

Date Received: \_\_\_\_\_  
 OFFICE USE ONLY  
 Time Received: \_\_\_\_\_  
 Desired Move In Date: \_\_\_\_\_  
 Desired unit type: \_\_\_\_\_

\_\_\_\_\_

Application taken by: \_\_\_\_\_

## RENTAL APPLICATION

**ANY QUESTIONS THAT DO NOT APPLY, PLEASE MARK "NONE" OR \$0.00. DO NOT LEAVE ANY BLANK LINES.**

### APPLICANT AND FAMILY INFORMATION

**MARITAL STATUS (check one):**    Legally Married    Divorced    Separated \*    Never Married    Widowed  
\*If separated, form AOPAAM must be provided.

*List all permanent household members who will live in the apartment home during the next 12 months. Be sure to list any temporarily absent family members, foster children/adults, unborn children (AOUCA) or Live In Care Attendants (AOLICA/VOLICAN).*

	FULL LEGAL NAMES OF ALL HOUSEHOLD MEMBERS	RELATIONSHIP TO APPLICANT	DATE OF BIRTH	AGE	SOCIAL SECURITY #	ARE YOU A STUDENT? List "No", "Part Time", or "Full Time" **
1	_____	_____	/ /	_____	- -	_____
2	_____	_____	/ /	_____	- -	_____
3	_____	_____	/ /	_____	- -	_____
4	_____	_____	/ /	_____	- -	_____
5	_____	_____	/ /	_____	- -	_____
6	_____	_____	/ /	_____	- -	_____
7	_____	_____	/ /	_____	- -	_____
8	_____	_____	/ /	_____	- -	_____

\*\* When the individual has been enrolled full time for at least 5 months of current calendar or is / will be attending any educational institution full time in the next 12 months including kindergarten through post graduate school & trade schools.

**Where are you attending?** \_\_\_\_\_ **Expected date of graduation** \_\_\_\_\_

HOME/CELL PHONE #: \_\_\_\_\_ WORK PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

### EMPLOYMENT INFORMATION

**Employer:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_ **Occupation / Title:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_ **Gross Monthly Income: \$** \_\_\_\_\_ include bonuses, overtime, tips, commission, etc.

Do you have a **second job?** (Circle one) Yes No If yes, where: \_\_\_\_\_ **Gross Monthly Income \$** \_\_\_\_\_

**Date Started:** \_\_\_\_\_ **Occupation / Title:** \_\_\_\_\_

### SPOUSE INFORMATION (CO-HEADS AND ROOMMATES MUST COMPLETE SEPARATE APPLICATIONS)

**Employer:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_ **Occupation / Title:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_ **Gross Monthly Income: \$** \_\_\_\_\_ include bonuses, overtime, tips, commission, etc.

Do you have a **second job?** (Circle one) Yes No If yes, where: \_\_\_\_\_ **Gross Monthly Income \$** \_\_\_\_\_

**Date Started:** \_\_\_\_\_ **Occupation / Title:** \_\_\_\_\_



INCOME INFORMATION					
Please indicate each source of income received or anticipated within the next 12 months					
DESCRIPTION OF INCOME OR STATUS	RECEIVES NOW OR ANTICIPATES RECEIVING <i>(must circle Yes or No)</i>		IF YES, HOUSEHOLD MEMBER NAME	GROSS AMOUNT REC'D MONTHLY	IF YES, COMPLETE FORM
Employment (W-2) / Anticipated Employment	YES	NO		\$	If YES, <b>VOE/EV</b> If NO, <b>AONE</b> & applicable documentation If no spouse, documentation is not required Note: Seasonal (AONE) Tipped: AOTI
Spouse Employment (W-2) / Anticipated Employment	YES	NO		\$	
Self-employment (1099)	YES	NO		\$	<b>AOSE</b> & applicable documentation
Military Pay	YES	NO		\$	<b>VOMP</b>
Do you have court ordered child support/alimony?	YES	NO		Ordered Amount \$	If YES, <b>AOCSA &amp; VOCSA</b> If NO, <b>AOCSA only</b> If no children, documentation not required
Do you receive child support/alimony not court ordered? (include non-monetary support such as diapers, clothing, etc)	YES	NO		\$	<b>AOCSA &amp; AORGS</b>
Unemployment Benefits	YES	NO		\$	<b>VOUB &amp; AONE</b>
Social Security, SSI, SSD	YES	NO		\$	<b>SS Benefit Printout/VOSSB</b>
V.A. Benefits	YES	NO		\$	<b>VOVAB</b>
TANF/AFDC (Not Food Stamps)	YES	NO		\$	<b>VOTANF</b>
Disability, Worker's Comp.	YES	NO		\$	<b>VODOWC &amp; AONE</b>
Recurring Gift of monetary value	YES	NO		\$	<b>AORGS</b>
Recurring Gift of non-monetary value (clothing, etc)	YES	NO		\$	<b>AORGS</b>
Regular Pmts from Retirement Acct.	YES	NO		\$	<b>VORA</b>
Financial Aid (grants, scholarships, etc)	YES	NO		\$	<b>VOFA</b>
Regular Pmts from Trust Account	YES	NO		\$	<b>VOB</b>
Income from Temporarily Absent Family Member	YES	NO		\$	Applicable documentation
Other: Type _____	YES	NO		\$	<b>VOOI</b>

\*If no income listed above, applicant must also complete form **COZI**.

