

APPLICATION PROCEDURES

Applications must be accompanied by Proof of Income. Any of the following are valid documentation showing Proof of Income:

- 4 consecutive pay stubs
- Letter of Offer for new employment on company letter head, but previously employed
- 2 Mos. Bank Statements with consistent deposit history showing enough monthly income
- Money Market Account in residents name (verifiable)
- 2 years Tax Returns
- Bank account showing at least the full amount of rent for duration of the lease (i.e. 12 months of rent).
- For an applicant that is currently unemployed, a student or with uneven income
 - If a Guarantor is needed, they must make at least 6x the monthly rent
 - Students must provide registration paperwork and proof of being a Student
- Must verify a United States government issued identification
 - Driver's License
 - State ID Card
 - Passport
 - United States Visa
 - Social Security Card
- **All application/move in fees will be paid by Cashier's Check ONLY.** *Personal checks and cash not accepted for Application Fees.*

APPLICATION TO RENT

Individual Applicant
 Co-Tenant (separate applications)
 Co-Signer/ Guarantor (separate applications)

New Co-Tenant
 Transfer

Prop Name _____
 Application Date _____

APPLICANT INFORMATION

Applicant's Last Name _____ First Name _____ MI _____ Social Security Number _____
 DOB: Mo/ Day/ Year _____ Driver's License No. _____ State _____ Day Telephone _____ Evening Telephone _____

Name(s) and Birthdate(s) of All Occupants _____

Do you have pets? Yes No How many? _____ Type & Size _____

Have you ever been evicted? Yes No If yes, explain. _____
 Have you ever been convicted of a felony? Yes No If yes, explain. _____
 Have you ever declared bankruptcy? Yes No Is it discharged? Yes No
 Are you applying under the section 8 program? If yes, how much is your voucher? \$ _____

RESIDENCE INFORMATION

Current Address _____ Apt. No. _____ City _____ State _____ Zip _____ Own/ Rent _____ Property Name _____
 Circle Which _____ \$ _____
 Owner/Mgr/ Landlord _____ Telephone No. _____ From - To (mo/yr) _____ Reason for Leaving _____ Payment _____

Past Address _____ Apt. No. _____ City _____ State _____ Zip _____ Own/ Rent _____ Property Name _____
 Circle Which _____ \$ _____
 Owner/Mgr/ Landlord _____ Telephone No. _____ From - To (mo/yr) _____ Reason for Leaving _____ Payment _____

Past Address _____ Apt. No. _____ City _____ State _____ Zip _____ Own/ Rent _____ Property Name _____
 Circle Which _____ \$ _____
 Owner/Mgr/ Landlord _____ Telephone No. _____ From - To (mo/yr) _____ Reason for Leaving _____ Payment _____

INCOME INFORMATION

Current Employer _____ Contact Name _____ Telephone No. _____ Position _____ FT PT Temp.

Address _____ City _____ State _____ Zip _____ From - To (mo/yr) _____ Wages _____ \$ _____ per year/ hour/ mon. circle which

Previous Employer _____ Contact Name _____ Telephone No. _____ Position _____ FT PT Temp.

Address _____ City _____ State _____ Zip _____ From - To (mo/yr) _____ Wages _____ \$ _____ per year/ hour/ mon. circle which

Additional Income Amount(s) _____ \$ _____ Source: _____ Amount _____ How Often _____

How Did You Hear About Us? _____

BANK REFERENCE

_____	_____	_____	_____	_____	_____
Bank Name	Account No.	Account Type	City	State	Branch

Vehicle Information

_____	_____	_____	_____	_____	_____
Auto # 1-Make	Model	License Plate No.	State	Color	\$ Monthly Payment

_____	_____	_____	_____	_____	_____
Auto # 2-Make	Model	License Plate No.	State	Color	\$ Monthly Payment

ADDITIONAL INFORMATION

_____	_____	_____	_____
Personal Reference	Relationship	Address	Telephone No.

_____	_____	_____	_____
Emergency Contact	Relationship	Address	Telephone No.

PLEASE READ BEFORE YOU SIGN:

This apartment community provides equal housing opportunity for all people. Criteria to qualify for residency include:

- Proof of identification
- Gross income of at least **2.5** times the amount of rent
- Verification of employment or other suitable income source
- Verification of positive, current rental history
- Positive credit history (min. 1 year credit use and current payments)

Upon investigation and verification of the information provided, Entrada Management Services will make a recommendation regarding an approval or denial of residency. In the event that a majority but not all, of the requirements above are not met, an approval conditioned upon one or more of the following may be made: a) Additional Security Deposit, b) Qualified Roommate(s); and/or c) Co-signer Agreement. NOTE THAT PREPAYMENT OF MULTIPLE MONTHS OF RENT IS NOT A FACTOR.

I agree to pay a non-refundable application fee in the amount of **\$35** which is earned upon the submission and receipt of this application. I understand that I acquire no rights in an apartment unless my tenancy is approved, I submit a holding deposit of at least **\$100** (credited toward the security deposit) and I sign a valid rental agreement. If my tenancy is approved but I do not sign a rental agreement, the holding deposit shall be forfeited to the landlord as liquidated damages for holding the apartment off the market. If my tenancy is not approved OR I cancel within **3** days of submitting the holding deposit, the holding deposit shall be returned to me.

In accordance with State and Federal law, you are hereby notified that an investigation may be made of information you provided on this application together with information as to your character, general reputation, personal characteristics, and mode of living. You have the right to dispute the accuracy of information obtained from the entries you have disclosed above and, upon written request within 60 days from the date of denial, the right to a complete and accurate disclosure of the nature and scope of this investigation and/or written summary of your rights under the Fair Credit Reporting Act. This fully executed application shall serve as your receipt for the application fee.

I authorize and direct Leonardo Management Services to obtain such credit reports, character reports, criminal history, verification of rental and employment history as it deems necessary to verify all information set forth in this application. I further understand that false, fraudulent, misleading or incomplete information may be grounds for denial of tenancy or subsequent eviction. There are no other agreements express or implied between the parties.

The undersigned certifies that the information sought herein is for evaluation of the applicant's tenancy at the above-named apartment community and no other purpose

_____	_____
Applicant's Signature	Date

_____	_____
Agent's Signature	Date

