

APPLICANT CHECKLIST

THE FOLLOWING MUST BE SUBMITTED TO AHI PROPERTIES

1. The Application Form
2. The Verification of Employment Form
3. The Verification of Rental History Form
4. A copy of your driver's license
5. A copy of your social security card
6. A check or money order for \$45.00 plus \$20 for each additional applicant

NOTE: If self-employed, retired or a trust fund benefactor, must also submit the first two pages of your federal tax return for the preceding year

Before submitting, please review the Application, Employment Verification and Rental History forms carefully. Failure to correctly disclose the following information as required on each form will result in processing delays or a rejection of your application.

- Social security number, date of birth, driver's license number and state of issue
- Your daytime phone number
- Daytime phone number for both current and previous landlords
- Daytime phone number for both current and previous employers including hire date and monthly income

Finally, have you already notified your current landlord to make them aware that they will soon be contacted by AHI Properties? If not, please do so before you submit the completed forms to AHI.

AHI PROPERTIES

SHOWING AGENT _____ DATE _____ CODE _____

8841 Helena Road in Pelham, AL 35124 205.682.9106 Fax 205.278.9743 * Huntsville Fax 256.882.2940 * Mobile, AL Fax 251.650.1644

APPLICANT _____ BIRTHDATE _____ SS# _____ DRIVERS LIC.# _____

CO-APPLICANT _____ BIRTHDATE _____ SS# _____ DRIVERS LIC.# _____

PRESENT ADDRESS _____ CITY _____ STATE _____ ZIP _____

HOME PHONE _____ CELLULAR _____ LIST ANY PETS _____ WEIGHT _____

HOW LONG AT PRESENT ADDRESS _____ REASON FOR MOVING _____ CURRENT RENT: \$ _____

CURRENT LANDLORD NAME _____ PHONE# _____

PREVIOUS ADDRESS _____ CITY _____ STATE _____ ZIP _____

PREVIOUS LANDLORD NAME _____ PREVIOUS LANDLORD PHONE# _____

NUMBER OF OCCUPANTS _____ RELATIONSHIPS TO SELF _____

	PRESENT	PRIOR	CO-APPLICANT'S
OCCUPATION			
EMPLOYER			
SELF-EMPLOYED, D.B.A.			
BUSINESS ADDRESS			
PHONE			
POSITION HELD			
HOW LONG			
NAME AND TITLE OF SUPERIOR			
TYPE OF BUSINESS			
MONTHLY GROSS INCOME			