Housing Assistance	YES	NO	If yes, Public Housing Authority: _____	<b>VOS8</b>
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ASSET INFORMATION						
Please include all assets, including assets for children						
DESCRIPTION OF ASSET	CURRENTLY HAVE		IF YES, HOUSEHOLD MEMBER NAME	VALUE	IF ALL ASSETS COMBINED OVER \$5,000 <i>(AOA req + below)</i>	IF ALL ASSETS COMBINED UNDER \$5,000
Checking Acct (6 mo. avg. balance)	YES	NO		\$	<b>VOB</b>	<b>U5KAC</b>
Savings Account (current balance)	YES	NO		\$	<b>VOB</b>	<b>U5KAC</b>
Cash Held	YES	NO		\$	Add to <b>CTAWS</b>	<b>U5KAC</b>
Pay Card	YES	NO		\$	Add to <b>CTAWS</b>	<b>U5KAC</b>
Online account / app such as PayPal, Venmo, Square Cash, etc.	YES	NO		\$	Online Printout	<b>U5KAC</b>
Cryptocurrency (Bitcoin, etc)	YES	NO		\$	Online Printout	<b>U5KAC</b>
Certificate of Deposit	YES	NO		\$	<b>VOB</b>	<b>U5KAC</b>
Trust Account	YES	NO		\$	<b>VOB</b>	<b>U5KAC</b>
Treasury Bills, Money Market Fund	YES	NO		\$	<b>VOB</b>	<b>U5KAC</b>
Stocks or Mutual Funds	YES	NO		\$	<b>VOSAMF</b>	<b>U5KAC</b>
Bonds	YES	NO		\$	<b>VOBD</b>	<b>U5KAC</b>
Retirement Plan Account:						
IRA / Keogh / PERS	YES	NO		\$	<b>VORA</b>	<b>U5KAC</b>
Pension/401(k)/403 (b)/Annuities	YES	NO		\$	<b>VORA</b>	<b>U5KAC</b>
Other: _____	YES	NO		\$	<b>VORA</b>	<b>U5KAC</b>
Life insurance policy (not Term)	YES	NO		\$	<b>VOLI</b>	<b>U5KAC</b>
Real Estate currently owned/Sold in last 2 years	YES	NO		\$	<b>COA</b> & applicable documentation	
Rental Property	YES	NO		\$	<b>CORI</b> & applicable documentation	
Assets disposed of for less than Fair Market Value in past 2 yrs	YES	NO		\$	<b>CODA</b> & applicable documentation	
Personal Property held for investment	YES	NO		\$	<b>COPP</b> & applicable documentation	
Other: _____	YES	NO		\$	Applicable documentation	



Applicant Name: \_\_\_\_\_

### RESIDENCE HISTORY

must list at least 2 years history

**Current Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Do you:  Rent  Own your home  Other \_\_\_\_\_ Month and year moved in: \_\_\_\_\_

Monthly Rent/Mortgage: \$ \_\_\_\_\_ Reason for moving: \_\_\_\_\_

Landlord / Mortgage Company: \_\_\_\_\_ Phone#: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Did you:  Rent  Own your home  Other \_\_\_\_\_ Month and year moved in: \_\_\_\_\_  
Month and year moved out: \_\_\_\_\_

Monthly Rent/Mortgage: \$ \_\_\_\_\_ Reason for moving: \_\_\_\_\_

Landlord / Mortgage Company: \_\_\_\_\_ Phone#: \_\_\_\_\_

**Previous Address 2:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Did you:  Rent  Own your home  Other \_\_\_\_\_ Month and year moved in: \_\_\_\_\_  
Month and year moved out: \_\_\_\_\_

Monthly Rent/Mortgage: \$ \_\_\_\_\_ Reason for moving: \_\_\_\_\_

Landlord / Mortgage Company: \_\_\_\_\_ Phone#: \_\_\_\_\_

How did you hear about our community? \_\_\_\_\_

If a resident referral, Resident Name: \_\_\_\_\_ Unit # \_\_\_\_\_

Is there a need for an accessible unit or features due to a disability for any household member? (circle one) Yes No

Provide Details: \_\_\_\_\_

### OTHER INFORMATION

Your Driver's License / State ID # : \_\_\_\_\_ State Issued: \_\_\_\_\_

Spouse's Driver's License / State ID # : \_\_\_\_\_ State Issued: \_\_\_\_\_

Vehicles:

