



# RENTAL APPLICATION

TO BE COMPLETED BY EACH ADULT APPLICANT

ALL UNITS SUBJECT  
TO AVAILABILITY



PROPERTY NAME / NUMBER		UNIT NUMBER / ADDRESS			
DATE	TIME	DATE UNIT WANTED	UNIT RENT	SCREENING CHARGE \$	
OWNER / AGENT		STREET ADDRESS		PHONE	
APPLICANT	NAME (APPLICANT)		EMAIL		
	DATE OF BIRTH	SOC. SECURITY #		DRIVER'S LICENSE # / STATE	
	PRESENT STREET ADDRESS		CITY	STATE	ZIP
	FROM	TO		PHONE ( )	
	LANDLORD NAME		PHONE ( )		
	LANDLORD STREET ADDRESS (OR APARTMENT NAME)		CITY	STATE	ZIP
	FORMER STREET ADDRESS		CITY	STATE	ZIP
	FROM	TO		FORMER LANDLORD	PHONE ( )
	FORMER LANDLORD STREET ADDRESS (OR APARTMENT NAME)		CITY	STATE	ZIP
	OTHER STATES AND COUNTIES YOU HAVE LIVED IN THE PAST 5 YEARS				
	PRESENT EMPLOYER				
	STREET ADDRESS		CITY	STATE	ZIP
	PHONE ( )	POSITION		HOW LONG? (DATE HIRED)	
	GROSS PAY \$	OTHER INCOME \$		SOURCE	
	PREVIOUS EMPLOYER				
STREET ADDRESS		CITY	STATE	ZIP	
PHONE ( )	POSITION		HOW LONG?		
REFERENCES	BANK (Checking)		BRANCH	PHONE	ACCOUNT NUMBER
	BANK (Savings)		BRANCH	PHONE	ACCOUNT NUMBER
	HAVE YOU ESTABLISHED RETAIL CREDIT? <input type="checkbox"/> YES <input type="checkbox"/> NO				
	LIST ALL OTHER OUTSTANDING DEBTS: (Attach additional sheet if necessary)			BALANCE \$	MONTHLY PAYMENT \$
	RELATIVE / PARENT		ADDRESS	PHONE ( )	
	PERSONAL REFERENCE		ADDRESS	PHONE ( )	
OTHER	HAVE YOU EVER BEEN EVICTED? <input type="checkbox"/> YES <input type="checkbox"/> NO DATE / /				
	HAVE YOU OR ANY OTHER PERSON WHO WILL BE OCCUPYING THE UNIT EVER BEEN CONVICTED OF, PLED GUILTY OR NO CONTEST TO ANY FELONY OR MISDEMEANOR? <input type="checkbox"/> YES <input type="checkbox"/> NO WHO WHERE WHEN				
	OTHER OCCUPANTS: NAME	DATE OF BIRTH	AUTOMOBILES	LICENSE NO.	PETS - Subject to approval by management Number & Type
			OTHER VEHICLES		DO YOU INTEND TO USE: <input type="checkbox"/> Waterbed <input type="checkbox"/> Aquarium <input type="checkbox"/> Musical Instrument
APPROVAL	DO YOU HAVE RENTER'S INSURANCE? <input type="checkbox"/> YES <input type="checkbox"/> NO				
	Why are you vacating your present place of residence? _____				
	Have you given legal notice where you now live? <input type="checkbox"/> Yes <input type="checkbox"/> No How did you hear about our property? _____				
	I certify that the above information is correct and complete and hereby authorize you to do a credit check and make any inquiries you feel necessary to evaluate my tenancy and credit standing. I/We understand that giving incomplete or false information is grounds for rejection of this application. If any information supplied on this application is later found to be false, this is grounds for termination of tenancy.				
Owner/Agent has charged a screening charge as set forth above. Landlord may obtain a consumer credit report and/or an Investigative Consumer Report which may include the checking of the applicant's credit, income, employment, rental history, criminal court records and may include information as to his/her character, general reputation, personal characteristics, and mode of living. You have the right to request additional disclosures provided under Section 606 (b) of the Fair Credit Reporting Act, and a written summary of your rights pursuant to Section 609(c). You have the right to dispute the accuracy of the information provided to the Owner/Agent by the screening company or the credit reporting agency as well as complete and accurate disclosure of the nature and scope of the investigation. The name and address of the screening company or credit reporting agency is:					
If the application is approved, applicants will have _____ hours from the time of notification to either execute a rental agreement and make all deposits required thereunder or make a deposit to hold the unit and execute a deposit receipt which will provide for the forfeiture of the deposit if applicants fail to occupy the unit. If applicants fail to timely take the steps required above, they will be deemed to have refused the unit and the next application for the unit will be processed.					
Good Faith Estimate:					
Approximate number of units currently available, or will in the foreseeable future be available, of the size and in the area requested by Applicant: _____ units.					
Approximate number of applications previously accepted and currently under consideration for those units: _____ applications.					
If the blanks above are not filled in, then there is at least one unit available and there are no applications ahead of yours currently under consideration.					
APPLICANT X _____ DATE _____ PICTURE I.D. VERIFIED _____					
MANAGER X _____ DATE _____					

