



Cadence Village at Woodland Hills  
50 Barnwood Drive  
Asheville, NC 28804

(828)658-3467  
FAX (828)645-3236

www.cadencevillage.com

## APPLICATION FOR RESIDENCY

Application Date \_\_\_\_\_

Do you have any pets? \_\_\_\_\_ How many? \_\_\_\_\_

Desired Move-In Date \_\_\_\_\_

Describe pet(s): Dog Breed: \_\_\_\_\_ Weight: \_\_\_\_\_

Desired Apartment Size \_\_\_\_\_

Cat type: \_\_\_\_\_ Weight: \_\_\_\_\_

Who will occupy the apartment?

Please Print:

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Last First Middle

Social Security Number \_\_\_\_\_

Home Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Please list all other persons who will reside in apartment:

Full Legal Name	Relationship	Sex	Date of Birth	Employment	Social Security Number	Income

### Address Information

Present Address \_\_\_\_\_  
Street Address City State Zipcode

How long have you lived at current address? \_\_\_\_\_ years \_\_\_\_\_ months Rent? \_\_\_\_\_ Own? \_\_\_\_\_

Current rental/mortgage payment? \_\_\_\_\_ Landlord Name/Address \_\_\_\_\_

Previous Address \_\_\_\_\_  
Street Address City State Zipcode

### Income of Occupants

Presently Employed By \_\_\_\_\_  
Company Name Company Address

Company Phone Number \_\_\_\_\_ Company Fax Number \_\_\_\_\_

Position Held \_\_\_\_\_ Current Income \_\_\_\_\_

Other sources of income: (Alimony, child support, real estate, trusts, etc.)

Type \_\_\_\_\_ Monthly Income \_\_\_\_\_

Type \_\_\_\_\_ Monthly Income \_\_\_\_\_

Vehicle Information

	Make	Model	Year	Color	Financed By	License Tag#
Car						
Car						
Motorcycle						
Other						

Emergency Contact Information

Name	Street Address	City/State	Phone#	Relationship

Statement

The applicant(s) states and represents that the information provided in this application is complete and accurate. Applicant authorizes verification of any and all information contained in this application and releases all concerned from any liability in connection with information given. You have the right to make a written request within 30 days for a complete and accurate disclosure of additional information concerning the nature and scope of this application.

I/we understand that if deposit is accepted by Cadence Village at Woodland Hills/RCG Southeast, I may withdraw my application within 48 hours for any reason with a full refund of my reservation fee. After 48 hours, the reservation fee will be forfeited to liquidating damages.

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

\_\_\_\_\_  
Co-applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Pets** – Keeping of a pet requires prior consent of management, payment of applicable fees and execution of a pet addendum.

**Waterbeds** are not allowed in any apartment home in Cadence Village at Woodland Hills.

Application Fee must be paid when submitting application for consideration. \$50 one person \$10 each additional person. **Anyone 18 or older is required to complete an application and pay the application fee.**

The application fee covers our cost of running a credit report, criminal history background check, employment verification and past landlord reference.



## CRIMINAL HISTORY BACKGROUND CHECK

Cadence Village at Woodland Hills/RCG Southeast strive to provide a better place to live and a community that all residents can be proud to live in. We have established a selection criteria, which allows residents of the community to feel more comfortable knowing that all residents have the same high standards. All prospective residents eighteen (18) years of age or older will be requested to **present a picture ID** to verify the applicant's signature and identity.

Any applicant may be rejected for any one (1) of the following reasons:

1. Felony conviction. Any application (including applications from a spouse or any person(s) 18 years of age or older planning to move in with an existing household) may be rejected for any felony conviction within the past 10 years which reflects acts of violence or any other conduct which establishes a pattern that poses a direct threat to the community and safety of other residents.
2. Any record or convictions involving illegal manufacturing, distribution or use of a controlled substance as defined under Federal or State laws.

