



Ridge
350 Wedgewood Dr.
Morgantown, WV 26505
304-599-8949 P
304-599-4238 F

Please submit your application along with the following fees:

Non-refundable application fee: \$50.00 [ ] Paid [ ] Waived (for office use only)
Non-refundable administration fee: \$150.00 [ ] Paid [ ] Waived (for office use only)
Refundable security deposit: \$100.00 [ ] Paid [ ] Waived (for office use only)

The security deposit is refundable before your lease is signed and will then be held by management for the term of the lease.

Accommodations are limited and will be leased on a first-come, first-serve basis. The acceptance of this application does not ensure an accommodation. An accommodation is reserved only upon execution of the lease agreement by all parties. Prices are subject to change until lease agreement is signed.

Applicant Data

Name:

(first) (middle) (last)

Local Phone: ( ) Mobile Phone: ( )

Current Local Address:

(street) (city) (state) (zip)

Permanent Address:

(street) (city) (state) (zip)

Please provide the following information completely:

[ ] Driver's License [ ] Passport or [ ] State ID Number: State issued:

Social Security No: - - Email:

Date of Birth: / / [ ] Male [ ] Female

Are you a student? [ ] Yes [ ] No If yes, what school?:

Current classification: [ ] Freshman [ ] Sophomore [ ] Junior [ ] Senior [ ] Graduate

Have you ever been convicted of a felony? [ ] Yes [ ] No Reason:

Have you ever been evicted from any residence? [ ] Yes [ ] No Reason:

Have you ever filed bankruptcy? [ ] Yes [ ] No If yes, when?:

## Guarantor Information

Name:

\_\_\_\_\_ (first) \_\_\_\_\_ (middle) \_\_\_\_\_ (last)

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Mobile Phone: (\_\_\_\_\_) \_\_\_\_\_

Current Guarantor Address:

\_\_\_\_\_ (street) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip)

Social Security No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Has your guarantor ever filed bankruptcy?  Yes  No If yes, when? \_\_\_\_\_

Emergency contact other than guarantor:

\_\_\_\_\_ (first) \_\_\_\_\_ (last)

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Mobile Phone: (\_\_\_\_\_) \_\_\_\_\_

## Applicant Parking/Vehicle Information

Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

License Plate Number: \_\_\_\_\_

*\*Dependent on the property, covered parking may incur an additional monthly charge and is available on a first-come, first-serve basis.*

## Roommate Request

*Requests are in no way guaranteed; if space is available, they will be granted on a first-come, first-served basis.*

If you have already chosen your roommates, please indicate their name below. All roommate choices must be mutual in order to be placed together. If you do not have a full apartment group, you will be matched with roommates based off of your resident profile form.

1) Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

3) Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*If you fail to answer any question, or if you have given false information: (1) we are entitled to reject this application; (2) we will retain all processing fees and deposits as liquidated damages for time spent and expenses; (3) we will terminate any right to lease the bedroom; and (4) if you have signed a lease, it will be a violation of the lease. By my signature I attest that the information contained herein is correct. The management is authorized to verify my credit history, and all other submitted information for the purpose of evaluating this lease application.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Rental Criteria

Welcome to our community. Thank you for choosing us as your place to live. In order to reside in our community we require that each Applicant must be 18 years of age and meet certain rental criteria. Before you fill out our Rental Application, we suggest that you review these requirements to determine whether you meet them. Please note that the term "Applicant" provided below applies to all Residents to be identified on the Apartment Lease Contract and the person or persons to be responsible for paying rent. Please note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by the Apartments prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various credit reporting services used.

All prospective residents may be required to provide proof of the following standards to include, but not limited to:

**OCCUPANCY GUIDELINES:** 1 Person per bedroom, in light of the "special circumstances" of the property; namely, that it is student housing with shared living spaces rented on a "per bed" basis. A child under 24 months at the time of lease signing will not be counted under the occupancy policy for purposes of maximum occupancy. If the child exceeds 24 months during the lease term, the lease will be allowed to complete its term, but renewal will only be offered in compliance with the occupancy policy.

