

CHATEAUX DIJON APARTMENTS

Application Checklist

___ Please fill out the application completely, sign the qualifications page & sign ONLY the bottom of the rental verification form.

___ Provide proof of income (ie - Check stubs, award letters, hire letter)

___ A copy of everyone's state issued picture identification for all persons 18 + yrs of age.

___ Rental Deposit - Check or Money Order

___ \$400 for all 1 bdrms

___ \$550 for all 2 bdrms

___ App Fee - Check or Money Order

___ \$30 per person 18 yrs of age & older

___ \$50 per married couple.

Cash is never accepted!! The application fee & the deposit must be in two separate payments.

We cannot accept applications or assign units unless BOTH have been received!!

You will be contacted within 2-3 business days or sooner to be advised of your application status.

ALL MISSING AND/OR REQUESTED DOCUMENTAION MUST BE SUBMITTED & RECEIVED WITHIN 48 HOURS. IF DOCUMENTATION IS NOT RECEIVED WITHIN THIS TIME, YOUR APPLICATION WILL BE CANCELLED & WITHDRAWN & THE ASSIGNED UNIT WILL BE AVAILABLE TO OTHER PROSPECTS. ** ONLY THE DEPOSIT WILL BE RETURNED BACK TO YOU.

We can't wait to make Chateaux Dijon your new home!

3301 W Esplanade Ave N., Metairie, La. 70002

Office - (504) 837-0305

Fax - (504) 837-0306

www.chateauxdijon.org

CREDIT RENTAL APPLICATION

Chateaux Dijon
3301 W. Esplanade Ave. N
Metairie, LA 70002

Office Use Only: Apt #: _____
Deposit Amount: _____ Date Deposit Received: _____
Requested Move-In: _____ Lease Term: _____

1. APPLICANT NAME _____ DATE OF BIRTH _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

SOC. SEC. # _____ DRIVERS LIC. NO. & STATE _____

PHONE _____ EMAIL ADDRESS _____

CURRENT EMPLOYER _____ PHONE _____ SUPV _____

POSITION: _____ MONTHLY INCOME: _____ YRS / MONTH EMPLOYED _____

2. SPOUSE / ROOMMATE _____ DATE OF BIRTH _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

SOC. SEC. # _____ DRIVERS LIC. NO. & STATE _____

PHONE _____ EMAIL ADDRESS _____

CURRENT EMPLOYER _____ PHONE _____ SUPV _____

POSITION: _____ MONTHLY INCOME: _____ YRS / MONTH EMPLOYED _____

| Names of Other Occupants | Relationship | Age | Date of Birth |
|--------------------------|--------------|-------|---------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

How many vehicles would you be keeping here at this address? _____

Make _____ Model _____ Color _____ Year _____ Lic Plate #: _____ State _____

Make _____ Model _____ Color _____ Year _____ Lic Plate #: _____ State _____

Have you or any other occupant ever been evicted or broke a lease? YES / NO

Do you have any pets? _____ How Many: _____ Breed/weight/ Age _____

EMERGENCY CONTACT: NAME _____ RELATIONSHIP _____

FULL ADDRESS: _____ PHONE #: _____

How Did You Find Out About Us? _____

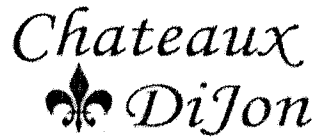
Chateaux Dijon Apartments has my / our permission to run a credit and criminal background . Yes _____ No _____. A Credit check will appear on your credit report as an inquiry. This application and the contents are represented by me, to be accurate and complete.

Signature _____

Signature _____

Date: _____

Date: _____



Qualification Acknowledgement

In order to assist you with your decision on your new home, we are providing a list of guidelines used to qualify residents for tenancy in our community. Exceptions to one of the below qualifications may be considered due to extenuating circumstances.

Fair Housing Statement: Chateaux Dijon is committed to the compliance with all federal, state and local fair housing laws. It is our policy to offer apartments for rental to the general public without regards to race, color, national origin, religion, sex, familial status, or handicap. The employees of Chateaux Dijon have a legal obligation to treat each individual in a consistent and equally fair manner.

Income/Employment

All persons applying for an apartment must have a local verifiable source of income in a gross amount no less than (3) times the total rental rate. We will use an individual's gross income as stated on official pay stubs. If the individual is self-employed or a contract worker within the same field of employment, we will use last year's tax return. Offer letters on official company letterhead are accepted for new employment.

Rental History

At least twelve months of past rental history must be satisfactory (i.e., rent paid on time, lease obligation fulfilled, residence left in satisfactory condition with no outstanding charges for damages). An eviction would constitute cause for application denial.

Credit

No outstanding debt to other rental communities/landlords is permitted at any time. No unpaid liens and judgements are permitted. No Chapter 13 bankruptcies or Chapter 7 filings, completed or in process, within the past five years are permitted. Extra-ordinary levels of debt may result in an application being declined if other criteria are not satisfactory.