☐ ON SITE ☐ RESIDENT ☐ MAIN OFFICE (IF REQUIRED)

## **RESIDENT SELECTION CRITERIA**

The purpose of our tenant selection criteria is to maintain a consistent procedure for selecting qualified applicants based on clear objective criteria.

The following are our selection criteria and the minimum requirements for each:

1. **IDENTIFICATION:**

We require that a valid state or federal picture ID be present when viewing an apartment. Prior to occupancy, a copy of the ID and Social Security card must be presented for all household members. Sorry, no Sheriff's cards or gaming cards will be accepted as a valid form of identification.

2. **AGE REQUIREMENT:**

All household members over the age of 18 must complete an application and sign the lease agreement and addendums.

3. **LAW ABIDING:**

A Criminal Background check is required for each applicant 18 years or older. The following are the minimum requirements:

- No convictions for possession or use of narcotics or narcotic paraphernalia.
- No convictions for manufacturing or distribution of an illegal substance.
- No convictions for serious misdemeanors or greater offense of a crime against a person.
- No felony convictions.

4. **PETS:**

No animal larger than 45 pounds will be allowed in the apartment community. We also have breed restrictions, the following dogs are not allowed even if the animal is a mixed breed: 1) Pit Bull 2) Rottweiler 3) German Shepard 4) Doberman and 5) Chows. These dogs are not allowed in the apartment or community. There is a \$300.00 pet fee per pet due prior to having a pet on the property for any reason. All Pet Policies must be followed and there is a 2 pet maximum.

5. **OCCUPANCY LIMITS:**

Occupancy is restricted to no more than 2 persons per bedroom.

6. **INCOME:**

The applicant must have a verifiable source of income. Minimum income is 2 times the monthly rental rate.

7. **CREDIT:**

Evictions, any monies owed to prior landlord, unsatisfactory accounts placed for collections. Involuntary repossessions, 2 or more R-9 ratings (or equivalent with a different reporting source), bankruptcy within the past year (1 year), will be grounds for denial. Credit reports are run on each individual applicant. No credit shall be considered as good credit.

8. **RENTAL HISTORY:**

Applicants must have verifiable rental history for a minimum of 1 year. Applicant must have given a 30-day notice to current landlord, must not be in default of any current or previous lease and must not owe any money to any present or prior landlord.

All prospective tenants must meet the above selection criteria applicant eligibility. We accept the first qualified applicant.

I have read and understand the above terms and conditions. All the information that I have provided is true and accurate. I understand that from time to time the information that I have provided and the information for my certification shall be verified periodically.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date