**CREDIT:** A credit check will be processed on all self-qualifying applicants (if applicable). A social security number is required. The applicants must have a credit score of 600 or above.

**INCOME:** Total monthly income must be at least three (3) times the amount of the apartment monthly rental rate. If income requirements are not met, management may require the applicant to have a guarantor. Financial aid, grants or student loans are not qualifying sources of income.

**EMPLOYMENT:** Prospective residents must have (1) verifiable employment in this country, or (2) verifiable source of income. If applicant is self-employed or receives money from non-employment sources, the applicant must provide (1) a photocopy of a tax return from the previous year, or (2) provide a financial statement from a CPA verifying employment and income, or (3) photocopies of the three most current bank statements.

**STUDENT STATUS:** Certain Asset Campus Housing developments require all residents to have student status. To qualify, you must be enrolled in a degree program, either full or part time. You will be asked to verify student status by showing a current student I.D. card or other satisfactory proof of student status.

### IDENTIFICATION

**CITIZENS:** All applicants must have a government-issued photo I.D. A social security number is required.

**NON-CITIZENS:** In addition to meeting the above criteria, applicants who are citizens of another country must provide (1) a passport; (2) the INS document that entitles the applicant to be in the United States and (3) proof of employment in this country or an I-20 verifying student status and proof of enrollment. ACH may ask to make a photocopy of any of the applicant's INS documents, international passport and visa. In addition, for applicants who do not have credit history in this country and/or a guarantor, *ACH will accept in lieu of the credit/guarantor requirements a prepayment of the last one and half (1.5) installments unless otherwise expressed in writing by management.*

\*If you cannot provide proof of enrollment at the time your application is submitted, your approval may be conditioned upon submitting proof of enrollment as soon as it becomes available.

**CRIMINAL HISTORY:** A criminal history check will be done on all applicants over the age of 18. Under no circumstances can a waiver be granted to any new applicant who has a felony conviction, a sex offense conviction, or whose name appears on a sex offender registry maintained by law enforcement officials. Misdemeanors against a person will be reviewed and approved at the sole discretion of management.

Please remember that this requirement does not constitute a guarantee or representation that residents or occupants currently residing at the Property have not been convicted of a felony or are subject to deferred

adjudication involving use or possession of an illegal substance; there may be residents and occupants that have resided at the Property prior to this requirement going into effect; additionally, our ability to verify this information is limited to the information made available to us by the credit reporting system.

**RENTAL HISTORY:** Previous payment history will be reviewed, and negative rental history will not be accepted. Negative rental history is described as, but not limited to, any damages owed, rental related debt as described above, delinquent rental payments, and/or evictions filed within the past (12) months.

**GUARANTOR QUALIFYING PROCEDURES:**

**INCOME:** The guarantor's gross monthly income must total at least three (3) times the sum of the monthly rental rate. Guarantor must have (1) verifiable employment in this country, or (2) verifiable source of income. If guarantor is self-employed or receives money from non-employment sources, the guarantor must provide (1) a photocopy of a tax return from the previous year, or (2) provide a financial statement from a CPA verifying employment and income, or (3) photocopies of the three most current bank statements.

**CREDIT:** A credit check will be processed on all guarantors. A social security number is required. The guarantor must have a credit score of 600 or above. A credit score below 600 will require a prepayment of the last two (2) installments in advance.

**BANKRUPTCY:** Bankruptcy may result in a non-approval.

**RENTAL HISTORY:** Previous payment history will be reviewed, and negative rental history will not be accepted. Negative rental history is described as, but not limited to, any damages owed, rental related debt as described above, delinquent rental payments, and/or evictions filed within the past (12) months.