Co-signer

A co-signer will be accepted for only for full time students. Applicant must show proof that they are a full time student. Co-signers will not be accepted as a substitute for negative rental history. Co-signers are required to show proof of income no less than (6) times the total rental rate, and must have positive credit and rental/mortgage history. Co-signers will be held fully responsible for the lease should the occupying resident default.

Occupancy

The maximum number of residents permitted to dwell in an apartment shall not exceed two (2) occupants per bedroom. The only exception would be a one bedroom with an infant, who at the initiation of the lease, is less than 6 months old.

Criminal Background

All felony convictions, misdemeanors which involve Moral Turpitude (i.e. , drug involvement, selling, manufacturing or possession of a controlled substance, prostitution, theft or crimes against persons and/or property, etc.) or deferred adjudication for any such offense or probation for a felony are reasons for application denial.

At the time of application, anyone 18 years or older must present a drivers license or government issued picture ID.

This application will not be considered for approval if there is any missing or false information.

Signature of applicant

Date

Signature of applicant

Date

Signature of applicant

Date

Chateaux DiJon Apartments

504-837-0305

Verification of Rental History

We are requesting verification of applicant's rental history because our records show that they are a current or former resident(s) @ the property listed below. Thank You for Your Cooperation!!

Once form is completed please return by either fax - 504-837-0306 or email back to leasing@chateauxdijon.org.

Date: _____

Address Leased: _____

Property: _____

Fax: _____

Applicants: _____

Lease Holders Name: _____

Total # of Occupants in unit _____ Any known Pets: _____

Monthly Rental Amount \$: _____ What was included: _____

Lease Start Date: _____ Lease Expiration : _____

Date moved out (if applicable) _____ Did you receive proper notice? _____

Tenant pay rent on time? _____ # of late payments? _____ # of NSF checks? _____ Eviction ever filed? _____

Any damage left to the apartment:? _____ After Move-Out, was full amount of security deposit returned: _____

Currently Have A Balance Owed: _____ Balance Amount \$ _____ For Rent, Damages and/or Both / Other: _____

Are you aware of any disturbances caused by resident? If so please explain: _____

Would you rent to resident again? _____

This form was completed by Title Phone Date

I hereby give Chateaux DiJon Apartments permission to contact current / previous landlord to obtain verification

Applicants Signature Date

Applicants Signature Date

Applicants Signature Date

Applicants Signature Date

Pet Weight Confirmation Form

Chateaux Dijon Apartments

Date: _____

To the Management of Chateaux Dijon,

This form is completed for the animal known as _____ who is the following breed,
_____. This animal is estimated to be _____ years
old. It is our belief that this animal should achieve a maximum adult weight of
approximately _____ pounds.

Authorized Veterinarian Signer

Veterinarian Information:

Veterinarian Practice: _____ Phone: _____

Address: _____

Pet Emergency Contact/ Caretaker

Name: _____ Address: _____

Cell #: _____ Home #: _____ Work #: _____

Chateaux Dijon

| Plan | Sq. Feet | Price |
|------------------------------------|----------|--------|
| A1 1 bed/1 bath | 662 | \$700* |
| A2 1 bed/1 bath | 662 | \$700* |
| A3 1 bed/ 1 bath | 709 | \$745* |
| A4 1 bed/1 bath/ open den | 956 | \$790* |
| A4 1 bed/1 bath/ closed den | 956 | \$835* |
| B1 2 bed/2 bath | 1009 | \$895* |
| B2 2 bed/ 2bath/ den | 1200 | \$985* |

***Monthly Utility Fees which pays for the water, gas & trash service**
 \$45 – One Bedroom \$60 – Two Bedrooms

\$50.00 per month Short Term Lease Fee: For any lease term between 6 – 11 months. A minimum of 6 month lease term is required.

Application Fee \$30 (non-refundable) This fee is required and is to be submitted along with the completed application. All lease holders and occupants over the age of 18 will need to complete an application and will need to pay the application fee. **Application Fee for a married couple \$50**

Security Deposit - Must be submitted along with application in order for apartment to be reserved.
\$400 – 1 Bedroom \$550 – 2 Bedroom

*Deposits are returned if application is denied. If an application is approved and you then decide to not move-into a unit, the deposit is then forfeited and is non-refundable.

***No BBQ Grills *No Satellites**

*Pets allowed with pet lease only

"504" area code required for Gate System Access.

All new residents our apartment community meet the same non-discriminatory qualification standards based on income, employment, credit, and rental history. The maximum number of occupants allowed in each size apartment is available in the office. The term "occupant" refers to all adults and children in the apartment. If the number of occupants in your apartment changes for any reason, please contact the management office immediately.

Chateaux Dijon is committed to comply with all federal, state and local fair housing laws. The community policies are designed to provide for consistent and fair treatment of all residents in the spirit of these laws.

The staff at your community has a legal obligation to treat each individual in a consistent manner. Please do not place them in a difficult position of denying a request for an exception to a written policy.

Thank you in advance for your cooperation.