

**WELCOME TO A  
Dunlap & Magee  
COMMUNITY!**

| FOR OFFICE USE ONLY                |                                       |                                    |
|------------------------------------|---------------------------------------|------------------------------------|
| <input type="checkbox"/> APPLICANT | <input type="checkbox"/> CO-APPLICANT | <input type="checkbox"/> CO-SIGNER |
| <input type="checkbox"/> APPROVED  | <input type="checkbox"/> NOT APPROVED |                                    |
| MANAGEMENT'S SIGNATURE: _____      |                                       |                                    |

Thank you for choosing a property managed by Dunlap & Magee.  
We appreciate your providing all of the following information in detail.

**RENTAL APPLICATION**

(Fill in all spaces)

- Applicant's Name \_\_\_\_\_  
 Married    Single   **Home Phone** \_\_\_\_\_   **Daytime Phone** \_\_\_\_\_  
 Date of Birth \_\_\_\_\_   Soc. Sec. No. \_\_\_\_\_
- Spouse's Name \_\_\_\_\_  
 Date of Birth \_\_\_\_\_   Soc. Sec. No. \_\_\_\_\_
- Information about others who will occupy the apartment (a separate application is required for all adults except spouse):
 

|          |              |               |
|----------|--------------|---------------|
| Name     | Relationship | Date of Birth |
| a) _____ |              |               |
| b) _____ |              |               |
| c) _____ |              |               |
- Will a pet of any type live in your apartment?    Yes    No (Management must view pet prior to application approval.)
 

|       |       |       |        |               |
|-------|-------|-------|--------|---------------|
| Name  | Breed | Color | Weight | Licensed/Date |
| _____ | _____ | _____ | _____  | _____         |
- Residence Information:
 

|                          |                        |                      |     |                |
|--------------------------|------------------------|----------------------|-----|----------------|
| Address                  | Apt#                   | City/State           | ZIP | Amount of Rent |
| Current Residence: _____ |                        |                      |     |                |
| From / /   to / /        | Name of Landlord _____ | Landlord Phone _____ |     |                |

If less than two years at your present address, list previous address below:

|                         |                        |                      |       |                |
|-------------------------|------------------------|----------------------|-------|----------------|
| Address                 | Apt#                   | City/State           | ZIP   | Amount of Rent |
| Former Residence: _____ |                        |                      |       |                |
| From / /   to / /       | Name of Landlord _____ | Landlord Phone _____ |       |                |
|                         |                        | City                 | State |                |
- Applicant Employed By \_\_\_\_\_   Address \_\_\_\_\_  
 From / /   to / /   Phone \_\_\_\_\_   Position \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_   Gross Monthly Income \_\_\_\_\_  
 If less than two years at your present employer, list previous employer below:
 

|                         |                            |                |       |
|-------------------------|----------------------------|----------------|-------|
| Former Employer _____   | Address _____              | City           | State |
| From / /   to / /       | Phone _____                | Position _____ |       |
| Supervisor's Name _____ | Gross Monthly Income _____ |                |       |
|                         |                            | City           | State |
- Spouse Employed By \_\_\_\_\_   Address \_\_\_\_\_  
 From / /   to / /   Phone \_\_\_\_\_   Position \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_   Gross Monthly Income \_\_\_\_\_  
 If less than two years at your present employer, list previous employer below:
 

|                         |                            |                |       |
|-------------------------|----------------------------|----------------|-------|
| Former Employer _____   | Address _____              | City           | State |
| From / /   to / /       | Phone _____                | Position _____ |       |
| Supervisor's Name _____ | Gross Monthly Income _____ |                |       |
|                         |                            | City           | State |
- Other Source of Income for Rental Payment (SSI, pensions, AFDC, child support, etc.):
 

|                              |                                 |
|------------------------------|---------------------------------|
| Type _____                   | Monthly Amount \$ _____         |
| Verification Name _____      | Verification Phone Number _____ |
| Additional Information _____ |                                 |
| Type _____                   | Monthly Amount \$ _____         |
| Verification Name _____      | Verification Phone Number _____ |
| Additional Information _____ |                                 |

9. Applicant's Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Exp. Date \_\_\_\_\_

Spouse's Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Exp. Date \_\_\_\_\_

Vehicles you would like to park on the property:

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License No. \_\_\_\_\_ State \_\_\_\_\_

Auto \_\_\_\_\_

Auto \_\_\_\_\_

Motorcycle \_\_\_\_\_

Describe any other vehicle (boats, trailers, trucks, recreational vehicles, etc.) you would like to keep on the property. **Prior written permission, separate from this application, must be obtained from management.**

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License No. \_\_\_\_\_ State \_\_\_\_\_

Other \_\_\_\_\_

10. Person(s) you want contacted in the case of an emergency (other than co-applicants) and designated as an authorized party to enter your apartment to retrieve and store your property if you are unable to complete the term of your lease.

For Applicant

For Spouse

Name \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ ZIP \_\_\_\_\_

City/State \_\_\_\_\_ ZIP \_\_\_\_\_

11. Have you ever been convicted of a felony or misdemeanor?  Yes  No If Yes, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DEPOSIT TO HOLD AGREEMENT** (to be completed on one application per apartment only): In consideration of management holding the apartment for me, I agree to pay a holding deposit of \$\_\_\_\_\_ and a \$\_\_\_\_\_ nonrefundable application fee. The holding deposit is refundable if my application is not approved (14 business days are required for processing deposit refund) payable to the party(s) completing this application. If my application is approved, the holding deposit is credited to the required move-in costs. I may cancel this agreement and be refunded my holding deposit if I notify you of my decision to cancel in writing within 72 hours of the date of application receipt (14 business days are required for processing deposit refund). Cancellation after this time will result in forfeiture of my holding deposit. I must pay rent on or before my "rent start date" of \_\_\_\_\_20\_\_\_\_\_ or my holding deposit will be forfeited and the apartment re-rented.

Applicant represents that all of the above statements are true and complete and hereby authorizes verification of above information, reference and credit records. Applicant acknowledges that false information contained herein constitutes grounds for rejection of this application if discovered before move-in. Applicant acknowledges that management may not be able to complete a comprehensive evaluation of this agreement before move-in; however, management reserves the right to verify application information after move-in and may convert the proposed rental agreement to a month-to-month term if false or misleading information is contained in this application. Applicant agrees to the terms of the "Deposit to Hold Agreement."

**AGENCY DISCLOSURE: All property and Dunlap & Magee Property Management Inc. employees represent the owner with regard to the rental of your apartment and all terms and conditions contained in this rental application and agreement; however, we are committed to dealing fairly with all residents of this community.**

\_\_\_\_\_  
Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



**EQUAL HOUSING OPPORTUNITY**

\_\_\_\_\_  
Spouse's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Management's Receipt \_\_\_\_\_ Date \_\_\_\_\_