



CALYPSO BAY  
A P A R T M E N T S

3251 Wall Boulevard  
Gretna, LA 70056

Please print this application and when complete fax to 504-392-8393 or scan and email to [manager.cba@shadowlakemgt.com](mailto:manager.cba@shadowlakemgt.com). Should you have any questions, please call us at 504-392-5022.

After reviewing your application request\*, a leasing specialist will contact you. Thank you and we look forward to assisting you with your housing needs.

\*This is an application REQUEST for Calypso Bay Apartments. The LEASE AGREEMENT will not become effective until this application is approved by management and a Lease Agreement has been signed by all parties.



**DEPOSIT**

The undersigned warrants and represents the information on this rental application to be true and correct. All persons and/or firms named may freely give any requested information concerning me and I hereby waive all right of action for any consequence resulting from such information. This includes a credit check, background investigation and a search of public records including police and criminal files. The undersigned applicant authorizes manager to release any and all information contained in this application on behalf and for the benefit of the undersigned applicant. Applicant hereby acknowledges that an incident log; which contains information of which management has knowledge about suspected criminal activity in the immediate area is available for review at the management office during normal business hours, upon request. Any approval given based on an incomplete or inaccurate application will be subject to revocation at Lessor's discretion.

I hereby deposit the following with management as a good faith deposit in connection with this application for residency.

	<i>Required Amount</i>	<i>Amount Paid</i>
<i>Non Refundable Application Fee:</i>	\$ _____	\$ _____
<i>Security Deposit:</i>	\$ _____	\$ _____
<i>Pet Deposit:</i>	\$ _____	\$ _____
<i>Non Refundable Pet Fee:</i>	\$ _____	\$ _____
<i>Total:</i>	\$ _____	\$ _____

If my application is accepted, I understand the security deposit(s) will become my refundable security deposit upon meeting the terms of the lease and the community rules and regulations. If for any reason management decides to decline my application, then management will refund this good faith deposit to me in full within a reasonable period of time. If this application is approved, and I fail to occupy the premises on the agreed upon date, except for delays caused by construction or the holding over of a prior resident, I understand that management will assess damages against the deposit for the amount of rental loss of all expense incurred due to my cancellation. As these costs are difficult to ascertain I agree that the refundable portion of the security deposit will become liquidated damages for the apartment I agreed to occupy.

Applicant _____	Date _____	Applicant _____	Date _____
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**WAITING LIST**

Waiting list applications and deposits are for an apartment type not a specific unit. Every effort will be made to fulfill preferences such as location, but no guarantee can be made at this time. When the unit type is available, applicant will be contacted at the time applicant's name is next on the list. Applicant must be prepared to occupy the unit within 2 weeks of notification of availability or the stated availability date.

**If applicant is unable to take the unit or prefers to wait for a different unit, applicant will drop to the end of the list. Should applicant decide to cancel at this time, applicant's deposit will become liquidated damages as explained in the section entitled Deposit.**

Waiting List Types:

- 1) Full Deposit - Priority applicant. Applicants will receive first refusal on upcoming available unit on a first come, first served basis.
- 2) Partial Deposit - Secures a secondary position only. Applicants will be called only after full deposit applicants. A full deposit must be secured prior to the assigning of a specific apartment number.

I have read the above and fully understand the procedures governing all waiting list applicants.

Applicant _____	Date _____	Applicant _____	Date _____
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**Applicant has submitted the sum of \$ \_\_\_\_\_ which is a non-refundable payment for a credit check and processing charge of this application. Such sum is not a rental payment or security deposit. This amount will be retained by management to cover the cost of processing application as furnished by applicant; any false information will constitute grounds for rejection of application. Applicant agrees to pay an additional fee of \$35 on any items not honored by the bank for any reason.**

**THE LEASE AGREEMENT WILL NOT BECOME EFFECTIVE UNTIL THIS APPLICATION IS APPROVED BY MANAGEMENT.**

TITLE VIII of the CIVIL RIGHTS ACT of 1966 makes discrimination based on race, color, religion, sex, familiar status, or natural origin illegal in connection with the rental of most housing. The Federal agency; which administers compliance with this law concerning this company: Department of Housing and Urban Development.


**EQUAL CREDIT OPPORTUNITY ACT**

The Federal Equal Credit Opportunity act prohibits creditors from discriminating against credit applicants on the basis of sex or marital status. The Federal agency; which administers compliance with this law concerning this company: Equal Credit Federal Trade Commission, Washington, D.C. 20480.

**Qualifications for Residency**

1. RENTAL REFERENCES: Applicant must have favorable present and previous rental references and/or housing payment records from non-related sources.\*
2. INCOME: Verification of a stable employment history and/or income is required. Applicant must demonstrate financial ability showing minimum monthly gross earnings of three times the monthly rent or sufficient assets to support monthly rental payments.\*
3. CREDIT: Application will be processed using a statistical model that compares information on credit profile, such as bill-paying history, the number and type of accounts, late payments, collection accounts, outstanding debt, rental history, and the age of accounts. This information is then compared to the credit performance of consumers with similar profiles. The statistical model only uses information on the applicant that pertains to creditworthiness, it does not use certain characteristics, such as – race, sex, marital status, national origin, or religion in its calculation. The scoring system awards points for each factor that is then used to determine the likelihood of the applicant to meet his or her obligations. *The total score derived is used in the approval or denial of application.*
4. Each applicant must be 18 year or older.\*
5. If a person other than the occupant is responsible or co-responsible for rental payments, a completed and approved application is required from the responsible party.\*
6. Application processing fee is **non-refundable**. An application fee will be assessed for each occupant 18 years and older
7. Occupancy Rules: (a) Up to 2 persons per bedroom\* (b) No unauthorized occupants.
8. Management reserves the right to deny any applicant on the basis of felony criminal conviction, guilty plea or plea of no contest, without regard to the nature of the offense. \*

