Application, Verification, and Holding Fee Agreement

IMPORTANT – PLEASE READ CAREFULLY BEFORE SUBMITTING YOUR APPLICATION:

By submitting this application, I acknowledge and agree with the following:

Application and Holding Fee

- I understand I acquire no rights in an apartment until I sign this agreement and submit a holding fee in the amount of $200.
- Upon approval of this application and signing of a lease agreement, this holding fee will be credited toward my security deposit in consideration for the Landlord holding the apartment.
- I hereby waive all rights to the return of said holding fee, and the fee shall be retained as liquidated damages in the event of:
    - My decision not to enter into the lease agreement,
    - The submission of fraudulent documents or information,
    - My inability to provide the required verification documents.
- I understand that if I am denied tenancy based on failure to complete verification, failure to qualify, or submission of false or fraudulent information, all fees paid, including the application fee and holding fee, will be forfeited and non-refundable.

Income Verification and Deadlines

- I must complete all required steps for income verification within **24 hours** of receiving the verification request (including completion of any VOI secure link if applicable).
- Failure to complete the verification process within the 24-hour period will result in my application being **canceled** without further processing.
- If my application is canceled due to failure to complete verification, **all fees paid are non-refundable**.

Fraud Notice

- Any falsification, misrepresentation, fraudulent documents, altered information, or identity misrepresentation detected during screening will result in:
    - Immediate denial of my application,
    - Forfeiture of all fees paid (application and holding fees),
    - Possible referral to law enforcement authorities for investigation and prosecution.

EQUAL HOUSING OPPORTUNITY

(Revised 6/5/2025)

Consumer Report and Credit Investigation Disclosure

- In compliance with State and Federal laws, I am hereby informed that a consumer investigation will be initiated based on the statements made in my rental application for tenancy.
- I authorize **The Retreat at Carmel Apartments** and its agents to obtain credit reports, verify rental history, employment history, public records, and personal references as necessary to verify all information provided.
- I understand that additional consumer reports may be obtained in the future to update or review my account if tenancy is established.
- Upon request, I have the right to know whether consumer reports were requested and to obtain the names and addresses of any consumer reporting agencies used.
- I certify that all statements provided are true and correct to the best of my knowledge.

Initial Here: _____ (Acknowledging the holding fee policy, income verification deadline, fraud consequences, and credit reporting disclosures.)

Applicant Signature: _____

Date: _____

