

**RENTAL APPLICATION FOR
RESIDENTS AND OCCUPANTS**
(Each co-applicant and each occupant 18 years old
and over must submit a separate application.)



Date when filled out: _____

APPLICANT INFORMATION

Full Name (Exactly as it appears on Driver's License or Govt. ID card) _____

Former Name (if applicable) _____ Gender (Optional) _____

Birthdate _____ Social Security # _____ Driver's License # _____ State _____

Government Photo ID card # _____ Type _____

Home Phone Number _____ Cell Phone Number _____ Work Phone Number _____

Email Address _____

Marital Status: single married widowed separated Do you or any occupant smoke? yes no

I am applying for the apartment located at: _____

Is there another co-applicant? yes no

Co-applicant Name _____

Email _____

Co-applicant Name _____

Email _____

Co-applicant Name _____

Email _____

Co-applicant Name _____

Email _____

Co-applicant Name _____

Email _____

OTHER OCCUPANTS

Full Name _____	Relationship _____
Date of Birth _____ Social Security # _____	Driver's License # _____ State _____
Government Photo ID card # _____	Type _____

Full Name _____	Relationship _____
Date of Birth _____ Social Security # _____	Driver's License # _____ State _____
Government Photo ID card # _____	Type _____

Full Name _____	Relationship _____
Date of Birth _____ Social Security # _____	Driver's License # _____ State _____
Government Photo ID card # _____	Type _____

Full Name _____	Relationship _____
Date of Birth _____ Social Security # _____	Driver's License # _____ State _____
Government Photo ID card # _____	Type _____

Full Name _____	Relationship _____
Date of Birth _____ Social Security # _____	Driver's License # _____ State _____
Government Photo ID card # _____	Type _____

RESIDENCY INFORMATION

Current Home Address (where you live now)

City _____ State _____ Zip Code _____ Do you rent or own?
Dates: _____ \$ _____
From To Monthly Payment

Apartment Name _____

Landlord/Lender Name _____ Phone _____

Reason for Leaving _____

Previous Home Address

City _____ State _____ Zip Code _____ Do you rent or own?
Dates: _____ \$ _____
From To Monthly Payment

Apartment Name _____

Landlord/Lender Name _____ Phone _____

Reason for Leaving _____

EMPLOYMENT INFORMATION

Present Employer _____

Address _____

City _____ State _____ Zip Code _____ Work Phone _____
Dates: _____ \$ _____
From To Gross Monthly Income

Position _____

Supervisor Name _____ Phone _____

Previous Employer _____

Address _____

City _____ State _____ Zip Code _____ Work Phone _____
Dates: _____ \$ _____
From To Gross Monthly Income

Position _____

Supervisor Name _____ Phone _____

ADDITIONAL INCOME

(Income must be verified to be considered)

Type _____ Source _____ \$ _____
Gross Monthly Amount
Type _____ Source _____ \$ _____
Gross Monthly Amount

CREDIT HISTORY (if applicable)

If applicable, please explain any past credit problem:

RENTAL/CRIMINAL HISTORY

(Check only if applicable)

Have you or any occupant listed in this Application ever:

- been evicted or asked to move out?
- moved out of a dwelling before the end of the lease term without the owner's consent?
- declared bankruptcy?
- been sued for rent?
- been sued for property damage?
- been convicted (or received an alternative form of adjudication equivalent to conviction) of a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime?

Please indicate the year, location and type of each felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. *You represent the answer is "no" to any item not checked above.*

REFERRAL INFORMATION

How did you find us?

- Online search. Website address: _____
- Referral from a person. Name: _____
- Social Media. Which one? _____
- Other _____

EMERGENCY CONTACT

Emergency contact person over 18, who will not be living with you:

Name _____		Relationship _____	
Address _____		City _____	
State _____	Zip Code _____	Home Phone # _____	Cell Phone # _____
Work Phone # _____		Email Address _____	

VEHICLE INFORMATION (if applicable)

List all vehicles owned or operated by you or any occupants (including cars, trucks, motorcycles, trailers, etc.).

Make _____	Model _____	Color _____
Year _____	License Plate # _____	State _____
Make _____	Model _____	Color _____
Year _____	License Plate # _____	State _____
Make _____	Model _____	Color _____
Year _____	License Plate # _____	State _____
Make _____	Model _____	Color _____
Year _____	License Plate # _____	State _____

PET INFORMATION (if applicable)

You may not have any animal in your unit without management's prior authorization in writing. If we allow your requested animal, you must sign a separate animal addendum, which may require additional deposits, rents, fees or other charges.

