



Office Use Only:

Community: _____	Apt No.: _____	Move-in Date: _____	Term: _____
Monthly Rent: \$ _____	App Fee: \$ _____	Sec Dep: \$ _____	Redec Fee: \$ _____
Concession: \$ _____		Pet Dep: \$ _____	Pet Redec: \$ _____

1. **Applicant:** _____
 Last First MI Birth Date
 Social Security No: _____ Driver's License No: _____ State: _____
 Phone No: _____ Email Address: _____ Marital Status: _____

2. **Spouse:** _____
 Last First MI Birth Date
 Social Security No: _____ Driver's License No: _____ State: _____

3. **Occupants:** List name, age and relationship of all persons who will occupy the premises. A separate application is required for all occupants 18 years or older, except spouse.

Name	Age	Social Security Number	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. **Present Address:** _____
 Street Address City/State/County Zip Code
 How long (yr/mo)? _____ Monthly Rent: \$ _____ or, Monthly Mortgage: \$ _____
 Apt Community/Mortgage Co Name: _____ Contact Name: _____
 Phone No: _____ Reason for Leaving: _____

Previous Address: _____
 Street Address City/State/County Zip Code
 How long (yr/mo)? _____ Monthly Rent: \$ _____ or, Monthly Mortgage: \$ _____
 Apt Community/Mortgage Co Name: _____ Contact Name: _____
 Phone No: _____ Reason for Leaving: _____

5a. **Applicant Employer:** _____ Employer's Phone No: _____ Supervisor: _____
 Employer Address: _____
 Street Address City/State Zip Code

Position: _____ Length of Employment: _____ Monthly Salary: \$ _____
Previous Employer: _____ Employer's Phone No: _____ Supervisor: _____
 Employer Address: _____
 Street Address City/State Zip Code

Position: _____ Length of Employment: _____ Monthly Salary: \$ _____

5b. **Spouse Employer:** _____ Employer's Phone No: _____ Supervisor: _____
 Employer Address: _____
 Street Address City/State Zip Code

Position: _____ Length of Employment: _____ Monthly Salary: \$ _____
Previous Employer: _____ Employer's Phone No: _____ Supervisor: _____
 Employer Address: _____
 Street Address City/State Zip Code

Position: _____ Length of Employment: _____ Monthly Salary: \$ _____

5c. **Other Income:** List additional sources of income; please specify and provide proof of income:

(a) _____ \$ _____
 (b) _____ \$ _____

6. **Additional Questions:** Have you or any person who will occupy the premises ever (questions 1-8 must be answered below)
- (a) Broken a rental agreement?Yes No ; (e) Had judgment filed against you?Yes No ;
 (b) Been evicted?Yes No ; (f) Been sued for non-payment of a debt?Yes No ;
 (c) Received a non-renewal notice?.....Yes No ; (g) Been convicted of a felony?.....Yes No ;
 (d) Filed for bankruptcy?.....Yes No ; (h) Been or currently involved in illegal activity?Yes No ;
- If yes to any question, please explain: _____

7. **Vehicles:** List all vehicles, motorcycles, boats and/or RV's that will be parked in the apartment community's lot. Parking is limited and you may be asked to find alternate parking arrangements for certain vehicles.

Make/Model: _____ Yr: _____ Color: _____ State: _____ License No: _____
 Make/Model: _____ Yr: _____ Color: _____ State: _____ License No: _____
 Make/Model: _____ Yr: _____ Color: _____ State: _____ License No: _____

8. **Emergency Contacts:** Person(s) to notify and person you authorize to take possession of your personal property in case of emergency:

Name: _____ Home Phone _____ Work Phone: _____
 Relationship: _____ Address: _____
 Name: _____ Home Phone _____ Work Phone: _____
 Relationship: _____ Address: _____

9. **Pets:** Will a pet or an assistive animal of any type live in your apartment? Yes No . A signed Pet Addendum must be obtained if **community policy permits pets** or the pet is assistive. If yes, please describe:

Type	Name	Weight	Spayed/Neutered	License/Date
_____	_____	_____	_____	_____
Type	Name	Weight	Spayed/Neutered	License/Date

10. **Referral:** How were you referred to our apartment community? _____

REPRESENTATIONS AND UNDERSTANDINGS:

- Applicant represents that all of the above statements are true and complete, and hereby authorizes verification of above information, references and credit records. Applicant acknowledges that false information furnished herein will constitute grounds for rejection of this application or termination of the Rental Agreement, as a material breach of the Rental Agreement, if discovered subsequent to occupancy. Material falsification is defined as misleading information about the number of occupants, pets, income, social security number, and current employment. Non-curable material falsification includes criminal records, prior eviction records and current criminal activity.
- An Applicant Fee is required for each Applicant 18 years or older (including Spouse), and the fees are non-refundable in all cases.
- Applicant has deposited \$ _____ in consideration for Landlord to hold the apartment while reviewing this application. The required refundable security deposit may be increased as a result of credit history. **All paperwork must be delivered to Landlord for approval within 72 hours or the security deposit will be forfeited.** If applicant is approved by Landlord and the Rental Agreement is executed, this amount shall be credited to the full required security deposit. All refunds are by check and mailed to prospect within fourteen (14) business days of cancellation. If applicant cancels this application within seventy-two (72) hours of its submission, the amount paid less the application fee is refundable. **If applicant cancels after seventy-two (72) hours after application is submitted, the amount paid is automatically and wholly forfeited.**
- Payment of the Applicant Fees and Deposits must be made by separate money orders or cashier's checks. Payment of the first month's rent also must be made by money order or cashier's check; personal checks may be accepted thereafter.
- Applicant understands that Landlord and Landlord's employees are agents of and represent the Owner. This Application is preliminary only and does not obligate the Owner to execute a lease or deliver possession of the premises.
- Applicant(s) and Co-signer(s) hereby consent to allow Landlord, itself or through its designated agents or employees, to obtain a consumer report and criminal record information on each of us and to obtain and verify each of our credit and employment information for the purpose of determining whether to lease an apartment to me/us. We also agree and understand that Owner and its agents and employees may obtain additional consumer reports and criminal record reports on each of us in the future to update or review our account. Upon my/our request, owner will tell me/us whether consumer reports or criminal record reports were requested and the names and addresses of any consumer-reporting agency that provided such reports. _____ **(INITIAL)**

APPLICANT/CO-SIGNER: _____ DATE: _____
 APPLICANT/CO-SIGNER: _____ DATE: _____
 LANDLORD: _____ DATE: _____

**ALL APPLICANTS WILL BE CONSIDERED FOR APPROVAL
ON THE FOLLOWING CRITERIA**

1. Applicants must be of legal age.
2. Applicant must be currently employed for six months or longer at the same place of employment, or applicant must be currently employed and have employment of over one year at the previous place of employment.
3. Minimum of six months at present address.
4. Applicant grants permission for a credit check and must have a good credit rating.
5. The monthly gross income must exceed two and one-half times the rental rate or a cosigner will be required.
6. If a cosigner is required, the cosigner must have income at least six (6) times the monthly rent; they must have perfect credit; they must have employment for a minimum of one (1) year; and they must furnish all necessary information on rental or mortgage history.
7. Security Deposit payment must be paid separately from the application fee in the form of Money Orders.
8. Pro-rated and first month's rent must be paid in the form of a Money Order or Cashier's Check. The rent for the remainder of the Rental Agreement term may be paid by check provided no N.S.F. checks have been given. At no time will a third party check or cash be accepted.
9. If applicant cancels this application within seventy-two (72) hours of its submission, the Deposit paid less the application fee is refundable. If applicant cancels this application after seventy-two (72) hours, the full Deposit is non-refundable.
10. If the application is denied, the Deposit less the application fee will be returned to the applicant.
11. Applicant understands that if application data is not provided within forty-eight (48) hours of submission of the application, the application will automatically be canceled, and the Deposit will be forfeited.
12. Applicant understands that if moving in after the 20th of the month, the pro-rated rent plus the following month's rent will be paid at the time of move-in.
13. The maximum persons allowed per bedroom is two.
15. Applicant will automatically be denied if evicted from a prior rental or has an outstanding balance with a prior rental or if applicant has ever been convicted of a felony.

I HAVE READ AND UNDERSTAND THE ABOVE CRITERIA.

Manager

Residents

Date _____