REFERENCES PLEASE LIST AND INDICATE ALL SAVINGS (S) AND CHECKING (CK) ACCOUNTS

BANK NAME & BRANCH	ACCOUNT#	BALANCE	DATE OPENED	BANK PHONE

HAVE YOU OWNED A HOME IN THE PAST? _____ IF YES, HOW LONG? _____ HOW MANY? _____

HAVE YOU EVER FILED A PETITION FOR BANKRUPTCY? _____ WHEN? _____

HAVE YOU EVER BEEN EVICTED FROM ANY TENANCY? _____

HAVE YOU EVER WILLFULLY AND INTENTIONALLY REFUSED TO PAY RENT WHEN DUE? _____

THE UNDERSIGNED APPLICANT(S) AGREE(S) THAT THIS DOCUMENT SERVES AS INTENT TO LEASE THE PROPERTY

AT _____ RENTAL RATE \$ _____

UNDERSIGNED APPLICANT(S) AGREE(S) TO PAY AHI PROPERTIES A NON-REFUNDABLE APPLICATION FEE IN THE AMOUNT OF \$45.00. BY SIGNATURE, THE UNDERSIGNED HEREBY AUTHORIZE AHI PROPERTIES TO OBTAIN A CREDIT REPORT AND INVESTIGATE BACKGROUNDS TO DETERMINE RELIABILITY AS A TENANT(S). WHERE CREDIT IS NOT APPROVED OR FOR ANY OTHER REASON THIS APPLICATION IS DENIED, I UNDERSTAND THAT THE APPLICATION FEE IS NON-REFUNDABLE. BY PAYING THE APPLICATION FEE, THE APPLICANT MAKES NO LEGAL CLAIM TO THE PROPERTY. THE UNDERSIGNED ALSO UNDERSTANDS AND AGREES THAT UPON THE APPLICATION BEING APPROVED, THE UNDERSIGNED SHALL TENDER A CHECK IN THE AMOUNT OF \$ _____ TO BE HELD BY AHI PROPERTIES IN TRUST FOR LESSOR OF SAID PROPERTY AS A SECURITY DEPOSIT FOR THE LEASE OF THE SAID PROPERTY. APPLICANT MUST PROVIDE EVIDENCE OF RENTER'S INSURANCE AND LIABILITY INSURANCE UPON EXECUTION OF ANY LEASE. APPLICANT AGREES TO ADD AHI PROPERTIES AND LESSOR AS ADDITIONAL INSURED TO THE LIABILITY INSURANCE POLICY. **IF FOR ANY REASON A LEASE DOCUMENT IS NOT EXECUTED BY THE UNDERSIGNED APPLICANT(S), IT IS UNDERSTOOD THAT THE NON-REFUNDABLE SECURITY DEPOSIT SHALL BE RETAINED BY AHI PROPERTIES. IT IS AGREED THAT THE SECURITY DEPOSIT AND ALL CLAIMS TO THE SAID PROPERTY SHALL BE FORFEITED BY THE UNDERSIGNED APPLICANT.**

• APPLICANT SIGNATURE _____ DATE _____

• APPLICANT SIGNATURE _____ DATE _____

PRIVACY AND SECURITY POLICY

Your privacy is important to us. AHI Properties' mission is to meet your real estate needs while respecting your privacy. We understand that you expect privacy and security for your financial affairs and we are committed to treating your information responsibly. We appreciate your trust and confidence in us and we will reward that trust by protecting your information and honoring your choices. This Privacy and Security Policy describes the standards we follow in handling information about you and your AHI Properties transaction.

INFORMATION WE COLLECT

As part of our business operations, we collect non-public personal information from the following sources:

- Information we receive from you on applications or other forms, such as your name, address, telephone number, employer, income and your financial position.
- Information about your transactions with us, with our affiliates or others, such as your account balance and payment history.
- Information from consumer reporting agencies, public records and data collection agencies, such as your obligations with others and your creditworthiness.

INFORMATION WE MAY DISCLOSE AND TO WHOM

It is our Policy that we may disclose any or all of the non-public personal information that we collect as described above, on our customers and former customers, to non-affiliated companies that perform services or functions on our behalf (for example, private mortgage insurance companies, quality control companies) and other non-affiliated financial institutions with whom we may have a joint marketing agreement (for example, insurance companies) and Lessor.

Also, we may disclose any or all of the non-public personal information described above, as permitted by law.

- We may disclose to a consumer-reporting agency your creditworthiness and credit history.
- We may disclose information in response to lawful requests from law enforcement agencies.
- We may disclose, with your consent and at your direction, in order to provide to you customer services or to administer your account.
- We may disclose information we receive from you on applications and other forms as described above, and information about your transactions with us, such as your account balance and payment history, to our affiliates.

These disclosures of nonpublic personal information are permitted by exception.

PROTECTING THE CONFIDENTIALITY AND SECURITY OF NON-PUBLIC PERSONAL INFORMATION

AHI Properties restricts access to non-public personal information about you to those employees whom we determine have a legitimate business purpose to access such information. We maintain security techniques that are designed to protect our customer data. We also educate our employees about the meaning and requirements for data security and confidentiality.

AFFILIATES:

This notice describes the privacy practices of Clean As A Whistle, dba AHI Properties, Apartment Hunters LLC, Apartment Hunters Inc., Birmingham Insurance Group, Patrick-Oliver Group, Leasemart, LLC, and Village Furniture LLC and Lessor.

Applicant

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