Last Name	First Name	Middle Name	Social Security No.	Date of Birth

### AFFIDAVIT FOR RELEASE OF INFORMATION

I hereby give consent and authorize Cadence Village at Woodland Hills/RCG Southeast to search State and/or County files for any criminal history record.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

This record search will be completed only for the purpose of determining eligibility for residency. Information obtained will not be released or distributed except as provided by law.



**CADENCE VILLAGE AT WOODLAND HILLS/RCG SOUTHEAST  
DOES BUSINESS IN ACCORDANCE WITH  
THE FEDERAL FAIR HOUSING LAW  
(The Fair Housing amendments Act of 1988)**

**IT IS ILLEGAL TO DISCRIMINATE AGAINST ANY PERSON  
BECAUSE OF RACE, COLOR, RELIGION, SEX, HANDICAP,  
FAMILIAL STATUS, OR NATIONAL ORIGIN**

- |  |  |
|--|--|
| * In the sale or rental of housing or residential lots | * In the provision of real estate brokerage services |
| * In advertising the sale or rental of housing         | * In the appraisal of housing                        |
| * In the financing of housing                          | * Blockbusting is also illegal                       |

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Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination:

1-800-424-8590 (Toll Free)  
1-800-424-8529

Assistant Secretary for Fair Housing and Equal Opportunity  
U.S. Department of Housing and Urban Development  
Washington, DC 20410

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Previous editions are obsolete

form HUD-928.1 (8/93)

# CADENCE VILLAGE AT WOODLAND HILLS

## SELECTION CRITERIA

The selection criteria listed below explains Cadence Village at Woodland Hills' policy regarding standards which must be met in order to reside in our community. Standards such as these are appreciated by fellow residents of the community who feel more comfortable knowing that all residents have met the same standards as they did when they applied. It is our sincere intent to offer our residents the best possible community living environment. Cadence Village at Woodland Hills/RCG Southeast does not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin. If you have any questions regarding the selection criteria, please do not hesitate to ask the property manager. Our goal is to serve your housing needs.

The following are categories and requirements that a person or family must meet in order to reside in our community:

### **1. Present and Past Credit Report**

Any application may be rejected for any one (1) of the following reasons:

- a. Any one (1) judgment not remedied.
- b. Any one (single account) credit obligation, which is three (3) months, or more delinquent not remedied.
- c. Any one (1) personal bankruptcy.
- d. Any one (1) foreclosure of real estate.
- e. Any one (1) repossession of material or personal property.
- f. Any one (1) suit not remedied, or suit pending.
- g. Consistent, severe or recent history of deficiencies in overall credit or in rent payment which indicates that the family would be unable or would otherwise fail to pay rent due for the apartment or the absence of any history of timely payment of rent and other obligation, unless the family can show good cause for such absence, may be grounds for rejection. Also, applicants shall not be rejected if the Credit Bureau reports adverse credit which is a result of medical expenses.

### **2. Present and Past Rental History**

Any applicant may be rejected for any one (1) of the following reasons:

- a. Any one (1) instance of having "skipped" from previous housing.
- b. Any one (1) eviction from previous housing.
- c. Any repeated late payments of rent within a 12-month period from current or past housing.
- d. Any record of disturbances of neighbors, or destruction of any property by the applicant and/or family.
- e. Any records of disruptive or dangerous behavior.
- f. Any unsanitary or hazardous housekeeping.
- g. Any record of material non-compliance breeches of current or prior lease agreement or community rules/regulations.
- h. Any evidence of alcohol or controlled substance abuse, which manifests conduct that poses a threat to the health or safety of other residents or employees.

### **3. Criminal History Records**

- a. Felony Conviction: Any application (including applications from a spouse or any person(s) over the age of 18 planning to move in with an existing household) may be rejected for any felony conviction within the past 10 years which reflects acts of violence, or any other conduct, which establishes a pattern that poses a direct threat to the health and safety of other residents will be grounds for rejection of an application.
- b. Any record or convictions involving illegal manufacturing, distribution, or use of a controlled substance as defined under federal or state law.

### **4. Rental Payment Qualifications**

- a. Applicant(s) must produce verifiable evidence of the ability to pay rent.
- b. Income limits defined by the U.S. Department of Housing & Urban Development are used to determine eligibility.