Name _____	Type _____	Breed _____
Gender _____	Weight _____	Color _____
Age _____	Assistance Animal Status: <input type="checkbox"/> yes <input type="checkbox"/> no	
Name _____	Type _____	Breed _____
Gender _____	Weight _____	Color _____
Age _____	Assistance Animal Status: <input type="checkbox"/> yes <input type="checkbox"/> no	

APPLICATION AGREEMENT

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease Contract. While some of the information below may not yet apply to your situation, there are some provisions that may become applicable prior to signing a Lease Contract. In order to continue with this application, you'll need to review the Application Agreement carefully and acknowledge that you accept its terms.

- 1. Lease Contract Information.** The Lease Contract contemplated by the parties will be the current Lease Contract. Special information and conditions must be explicitly noted on the Lease Contract.
- 2. Approval When Lease Contract Is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.
- 3. Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
- 4. If you Fail to Sign Lease Contract After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, to the extent permitted by applicable law, and terminate all further obligations under this Agreement. Our actions under this paragraph shall comply with Virginia Code Ann. 55-248.6:1.
- 5. If You Withdraw Before Approval.** To the extent permitted by applicable law, if you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other. Our actions under this paragraph shall comply with Virginia Code Ann. 55-248.6:1.
- 6. Approval/Non-Approval.** We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.
- 7. Refund after Non-Approval.** If you or any co-applicant is disapproved or deemed disapproved under Paragraph 6, we'll refund all application deposits in accord with Virginia Code Ann. 55-248.6:1. Refund checks may be made payable to all co-applicants and mailed to one applicant.
- 8. Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 4, 6, or 7 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.

APPLICATION AGREEMENT (CONTINUED)

- 9. **Keys or Access Devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the Lease Contract and other rental documents; and (2) all applicable rents and security deposits have been paid in full.
- 10. **Application Submission.** Submission of a rental application does not guarantee approval or acceptance. It does not bind us to accept the applicant or to sign a Lease Contract.

DISCLOSURES

- 1. **Application Fee (Non-Refundable).** You agree to pay to our representative the non-refundable application fee in the amount indicated in paragraph 3. **Payment of the application fee does not guarantee that your application will be accepted.** The application fee partially defrays the cost of administrative paperwork. *It is non-refundable except as provided by applicable law.*
- 2. **Application Deposit.** In addition to any application fee(s), you agree to pay to our representative an application deposit in the amount indicated in paragraph 3. *The application deposit is not a security deposit.* To the extent permitted by applicable law, the application deposit will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR, it will be refunded under paragraph 7 of the Application Agreement if your application is not approved; OR, it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraphs 4 or 5 of the Application Agreement.
- 3. **Fees Due. Your Rental Application will not be processed until we receive your completed Rental Application (and the completed Rental Application of all co-applicants, if applicable) and the following fees:**
 - 1. Application fee (may not be refundable): \$ 35.00
 - 2. Application deposit (may or may not be refundable): \$ _____
- 4. **Completed Application.** Your Rental Application for Residents and Occupants will not be considered "completed" and will not be processed until we receive the following documentation and fees:
 - 1. Your completed Rental Application;
 - 2. Completed Rental Applications for each co-applicant (if applicable);
 - 3. Application fees for all applicants;
 - 4. Application deposit for the Unit.
- 5. **Notice to or from Co-Applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.

AUTHORIZATION AND ACKNOWLEDGMENT

AUTHORIZATION

I authorize Sparrows Point Owner LLC

(name of owner/agent) to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

Payment Authorization

I authorize Sparrows Point Owner LLC

(name of owner/agent) to collect payment of the application fee and application deposit in the amounts specified under paragraph 3 of the Disclosures.

Non-Sufficient Funds and Dishonored Payments.

If a check from an applicant is returned to us by a bank or other entity for any reason, if any credit card or debit card payment from applicant to us is rejected, or if we are unable, through no fault of our own or our bank, to successfully process any ACH debit, credit card, or debit card transaction, then:

- (i) Applicant shall pay to us the NSF Charge; and
- (ii) We reserve the right to refer the matter for criminal prosecution

ACKNOWLEDGMENT

You declare that all your statements in this Application are true and complete. You authorize us to verify the same through any means. If you fail to answer any question(s) or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

Applicant's Signature _____

Date _____

FOR OFFICE USE ONLY

Apt. name or dwelling address (street, city)	Unit # or type
Person accepting application	Phone
Person processing application	Phone
Applicant or Co-applicant was notified by <input type="checkbox"/> telephone <input type="checkbox"/> letter <input type="checkbox"/> email, or <input type="checkbox"/> in person of <input type="checkbox"/> acceptance or <input type="checkbox"/> non-acceptance on _____	
(Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)	
Name of person(s) who were notified (at least one applicant must be notified if multiple applicants):	
Name(s) _____	
Name of owner's representative who notified above person(s) _____	

ADDITIONAL COMMENTS

**APPLICANT/RESIDENT
RELEASE AND CONSENT FORM**

In consideration of my rental/renewal application with TFJG Management, I hereby voluntarily consent to and authorize Sparrows Point to obtain information with regards to my qualification as a resident of this apartment community.