**\*RECEIVED ATTACHED DETAIL OF QUALIFICATIONS FOR RESIDENCY. INITIAL: \_\_\_\_\_ INITIAL: \_\_\_\_\_**

<b>FOR OFFICE USE ONLY</b>	
Approved: _____ Disapproved: _____ Tentative Approval Pending Conditions: _____	 <p>We are an equal housing opportunity provider. We provide rental housing without discrimination on the basis of race, color, religion, sex, physical or mental handicap, familial status, national origin, or other protected classes.</p>
If this application was disapproved, what was the basis for refusal? _____ Unfavorable Credit Report      _____ Unfavorable Report From Previous Landlord _____ Unfavorable Employee References      _____ Incorrect Information Submitted on Application _____ Number of Occupants      _____ Number or Size of Pets _____ Other (Specify) _____	
If this application was disapproved, was the applicant given the name and address of the person of the reporting agency that verified the application? Yes _____ No _____	
Managers Signature: _____	Date: _____



DISCLOSURE AND LEASE ADDENDUM CONCERNING LANDLORD’S COMPLIANCE WITH FAIR HOUSING ACT. AMERICANS WITH DISABILITIES ACT AND OTHER LAWS REGARDING ACCESSIBILITY AND ADAPTABILITY OF DWELLING UNITS IN CALYPSO BAY APARTMENTS

In addition to the information in the “Tenant Information Package” provided to each prospective tenant of the Calypso Bay Apartments (“Calypso Bay”), Calypso Bay, LLC (“Landlord”) desires for each prospective tenant of Calypso Bay to be aware of certain laws concerning provisions for persons with physical disabilities and of design features made to selected units in Calypso Bay to better accommodate the needs of such persons.

Certain laws, particularly, the Americans with Disabilities Act and the Fair Housing Act require that certain units within a multi-family residential development be designed and constructed in a manner that does not discriminate against persons with disabilities. The purpose of these laws is to insure that public and common uses spaces and facilities in such developments are accessible to people with disabilities. To comply with these legal requirements, the Landlord has designed and built a specified number of units in Calypso Bay in conformity with the guidelines promulgated by the American National Standard Institute (ANSI), in particular, the guidelines set forth in 1986 ANSI A117.1 American National Standard for Building and Facilities – providing accessibility and usability for physically handicapped people. Under the foregoing standards, the units in Calypso Bay covered by the Fair Housing Act (“covered units”) are deemed to be both “accessible” and “adaptable” dwelling units.

Generally speaking, “accessible” means that the living space in a covered unit and in public spaces is readily accessible and usable by persons with disabilities. By way of example, accessible units have wider doorways, larger bathrooms and wider kitchens areas to assure that persons requiring the assistance of wheelchairs, crutches or other such assistive walking devices have a continuous and unobstructed path of access within the interior of a dwelling unit. Examples of accessible design elements for public areas might include wider parking spaces and parking access aisles, curb ramps, sidewalk ramps, level doorway thresholds, wider door widths, wider spaces within bathroom, and other such features.

Similarly, “adaptable” dwelling units are designed and constructed in a manner to better accommodate the more particular and individual needs of persons having specific disabilities. Such units might for example, include blocking behind walls, tubs, showers, etc. so that when justified, those units can be modified for installation of grab bars around the toilet, tub, shower stall and shower seat, etc. Other modifications to covered units might include adjustments to the height of toilets, kitchen counters or vanities, faucet handles might be replaced with extended handles, and other adaptive modifications might be incorporated into the unit. Accordingly, upon request of disabled person, if and when required by law, the Landlord will modify a covered dwelling unit to further adapt it to accommodate that person’s needs. Depending upon the specific modifications requested, in those instances where the Landlord is not legally required to further adapt a covered unit to suit the needs of a particular person, the Landlord will permit that person, at his or her own expense, to make “reasonable modifications” to a covered unit to better suit the needs of that individual. The Landlord may condition its consent for such modifications upon the willingness of the tenant to remove the modifications when the lease terminates.

For purposes of this disclosure, persons having disabilities are defined by one of the following four general categories:

- 1. Mobility Disabilities. This category includes wheelchair users and person having disabilities that affect their ambulatory mobility. This category includes persons who use crutches, canes, walkers, braces, artificial limbs or orthopedic devices.
2. Visual Disabilities. The category includes persons with partial vision or total vision loss. Many of such persons use a cane or a service animal to facilitate their movement.
3. Hearing Disabilities. This category includes persons having total or partial hearing loss such that requires special hearing devices for that person to conduct routine daily functions.
4. Cognitive Disabilities and Other Hidden Conditions. This includes persons with permanent or temporary conditions that adversely affect their usual abilities. Examples would include broken bones, illness, trauma or surgery, all of which may affect a person’s use of a particular environment for a particular period of time. This category also includes persons with disease that may reduce physical stamina or cause pain, thereby affecting mobility.

In light of the foregoing, please answer this question:

Do you have a physical disability or condition that might require a covered dwelling unit at Calypso Bay to be modified to adapt that unit to your particular needs?

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer to this question is No, please sign and date this questionnaire where indicated below. If you answered Yes to question Number 1 above, please sign and date this questionnaire where indicated below and complete a Modification Request form. When the Landlord receives your request, it will initiate the approval process.

The undersigned hereby certifies that he/she has read the foregoing fully and understands the same.

Signature of Prospective Tenant/Applicant

Date

Printed Name of Prospective Tenant/Applicant

Equal Housing Opportunity logo and text: We are an equal housing opportunity provider. We provide rental housing without discrimination on the basis of race, color, religion, sex, physical or mental handicap, familial status, national origin, or other protected classes.