### **5. Willingness To Abide By The Following Occupancy Standard**

Two (2) people per bedroom unless local building code guidelines provide otherwise, or unless the configuration of, or size of the bedrooms in the apartment, in the opinion of management, justifies a different occupancy limitation for a particular apartment.

Misrepresentation of information or refusal to provide necessary information for application as required by Cadence Village at Woodland Hills/RCG Southeast, HUD or state agencies will be considered grounds for application rejection.

Extenuating circumstances may be considered which would allow another disapproved application to be approved only when such circumstances are verifiable and evaluation is made by a representative of Cadence Village at Woodland Hills/RCG Southeast.

Written notice will be made to any applicant not approved for occupancy. The notice will clearly state the reasons for disapproval.

Grievance procedures: Within 14 days of the mailing date of notification, applicant may request a conference to provide written response to explain why the application should be approved. Within five calendar days of receipt of the explanation, a representative of Cadence Village at Woodland Hills/RCG Southeast shall provide a final written decision. No further determination will be made. Every applicant retains the right to redress through government agencies and/or court should he desire to do so.

A waiting list will be maintained in the event that the desired apartment size is not available. It will be the responsibility of the applicant to provide current contact information to the manager and advise of their continued interest every three months to remain active on the waiting list.



RENTAL VERIFICATION FORM

Applicant Information

Landlord Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zipcode

\_\_\_\_\_  
City State Zipcode

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

This will authorize \_\_\_\_\_ (present or past landlord) to release the information below regarding my rental history to RCG SE LLC/Cadence Village at Woodland Hills to expedite my application process. This information will be held in STRICT confidence.

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

\_\_\_\_\_  
Date

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This Section is to be completed by a current or previous Landlord. **Please fill out as completely and fax to our office at 828 645-3236.** Please contact us at 828 658-3467 if you have any questions. Thank you for your prompt attention to this matter.

Length of Residency From \_\_\_\_\_ to \_\_\_\_\_ Amount of Monthly Rent \$ \_\_\_\_\_

Are there any outstanding charges associated with damages? \_\_\_\_ Yes \_\_\_\_ No

Has the Applicant made any late rental payments? \_\_\_\_\_ If so, how many? \_\_\_\_\_

Have any 30-day non-remedial or 30-day repeat violation notices been issued? \_\_\_\_ Yes \_\_\_\_ No

Would you rent to the Applicant again? \_\_\_\_\_

General Comments \_\_\_\_\_

\_\_\_\_\_  
Signature of Present or Previous Landlord

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



EMPLOYMENT / INCOME VERIFICATION FORM

This will authorize \_\_\_\_\_ (employer) to release the information below to RCG SE LLC/Cadence Village at Woodland Hills to expedite my application process. This information will be held in STRICT confidence and will only be used to determine eligibility for an apartment at Cadence Village.

\_\_\_\_\_  
Employer Phone Number

\_\_\_\_\_  
Employer Fax Number

I, \_\_\_\_\_, ("Applicant") give my permission to release the information below to RCG SE LLC/Cadence Village at Woodland Hills to expedite the application process. Management has assured me that the information will be held in STRICT confidence.

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

\_\_\_\_\_  
Date

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This Section is to be completed by the Employer. Please complete and fax to our leasing center as soon as possible at **828 645-3236**. Please contact us at 828 658-3467 if you have any questions.

Employment Date \_\_\_\_\_ Occupation \_\_\_\_\_

Applicant's salary per HOUR/MONTH/YEAR (circle one) \$ \_\_\_\_\_

If hourly employee, how many hours worked per week? \_\_\_\_\_

Estimated annual amount of overtime \$ \_\_\_\_\_

Annual income from bonus, tips, commissions, etc. \$ \_\_\_\_\_

Deduction for savings plan, medical coverage, etc. \$ \_\_\_\_\_

Nature of employment: \_\_\_ Permanent/Full-time \_\_\_ Temporary \_\_\_ Seasonal \_\_\_ Part-time

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title