### **5. NON U.S. CITIZENS**

Unless prohibited by applicable state or local law, non-U.S. Citizens must be able to provide documentation from U.S. Immigration to verify legal residency in the United States as of the effective date of the lease agreement.

#### **6. OCCUPANCY POLICY**

A maximum of two persons per bedroom plus a child under two (2) years old will be allowed to occupy a unit or as may be restricted by applicable state or municipal code.

**PLEASE TAKE YOUR TIME AND FILL OUT YOUR APPLICATION THOROUGHLY TO ENSURE TIMELY PROCESSING. FAILURE TO PROVIDE REQUESTED INFORMATION WILL RESULT IN DENIAL OF THE APPLICATION.**

**Signing this acknowledgment indicates that you have had the opportunity to review the landlord's resident selection criteria. The resident selection criteria include factors such as criminal history, credit history, current income and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.**

\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_\_





### Supplemental Rental Application for Non-U.S. Citizens

Each co-resident and each occupant 18 years old and over who is not a U.S. citizen must submit a separate application. Spouses may submit a joint application.

We are requesting you to fill out this Supplemental Rental Application because you have indicated that you are not a U.S. citizen. We are asking all applicants who are not U.S. citizens to fill out this form. We are committed to compliance with fair housing laws and do not discriminate based on race, color, religion, sex, national origin, handicap, elderliness, or familial status. The purpose of this form is:

1. to give you the option to furnish information about an emergency contact person for you in your home country;
2. to verify that you are lawfully in the United States;
3. to determine whether your right to be in the U.S. expires during your Lease Contract term, and
4. to enable us to better cooperate with government officials in the performance of their duties, when requested

We don't anticipate sharing this Supplemental Application with anyone except government officials who might inquire about you.

<p><b>ABOUT YOU</b> Your full name (exactly as on any card or document issued by U.S. Immigration and Naturalization Service): _____</p> <p>Your place of birth. Please indicate the city, state (region, province, etc.) and country: _____</p> <p>Country or countries of which you are a citizen (list all): _____</p> <p>Approximately how long have you been in the United States?        Years: _____ Months: _____</p> <p>Have you ever been asked or ordered by a representative of any government to leave the U.S. or any other country? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state when and what country or countries (list all): _____</p> <p>Person in your home country whom we may contact in event of an emergency (optional). Name: _____        Relationship: _____        Mailing address: _____</p> <p>Email address: _____        Phone: _____</p> <p>Please check the U.S. Immigration and Naturalization Service (INS) document that entitles you to be in the United States:</p> <p><input type="checkbox"/> Form I-551 Permanent Resident Card (Alien Registration Receipt Card) (form includes photo and fingerprint) Card number: _____</p> <p><input type="checkbox"/> Form I-766 Temporary Resident Card (form includes photo and fingerprint). Expiration date: _____ Card number: _____</p> <p><input type="checkbox"/> Form I-766A Employment Authorization Card (form includes photo and fingerprint) Expiration date: _____ Card number: _____</p> <p><input type="checkbox"/> Form I-94 Arrival-Departure Record (form does not include photo or fingerprint). Expiration date: _____ Form Number: _____</p> <p><input type="checkbox"/> INS receipt for replacement of one of the above documents, with verification by INS of your entitlement to the above.</p> <p>If you are relying on Form I-94, we will ask to see your passport and visa, and you will need to answer the questions below.</p> <p>Country issuing your passport: _____        Your passport number: _____        Expiration date: _____</p> <p>Do you have a visa? <input type="checkbox"/> Yes <input type="checkbox"/> No        If yes, what type? <input type="checkbox"/> student <input type="checkbox"/> work <input type="checkbox"/> visitor <input type="checkbox"/> other (specify): _____</p> <p>Visa expiration date: _____</p>	<p><b>YOUR SPOUSE</b> Your full name (exactly as on any card or document issued by U.S. Immigration and Naturalization Service): _____</p> <p>Your place of birth. Please indicate the city, state (region, province, etc.) and country: _____</p> <p>Country or countries of which you are a citizen (list all): _____</p> <p>Approximately how long have you been in the United States?        Years: _____ Months: _____</p> <p>Have you ever been asked or ordered by a representative of any government to leave the U.S. or any other country? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state when and what country or countries (list all): _____</p> <p>Person in your home country whom we may contact in event of an emergency (optional). Name: _____        Relationship: _____        Mailing address: _____</p> <p>Email address: _____        Phone: _____</p> <p>Please check the U.S. Immigration and Naturalization Service (INS) document that entitles you to be in the United States:</p> <p><input type="checkbox"/> Form I-551 Permanent Resident Card (Alien Registration Receipt Card) (form includes photo and fingerprint). Card number: _____</p> <p><input type="checkbox"/> Form I-766 Temporary Resident Card (form includes photo and fingerprint). Expiration date: _____ Card number: _____</p> <p><input type="checkbox"/> Form I-766A Employment Authorization Card (form includes photo and fingerprint) Expiration date: _____ Card number: _____</p> <p><input type="checkbox"/> Form I-94 Arrival-Departure Record (form does not include photo or fingerprint). Expiration date: _____ Form Number: _____</p> <p><input type="checkbox"/> INS receipt for replacement of one of the above documents, with verification by INS of your entitlement to the above.</p> <p>If you are relying on Form I-94, we will ask to see your passport and visa, and you will need to answer the questions below.</p> <p>Country issuing your passport: _____        Your passport number: _____        Expiration date: _____</p> <p>Do you have a visa? <input type="checkbox"/> Yes <input type="checkbox"/> No        If yes, what type? <input type="checkbox"/> student <input type="checkbox"/> work <input type="checkbox"/> visitor <input type="checkbox"/> other (specify): _____</p> <p>Visa expiration date: _____</p>
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We may ask to make a photocopy of any of the INS documents checked above and, if needed, your passport and visa.

Applicant's signature \_\_\_\_\_  
Spouse's signature \_\_\_\_\_  
Date \_\_\_\_\_

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**United States Citizenship and Immigration Services Addendum**  
**("USCIS Addendum")**

This United States Citizenship and Immigration Services Addendum ("USCIS Addendum") is hereby made a part of the Apartment Lease Contract ("Lease"), entered into on \_\_\_\_\_, 2018 by and between **Lincoln Apartment Management, LP** ("Property Manager) and \_\_\_\_\_ ("Resident") who leases an apartment unit located at **Masonvale** ("Community") with the same force and effect as though set forth in the Lease. Except as provided herein, the provisions of the Lease shall remain unaffected.

All residents residing in the Community must provide documentation establishing that he or she legally resides in the United States in a manner consistent with the laws and regulations enforced by the United States Citizenship and Immigration Services, unless otherwise prohibited by law. All residents are responsible for maintaining the legal right to reside within the United States at all times during their stay at a Lincoln community by complying with all applicable laws and regulations including, but not limited to, United States Citizenship and Immigration Services requirements.

Resident understands that the Property Manager is relying on Resident's representations, statements and documentation provided as verification of his or her legal residency within the United States.

**By signing below, Resident is affirming that that the information provided to validate legal residency within the United States is true and correct. Resident further agrees that at all times during his or her lease agreement Resident will comply with all applicable laws and regulations, including USCIS requirements, to maintain legal residency.**

Resident Signature: \_\_\_\_\_

Date: \_\_\_\_\_

THIS FORM SHOULD NOT BE USED IN CALIFORNIA OR ANY OTHER STATE WHERE THE REQUEST FOR INFORMATION REGARDING LEGAL RESIDENCY IS PROHIBITED BY LAW.