I authorize all persons and organizations that may have information relevant to my residency to disclose such information to Sparrows Point. I hereby further authorize that a photocopy of this authorization may be considered as valid as the original, which will be on file and will remain in effect for one year from the date signed.

GROUPS OR INDIVIDUALS WHO MAY BE ASKED TO RELEASE INFORMATION:

- + Past & Present Employers
- + Welfare agencies
- + Previous & present Landlords
- + Police department official records
- + State unemployment agencies
- + Educational institutions
- + Child support & alimony providers
- + Social Security Administration
- + Veterans Administration
- + Retirement systems/administrations
- + Medical & childcare providers
- + Credit bureaus
- + Banks & other financial institutions

Applicant Signature

Applicant Name (please print)

Date



**LEASE ADDENDUM REGARDING
U.S. SERVICEMEMBERS' CIVIL RELIEF ACT
(Each Tenant must sign a separate Addendum)**

1. **Reason for Addendum.** In order to balance the needs of Landlord and Tenants and allow Tenants that are service members in military service with the Army, Navy, Air Force, Marines or Coast Guard (whether on active duty with the regular armed services, National Guard or Reserves) or commissioned officers of the Public Health Service or the National Oceanic and Atmospheric Administration (collectively "Servicemember") to meet their military service obligations and, further, in order to comply with the requirements of the U.S. Servicemembers' Civil Relief Act ("SCRA") and the Virginia Residential Landlord Tenant Act ("VRLTA"), Landlord and each Tenant have executed this Addendum.

2. **Military Status; Notice Requirement.** The undersigned Tenant ___ is or ___ is not a Servicemember entitled to benefits under the SCRA. Tenant agrees to notify Landlord at any time, if and when Tenant's military status changes, they are required to go on temporary duty ("TDY") for three (3) months or more, they receive orders for a permanent change of station ("PCS") or their duty station changes or is scheduled to change, or if Tenant's military duties otherwise interfere or reasonably may interfere with Tenant's duties and obligations under the Lease.

3. **TDY and PCS.** Tenant acknowledges that Para. # 22 of the Lease requires that Tenant notify Landlord if Tenant is not going to occupy the property or be away from the property for more than seven (7) consecutive calendar days, even if Tenant goes on TDY or receives orders for a PCS. If such event(s) occur, Tenant shall timely notify Landlord prior to such TDY or PCS (except in emergency situations) and make suitable arrangements to ensure that the remaining terms and conditions of Tenant's Lease are satisfied. Specifically, Tenant is reminded of their duty to timely pay any and all rent due, protect the property, and keep the property secured.

4. **Waiver of SCRA; Non-Waiver of VRLTA Rights.** In accordance with SCRA § 517 (as amended, renumbered or replaced from time to time) Tenant hereby waives all rights, duties and liabilities of any kind under the U.S. Servicemembers' Civil Relief Act, including but not limited to those provisions relating to automatic stays of proceedings for eviction, for nonpayment or rent or other breach of the Lease. This waiver shall not be deemed or construed to reduce or adversely effect Tenant's rights reserved under the VRLTA, namely Va. Code Ann. § 55-248.21:1 (Early Termination of Rental Agreement by Military Personnel). All other rights, duties and obligations of Landlord and Tenant set forth in the Lease shall remain unchanged and in full force and effect.

4. **Other Rights Unchanged.** This Addendum is separate from the Lease and does not, except as expressly stated herein, modify any of the contractual rights and duties of the Landlord or the Tenant set forth in the Lease.

LANDLORD:

TENANT:

Sign and Print Name (Date)

Sign and Print Name (Date)

RESIDENT SELECTION CRITERIA

FAIR HOUSING The Franklin Johnston Group® (TFJG) conducts business in accordance with the Fair Housing Act of 1968 (FHA) (42U.S.C.A. §§ 3601-3631) also known as Title VIII of the CIVIL RIGHTS ACT of 1968, as well as all state and local fair housing laws which prohibit discriminatory conduct involving rental housing. It is unlawful to refuse to rent to any person because of one's race, color, religion, sex, familial status, handicap or national origin.

