

**HOW TO APPLY FOR AN APARTMENT WITH ALORI PROPERTIES,
RENTAL QUALIFYING CRITERIA AND OUR PRIVACY POLICY ON PERSONAL INFORMATION:**

1. **Fill out an application.**
Leave one application for each adult who will live in the apartment. The application must be filled out completely with all necessary phone numbers. **To qualify**, we need a minimum of 2 years verifiable leasing references OR proof of current home ownership (provide a copy of a mortgage statement or property tax statement). We **ALSO** need a minimum of 2 years verifiable employment references and current income needs to be at least 2 ½ times the rent amount. ***We must have BOTH of these in order for you to qualify to rent an apartment from Alori Properties.*** Students will need a lease guarantor. The guarantor will be required to provide proof of home ownership and have verifiable income. We cannot accept a guarantor in lieu of requirements for anyone other than students.

2. **Leave a check or money order for your security deposit and a separate check or money order for \$35 application fee.**
The security deposit is 1/2 of the rent amount and is required with your application in order to begin the process. **A separate \$35 non-refundable application fee is also required when you apply.** The security deposit will be held until you are approved, then will be deposited into our bank. The approval process time depends on how quickly we are able to reach your references. The apartment will **not be taken off the market and held for you** until a lease has been signed.

3. **Sign your lease upon approval.**
No additional funds are needed until the day that you move into your apartment and pay the rent (prorated) for the current month. If you cancel after the lease is signed, your deposit will not be refunded and you remain responsible for rent until the apartment is released.

ALORI PROPERTIES PRIVACY POLICY ON PERSONAL INFORMATION:

We are dedicated to protecting the privacy of your information. This includes your Social Security Number or other government identification numbers. Our privacy policy is to help assure that your information is kept secure. We follow all federal and state laws regarding the protecting of your personal information.

How information is collected. You will be furnishing some of your personal information (such as your Social Security Number or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other documents that you provide to us.

How and when information is used. We may use this information in the process of verifying statements made on your rental application, such as your rental and employment history. We may use this information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe in the future.

How the information is protected and who has access. Only authorized persons have access to your Social Security Number or other governmental identification numbers. We keep all documents containing this information in a secure area, accessible only by authorized persons. We do not store any of your personal information on our computer system.

How the information is disposed of. Once we no longer need your Social Security Number or other governmental identification number, we will store or destroy the information in a manner that ensures no unauthorized persons will have access to it. Our disposal method may include physical destruction (shredding) or obliteration of paper documents.

Locator Services. If you were referred to us by an apartment locator, please be aware that the locator services are independent contractors and are not our employees – even though you may have initially begun the application process with them by filling out our rental application form(s). You should require any locator services you use to furnish you their privacy policies.

ACKNOWLEDGEMENT

Signing this acknowledgement indicates that you have had the opportunity to review Alori Properties' tenant selection criteria. The tenant selection criteria include factors such as criminal history, current and previous rental history as well as current employment and current income history. If you do not meet our selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.

Signature of Applicant

Date