



**RIVERPARK CONDOMINIUMS  
RENTAL APPLICATION  
LEASE ADDENDUM A**

Please complete this application in its entirety. Information provided is used to select the best neighbors for you and all of our Residents. You may choose to withhold some information for privacy purposes, however please be advised that this may affect the acceptance of your application. If accepted, this application will become a part of the Lease Agreement. Providing false information is grounds for denial and immediate termination of the lease. **YOUR SIGNATURE AUTHORIZES POLARSTAR TO VERIFY YOUR INFORMATION.** Your signature, social security number(s) and a current photo ID is required for all applicants. Please review the Polar Star Properties Privacy Policy below prior to submitting your application.

*\$75 Application Fee per adult. A separate application must be completed for each legal adult applicant.*

Today's Date: \_\_\_\_\_ # of Adults: \_\_\_\_\_ #of Children: \_\_\_\_\_

Bedroom Size: \_\_\_\_\_ Requested Move-in Date: \_\_\_\_\_

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**APPLICANT INFORMATION**

Legal Name: \_\_\_\_\_

Maiden or Previously Used Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

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**RENTAL REFERENCES (Two Years – Do not list family or friends as references)**

Current Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_

Current & All Previous Addresses and dates for the last ten years:

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Nearest Living Relative: \_\_\_\_\_

Telephone: \_\_\_\_\_ Relationship: \_\_\_\_\_

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**EMPLOYMENT**

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Supervisor's Name: \_\_\_\_\_

Date Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Job Title: \_\_\_\_\_

Full or Part Time: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Do you receive income from any other source such as a second job? Please provide details:

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Have you ever filed bankruptcy or had any judgments or liens against you? If yes, please explain:

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Have you been convicted of a criminal offense in the last seven years? If yes, please explain:

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**Please have all applicants and cosigners / guarantors complete and sign this form.**

**APPLICANT CONSENT**

I hereby consent to allow the Landlord, through its designated agent and its employees, to obtain and verify my **CREDIT REPORTS, EMPLOYMENT REFERENCES, COURT, CRIMINAL & JUVENILE RECORDS, ARREST DETENTION INFORMATION AND CHARACTER REFERENCES, GENERAL REPUTATION, MODE OF LIVING, AND RENTAL REFERENCES** for the purpose of determining whether or not to lease a property to me. I understand that should I lease a property, the Landlord and its agent shall have the continuing right to review my criminal information, rental application, payment history and occupancy history for account review purposes and for improving application review methods.

\_\_\_\_\_  
Applicant (or Cosigner/Guarantor) Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Polar Star Properties Privacy Policy**

Polar Star Properties is committed to respecting and protecting your privacy. We take the issue of privacy very seriously and value the trust you place in us as we provide our services to you. This statement describes our practices and policies with regard to personal information that you submit as part of our rental application and property leasing services.

1. Information provided is used to select the best neighbors for you and all of our Residents.
2. You may choose to withhold some information for privacy purposes, however please be advised that this may affect the acceptance of your application.
3. If accepted, this application will become a part of the Lease Agreement.
4. Providing false information is grounds for denial and immediate termination of the lease.
5. All of your personal information will be held in the strictest of confidence and we do not use or sell your personal information for any purposes other than for verification of your qualification and suitability for renting Polar Star Properties managed properties.
6. We will not disclose any personal information for other purposes without advance permission in writing except when required by law.
7. Use and disclosure of your personal information shall be made without your consent, authorization, or request under the following circumstances:
  - a. When required by law.
  - b. When authorized by law to report abuse, neglect, or domestic violence to public authorities if there is a reasonable belief that you may be a victim of any or all of these circumstances.
  - c. When required for law enforcement purposes (for example, to report crimes).
  - d. To a coroner or medical examiner for the purpose of identifying a deceased person, determine a cause of death or other duties authorized by law.
  - e. When authorized to comply with workers' compensation or other similar programs established by law.
  - f. For the purpose of reporting child abuse and neglect.
  - g. Any means of verbal communication among the members of our staff, owners of the properties we manage and the homeowners association.
  - h. Disclosures for judicial and administrative proceedings, such as in response to subpoenas or court orders.

Please let our staff know if you would like a copy of the information you submit to Polar Star Properties.

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**ADDITIONAL APPLICANT INFORMATION**

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**CHILDREN**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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**AUTOMOBILES**

#1 Make: \_\_\_\_\_ Color: \_\_\_\_\_ License: \_\_\_\_\_ State: \_\_\_\_\_

#2 Make: \_\_\_\_\_ Color: \_\_\_\_\_ License: \_\_\_\_\_ State: \_\_\_\_\_

Name of Automobile Insurance Company: \_\_\_\_\_

Name of Agent: \_\_\_\_\_ Telephone: \_\_\_\_\_

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**OTHER**

As Tenants, you are responsible for maintaining insurance on your personal belongings.

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## RENTAL VERIFICATION

Please provide the following regarding the rental reference on:

**Applicant Name:** \_\_\_\_\_

How long did he/she occupy this residence? \_\_\_\_\_

Did he/she make timely payments? \_\_\_\_\_

Was there any violation of the rental agreement? \_\_\_\_\_

Any unauthorized residents? \_\_\_\_\_

Were there any returned or NSF checks? \_\_\_\_\_

Did he/she give proper notice of intent to vacate? \_\_\_\_\_

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

\_\_\_\_\_  
Leasing Agent, Polar Star Properties



## RESIDENT ADMISSIONS STANDARDS

Polar Star Properties is an equal Housing Opportunity Manager. We do not discriminate on the basis of:

Race	Handicap	Marital Status
Color	Religion	Military Discharge Status
Sex	National Origin	Sexual Orientation
Disability	Familial Status	Source of Income
Age (over 40 years of age)		

We do, however, apply certain criteria fairly and evenly to each person who applies to rent an apartment at a Polar Star Property. The property manager has a complete list of criteria used to evaluate each application. The following is the general intent of the criteria:

We only allow a certain number of residents in each size apartment.

All residents, combined, must meet certain income requirements, depending on the amount of rent.

All residents must have "good credit", stable employment, and a good rental history.

We may ask for an additional security deposit if your credit report falls into certain ranges.

We will not rent an apartment to you if you have been evicted, skipped on an apartment, or otherwise have bad rental history.

We will not rent an apartment to you if you have been convicted of a felony in the past 7 years.

We will not rent an apartment to you if you have been convicted of a misdemeanor drug or gang-related offense in the last 7 years, or multiple misdemeanors.

All residents, who are not dependent of another resident in the same apartment must be 18 years of age or older.

Polar Star Properties has established these criteria as a way of ensuring that each person who lives at our property has the same opportunity to enjoy their home and the amenities the community provides. We cannot guarantee that every person living here meets these criteria, but we do our best to make sure each person does.