CONSENT TO APPLY FOR A RENTAL RESIDENCE & SCREENING To ensure that all prospective residents are provided an equal opportunity to reside at our managed communities, all adult applicants (age 18+) must submit a fully completed, dated and signed Rental Application and Applicant Rental History Verification form. Each adult applicant will be charged an application fee in order to obtain and verify a consumer credit report, employment verification, and criminal background screening results. This application fee is non-refundable. The Franklin Johnston Group® conducts background checks, including criminal background, on all individuals applying for residency. To become a resident, an applicant must meet TFJG's standards for residency which include a review of financial and other qualifications. An applicant will not be disqualified merely because of a past criminal conviction. It is TFJG's policy for the nature of the conviction, underlying conduct of the conviction, age of the conviction and other relevant factors to be reviewed to determine if an applicant with a criminal conviction qualifies for residency. TFJG will utilize an unbiased third-party screening company to complete credit and criminal background screenings.

To complete these screenings, the applicant must provide a valid social security number or valid taxpayer ID number, as well as at least one of the following forms of identification: a U.S. Passport or Passport Card, Permanent Resident Card or Alien Registration Receipt Card (Form I-551), Employment Authorization Document Card (Form I-766), Foreign passport with Form I-94 or Form I-94A with Arrival-Departure Record, a valid driver's license or an ID card issued by federal, state or local government agencies or entities provided it contains a photograph and information such as name, date of birth, gender, height, eye color and address, U.S. military card, J-1, F-1 or M-1 student visas. All documents provided must be current and not expired. This list is subject to change at any time without notice.

Minimum Income Requirements per floorplan: On-site personnel will request verification of present employment, and if less than 12 months, previous employment as well. Applicants are required to provide income verifications, which may include pay statements, the most recent W2, bank statements, the most recent tax return, and/or other verifiable income sources.

CREDIT HISTORY Credit criteria is subject to change at any time and varies by community. TFJG requires a minimum of a 600 credit score. TFJG screens for credit worthiness of potential residents to assess the financial risk of leasing an apartment to you. The information provided to the on-site team member who runs your financial screening may include your bill payment history, the number and types of accounts you have, open bankruptcies, collection actions, repossession, eviction histories, outstanding debt, income relationships (rent-to-income and debt-to-income ratios), and other attributes that speak to your ability to meet the financial terms of your lease agreement.

All adult applicants must consent to a consumer credit report screening as defined in the Fair Credit Reporting Act, 15 U.S.C. 18811a(d) by a third-party credit screening service. Credit score thresholds are set and vary by community. TFJG reserves the right to accept applicants with conditions if the score returned does not meet the criteria for acceptance. For instance, you may be required to pay a higher security deposit because the credit score returned did not meet the criteria to fully accept. The absence of credit history may be a reason for denial but may also be approved with conditions. The third-party screening service will notify on-site personnel of your acceptance or denial based on the criteria set. On-site staff cannot override the recommendation. An unsatisfactory credit report resulting in denial is one that may reflect past or current bad debts, late payments or unpaid bills, liens, unpaid judgments or open bankruptcies. If your application is denied based on credit, you will be given an adverse action letter including the name, address and telephone number of our third-party screening service which provided your consumer information, as required by the FCRA. An applicant denied for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit-reporting service, correct any erroneous information that may be on the report, and re-apply as desired to the community.

PRESENT AND PAST RENTAL HISTORY Confirmation of good rental history for the last 12 months is required. Applicants with poor or no rental history may be denied. Prospects with unpaid housing judgments or outstanding balances owed to any apartment community are not eligible to rent at any apartment community managed by The Franklin Johnston Group® until such judgments or balances are paid in full.

CRIMINAL BACKGROUND SCREENING The use of a criminal background screening improves the quality of the resident profile, as well as the security and lifestyle available at our communities. Background checks will be conducted for all potential residents after financial and other qualifications are verified. An applicant will not automatically be disqualified because of a past criminal conviction or arrest. Qualified applicants that have a criminal conviction or arrest will be considered based on whether the conviction is relevant to the safety and security of the community. Factors used to determine this are: the type of conviction; the underlying conduct; the length of time between the conviction and the application; and more. A third-party screening service, not the on-site personnel, will be used to review these factors to determine if an applicant qualifies for residency so that all decisions are unbiased and consistent. As part of our screening, we will consider offenses related to: crimes against a person or property, drugs, theft by check, worthless and/or bogus checks, sex, terrorism, prostitution, traffic, and cruelty to animals. This list is not exhaustive and is subject to change at any time without notice. Juvenile offenses may be considered. Any felony offenses of which an applicant is convicted, whether committed as a juvenile or adult, will be considered. The Franklin Johnston Group® reserves the right to deny any applicant if we believe the applicant would pose a risk to the safety and security of person or property – regardless of the above stated criteria.