**CHECK WRITING CODE:** The guarantor must have a check writing verification of "accepted".

**RESIDENCY:** The guarantor must reside in the United States, and a social security number is required.

**ASSET CAMPUS HOUSING, INC. supports the Fair Housing Act as amended, prohibiting discrimination in housing based on race, color, religion, sex, national origin, handicap or familial status.**

I HAVE READ AND UNDERSTAND THE RENTAL POLICIES OF THIS COMPANY.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guarantor Signature

\_\_\_\_\_  
Date





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## PRIVACY POLICY

The purpose of this policy is to outline some of our procedures relating to the confidentiality and security of sensitive personal information, including social security numbers, disclosed to us by prospective and existing residents. For the purposes of this policy, the term “sensitive personal information” shall mean an individual’s first name or first initial and last name in combination with any one or more of the following items, if the name and the items are not encrypted: (i) social security number; (ii) driver’s license number or government-issued identification number; or (iii) account number or credit or debit card number in combination with any required security code, access code, or password that would permit access to an individual’s financial account. This term does not include publicly available information that is lawfully made available to the general public from the federal government or a state or local government.

1. **Collection and use of sensitive personal information.** When you apply to rent a bed/bedroom in our community, we will ask you to disclose certain sensitive personal information on your rental application and possibly other lease documentation. This sensitive personal information will be used by us for business purposes including confirmation of your identity, determination of your eligibility for rental and collection of amounts you owe.
2. **Protection and access to sensitive personal information.** We will keep the sensitive personal information you provide to us in our files. If you become a resident in our community, we will keep the sensitive personal information in a resident file. If you do not become a resident, we will keep your sensitive personal information in a general file. Personnel with the owner and management company, if applicable, will have access to our files. We also reserve the right to disclose sensitive personal information for business related reasons to others such as independent contractors, credit reporting agencies, collection agencies or prospective purchasers or their agents in a manner allowed by law.
3. **Disposal of records containing sensitive personal information.** It is our policy to dispose of records that contain sensitive personal information by shredding, erasing, or by other means making the sensitive personal information unreadable or undecipherable.
4. **Taking corrective action.** In the event that you experience identity theft or we discover that there has been unauthorized acquisition of computerized data that compromises the security, confidentiality, or integrity of sensitive personal information, as defined above, we will comply with all applicable law with respect to taking appropriate corrective action.

\*\*\*\*\*

This policy has been designed to meet the requirements of applicable law with respect to the adoption of a privacy policy. Nothing contained in this policy shall constitute a representation or warranty of any type whatsoever that sensitive personal information will not be misplaced, duplicated, or stolen. No liability is assumed with respect to any such occurrences.

Applicant Signature: \_\_\_\_\_ Date of Application: \_\_\_\_\_



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### Resident Profile Sheet

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

Classification: FR SOPH JR SR GRAD

Age: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Major: \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Hometown: \_\_\_\_\_

School attending: \_\_\_\_\_

Are you a member of any organizations? \_\_\_\_\_

**Check all that apply.**

***I prefer to live with a:***

- graduate student
- SR/JR
- FR/SOPH
- doesn't matter
- female
- male
- doesn't matter

***I like: (Also, draw a line through those you absolutely dislike.)***

- Hip-hop & R&B
- Country
- Alternative/Punk Rock
- Classic Rock
- Classical/Opera
- Talk radio
- Jammin' Oldies
- Pop
- Other: \_\_\_\_\_

***During my free time, I'd like to:***

- Sleep
- study
- play video games
- shop/go to a friend's
- party

***I:***

- smoke
- do not smoke
- & it bothers me if roommates do
- drink
- do not drink
- & it bothers me if roommates do
- study often
- study sometimes
- study rarely
- am a night person
- am a morning person
- am a normal person

**On a 10 scale (1=always; 10=never):**

I am quiet: 1 -- 3 -- 5 -- -- 8 -- 10

I require peace: 1 -- 3 -- 5 -- -- 8 -- 10

I am neat: 1 -- 3 -- 5 --- 8 -- 10

I can tolerate messiness: 1 -- 3 -- 5 -- 8 -- 10

**Other important considerations/requests/restraints:** \_\_\_\_\_

If applicable, please list the names of requested roommates & phone numbers.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*I give permission to the community to utilize all the above information when matching roommates. I understand that this procedure is to assist the property in matching residents for compatibility. My signature below constitutes an agreement that I will not hold the community, owner, managing agent or any employee responsible or liable in any way should any negative circumstance occur or if the matching service does not meet my expectations.*

Residents Signature: \_\_\_\_\_ Date: \_\_\_\_\_