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Tag #: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Tag #: \_\_\_\_\_

**All vehicles must be registered with the Management Office.**

Do you have any pets? (circle one) Yes No If Yes, what type and weight? \_\_\_\_\_

**EMERGENCY CONTACT:** List someone NOT in this household Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #'s \_\_\_\_\_



I / we hereby apply to lease an apartment at the above named community on the terms set forth herein. I/we attest to Agent for the Owner of the property, that all statements contained herein are true and correct. I/we have been advised, understand, and agree that that residency at this community entails certain income restrictions and that residency is subject to rental qualifications. I/we understand and agree that deliberately submitting false information or withholding information constitutes fraud. **If application is falsified, Federal Law specifies fines up to \$5,000 and imprisonment for terms of up to five years and is grounds for eviction.** I / we understand and agree that, in addition to execution of a lease agreement and necessary addenda, I / we will execute a Resident Certification attesting to the information contained herein, which will be made under the penalty of perjury. As long as your application is on file with us, it is your responsibility to contact us whenever your address, telephone number, or income situation changes, or whenever you need to add or remove a household member from your application.

**I / we have received a copy of the qualifying criteria, and I / we hereby offer \$ \_\_\_\_\_ as a non-refundable application fee. If I / we do not meet any of the Qualifying Criteria, my / our application will be rejected and my / our application fee WILL NOT be refunded under ANY circumstances. Reports and checks determining my/our qualifications may be made by a separate party.**

I / we hereby waive any claim to damages by reason of non-acceptance. Upon acceptance of this application, my / our security deposit shall be due in full. When so approved and accepted, I / we understand and agree to pay the full security deposit within 72 hours. The full deposit is \$ \_\_\_\_\_. In addition, a pet privilege charge of \$ \_\_\_\_\_ is due (if applicable). I / we agree to execute a lease agreement before possession is delivered and to pay the balance of any other deposits and / or fees in the form of a certified check or money order. **I / we understand if I / we fail to take possession of the apartment, after the deposit(s) is / are paid, that my / our security deposit will be forfeited.**

If management cannot have an apartment for me / us by the desired move in date listed on page 1 of this application because the apartment is not ready for occupancy or because another resident holds over or for any other reason Management is not liable to me / us for damages. I / we will not be required to pay any rent until the apartment is available. If Management is not able to deliver possession to me / us within 30 days of projected date, I / we may cancel the application without further obligation and my / our security deposit will be refunded.

I / we agree: (a) to be bound by and comply with the Lease and all addenda; (b) that the community will retain this application whether or not it is approved; (c) that everything stated in this application is true to the best of my / our knowledge; and (d) that I / we grant the community authority to check my / our credit, employment, rental and criminal history, and to secure follow up credit reports and employment verifications. If rejection of my / our application occurs, I / we hereby authorize the community to share information with the Management Agent for Owner for purposes related to the rental of an apartment or residency of any type or other pur

**I / we agree that if this application is denied for any reason, there is a six (6) month waiting period to reapply.**

### RESIDENT RELEASE AND CONSENT

I / we, the undersigned, hereby authorize all persons or companies in the categories listed below to release, without liability, information regarding employment, credit history, criminal history, previous residencies, income, and / or assets to the above named community, its owners, and agents for purposes of verifying information on my / our rental application.

I / we understand that this authorization cannot be used to obtain any information about me / us that is not pertinent to my / our eligibility for and continued participation as a Qualified Resident.

#### GROUPS OR INDIVIDUALS THAT MAY BE ASKED

Past & Present Employers  
 Past & Present Landlords  
 Support & Alimony Providers  
 Public Housing Agencies  
 Utility Companies

State Unemployment Agencies  
 Welfare Agencies  
 Social Security Administrations  
 Federal / State / Local Law Enforcement Agencies  
 Credit Reporting Bureaus

Veterans Administration  
 Retirement Systems  
 Banks and Other Financial Institutions  
 Medical and Child Care Providers

#### CONDITIONS

I / we agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file and will stay in effect for the length of my financial obligation.

#### SIGNATURES

\_\_\_\_\_  
 Applicant Signature Printed Name Date

\_\_\_\_\_  
 Spouse Signature Printed Name Date

NOTE: This general consent may not be used to request a copy of a tax return. If a copy of a tax return is needed, IRS Form 4506, "REQUEST FOR COPY OF TAX FORM" must be prepared and signed separately.

#### FOR OFFICE USE ONLY

Mgr Approval or  Denied Date: \_\_\_\_\_ By: \_\_\_\_\_

If denied, reason for denial: \_\_\_\_\_

Additional Options (washer/dryer, etc) \_\_\_\_\_

Notes / Comments: \_\_\_\_\_