DENIAL If you do not meet the qualifications of the Resident Selection Criteria, or if you provide willful misrepresentation, inaccurate or incomplete information on the Rental Application and the Applicant Rental History Verification form, your application may be declined.

OCCUPANCY STANDARDS All TFJG communities are limited to two persons per bedroom plus one unless local, state or federal building code guidelines require a more stringent limitation.



CRIMINAL SCREENING CRITERIA

Crimes Against A Person Or Property

Felony – 7 Years

Misdemeanor – 3 Years

Petty Offenses – Do not decline

Note these crimes include: Offenses include: Assault, Battery, Domestic Violence, Resisting Arrest with Violence and/or Causing Physical Harm, Kidnapping, Murder, Manslaughter, Harassment, Stalking, False Imprisonment, Arson, Theft, Larceny, Breaking and Entering, Obtaining Property by False Pretense, Criminal Trespassing, Criminal Damage to Property, Disorderly Conduct, Disorderly Conduct-Fighting, Reckless Endangerment, Criminal Impersonation, Identity Theft, Forgery, Communicating Threats, Secreting Lien Property, Conspiracy to Commit and Person/Property Related Crime, Welfare Fraud, Fraud, Robbery, Burglary, Prowling, Non Payment of Child Support, Graffiti, Breach of Peace, Criminal Mischief, and similar offenses

Drug Related Offenses

Felony – 7 Years

Misdemeanor – Do not decline

Petty Offenses – Do not decline

Theft By Check Related Offenses

Felony – 7 Years

Misdemeanor – Do not decline

Petty Offenses – Do not decline

Worthless and/or Bogus Check

Felony – 7 Years

Misdemeanor – Do not decline

Petty Offenses – Do not decline

Sex Related Offenses

Felony – No Time Limit

Misdemeanor – No Time Limit

Petty Offenses – No Time Limit

*Sex Trafficking or Registered Sex Offenders, banned for life

Prostitution Related Offenses

Felony – 7 Years

Misdemeanor – 3 Years

Petty Offenses – No Time Limit

Terrorism Related Offenses

Felony – No Time Limit

Misdemeanor – No Time Limit

Petty Offenses – No Time Limit

Weapons Related Offenses

Felony – 7 Years

Misdemeanor – 5 Years

Petty Offenses – Do not decline

Cruelty To Animals Related Offenses

Felony – 7 Years

Misdemeanor – 3 Years

Petty Offenses – Do not decline

Juvenile Offenses

Felony – Same as guidelines above

Misdemeanor - Do Not Decline

Petty Offenses - Do Not Decline

Any Other Felony Offense

If the applicant has a felony offense that does not fall within the categories above, (ex: traffic, DUI) then decline within a 7-year time frame

Pending Cases and/or Arrest Warrants

Refer for Pending Cases and/or Arrest Warrants using the above stated guidelines. *Regional Manager must interview applicant to understand that nature of crime and determine if the applicant should be denied or accepted based on the information provided by the third-party screening provider and applicant.

Deferred Adjudication and/or Adjudication Withheld

Decline for Deferred Adjudication and/or Adjudication Withheld using the time frames and guidelines stated above

Active Status On Probation and Parole

Decline for Active Status on Probation or Parole resulting from any of the above listed charges

Pre-Trial Intervention/Diversion - Active Participation

Do Not Decline for any offense level

Pre-Trial Intervention/Diversion - Completed Activity

Do Not Decline for any offense level

Credit Card Authorization

Name: _____ Date: _____

Card Type: VISA MASTERCARD

Card #: _____ CVV #: _____

Expiration Date: _____

Unit # and Address: _____

Description:

TOTAL: _____

Signature: X _____ Date: _____

Contact Information: Email address _____

Home Phone _____ **Cell Phone** _____

The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL upon proper presentation. I promise to pay such TOTAL (together with any other charges due thereon, such as water, sewer, and trash which will vary monthly) subject to and in accordance with the agreement governing the use of such card.

Office Use Only

Authorization #: _____ Reference #: _____

Posted: _____

Manager's Signature: _____