



RENTAL APPLICATION FOR RESIDENTS AND OCCUPANTS

(Each co-applicant and each occupant 18 years old and over must submit a separate application.)



Date when filled out: _____

APPLICANT INFORMATION

Full Name (Exactly as it appears on Driver's License or Govt. ID card) _____

Former Name (if applicable) _____ Gender (Optional) _____

Birthdate _____ Social Security # _____ Driver's License # _____ State _____

Government Photo ID card # _____ Type _____

Home Phone Number _____ Cell Phone Number _____ Work Phone Number _____

Email Address _____

Marital Status: single married widowed separated

Do you or any occupant smoke? yes no

I am applying for the apartment located at: _____

Is there another co-applicant? yes no

Co-applicant Name _____ Email _____

Co-applicant Name _____ Email _____

Co-applicant Name _____ Email _____

Co-applicant Name _____ Email _____

Co-applicant Name _____ Email _____

OTHER OCCUPANTS

Full Name _____ Relationship _____

Date of Birth _____ Social Security # _____ Driver's License # _____ State _____

Government Photo ID card # _____ Type _____

Full Name _____ Relationship _____

Date of Birth _____ Social Security # _____ Driver's License # _____ State _____

Government Photo ID card # _____ Type _____

Full Name _____ Relationship _____

Date of Birth _____ Social Security # _____ Driver's License # _____ State _____

Government Photo ID card # _____ Type _____

OTHER OCCUPANTS (CONTINUED)

Full Name		Relationship	
Date of Birth	Social Security #	Driver's License #	State
Government Photo ID card #		Type	
Full Name		Relationship	
Date of Birth	Social Security #	Driver's License #	State
Government Photo ID card #		Type	
Full Name		Relationship	
Date of Birth	Social Security #	Driver's License #	State
Government Photo ID card #		Type	

RESIDENCY INFORMATION

Current Home Address *(where you live now)*

City _____ State _____ Zip Code _____ Do you rent or own?

Dates: _____ \$ _____
 From _____ To _____ Monthly Payment

Apartment Name _____

Landlord/Lender Name _____ **Phone** _____

Reason for Leaving _____

(The following is only applicable if at current address for less than 6 months.)

Previous Home Address

City _____ State _____ Zip Code _____ Do you rent or own?

Dates: _____ \$ _____
 From _____ To _____ Monthly Payment

Apartment Name _____

Landlord/Lender Name _____ **Phone** _____

Reason for Leaving _____

EMPLOYMENT INFORMATION

Present Employer _____ Address _____

City _____ State _____ Zip Code _____ Work Phone _____

Dates: _____ \$ _____
From _____ To _____ Gross Monthly Income

Position _____

Supervisor Name _____ Phone _____

(The following is only applicable if at current employer for less than 6 months.)

Previous Employer _____ Address _____

City _____ State _____ Zip Code _____ Work Phone _____

Dates: _____ \$ _____
From _____ To _____ Gross Monthly Income

Position _____

Supervisor Name _____ Phone _____

ADDITIONAL INCOME

(Income must be verified to be considered)

_____ \$ _____
Type _____ Source _____ Gross Monthly Amount

_____ \$ _____
Type _____ Source _____ Gross Monthly Amount

CREDIT HISTORY (if applicable)

If applicable, please explain any past credit problem:

RENTAL/CRIMINAL HISTORY

(Check only if applicable)

Have you or any occupant listed in this Application ever:

- been evicted or asked to move out?
- moved out of a dwelling before the end of the lease term without the owner's consent?
- declared bankruptcy?
- been sued for rent?
- been sued for property damage?
- been convicted (or received an alternative form of adjudication equivalent to conviction) of a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime?

Please indicate the year, location and type of each felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. *You represent the answer is "no" to any item not checked above.*

REFERRAL INFORMATION

How did you find us?

- Online search. Website address: _____
- Referral from a person. Name: _____
- Social Media. Which one? _____
- Other _____

EMERGENCY CONTACT

Emergency contact person over 18, who will not be living with you:

Name _____		Relationship _____	
Address _____		City _____	
State _____	Zip Code _____	Home Phone # _____	Cell Phone # _____
Work Phone # _____		Email Address _____	

VEHICLE INFORMATION (if applicable)*List all vehicles owned or operated by you or any occupants (including cars, trucks, motorcycles, trailers, etc.).*

Make _____	Model _____	Color _____
Year _____	License # _____	State _____
Make _____	Model _____	Color _____
Year _____	License # _____	State _____
Make _____	Model _____	Color _____
Year _____	License # _____	State _____
Make _____	Model _____	Color _____
Year _____	License # _____	State _____

PET INFORMATION (if applicable)

You may not have any animal in your unit without management's prior authorization in writing. If we allow your requested animal, you must sign a separate animal addendum, which may require additional deposits, rents, fees or other charges.

Name _____	Type _____	Breed _____
Gender _____	Weight _____	Color _____
Age _____	Assistance Animal Status: <input type="checkbox"/> yes <input type="checkbox"/> no	
Name _____	Type _____	Breed _____
Gender _____	Weight _____	Color _____
Age _____	Assistance Animal Status: <input type="checkbox"/> yes <input type="checkbox"/> no	

APPLICATION AGREEMENT

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease Contract. While some of the information below may not yet apply to your situation, there are some provisions that may become applicable prior to signing a Lease Contract. In order to continue with this application, you'll need to review the Application Agreement carefully and acknowledge that you accept its terms.

- 1. Lease Contract Information.** The Lease Contract contemplated by the parties will be the current Lease Contract. Special information and conditions must be explicitly noted on the Lease Contract.
- 2. Approval When Lease Contract Is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.
- 3. Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
- 4. If you Fail to Sign Lease Contract After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. *If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.*
- 5. If You Withdraw Before Approval.** *If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.*
- 6. Approval/Non-Approval.** We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.
- 7. Refund after Non-Approval.** If you or any co-applicant is disapproved or deemed disapproved under Paragraph 6, we'll refund all application deposits within 30 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
- 8. Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 4, 6, or 7 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.
- 9. Keys or Access Devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the Lease Contract and other rental documents; and (2) all applicable rents and security deposits have been paid in full.
- 10. Application Submission.** Submission of a rental application does not guarantee approval or acceptance. It does not bind us to accept the applicant or to sign a Lease Contract.

DISCLOSURES

- 1. Application Fee (Non-Refundable).** You agree to pay to our representative the non-refundable application fee in the amount indicated in paragraph 3. ***Payment of the application fee does not guarantee that your application will be accepted.*** The application fee partially defrays the cost of administrative paperwork. ***It is non-refundable.***
- 2. Application Deposit (may or may not be refundable).** In addition to any application fee(s), you agree to pay to our representative an application deposit in the amount indicated in paragraph 3. *The application deposit is not a security deposit.* The application deposit will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR, it will be refunded under paragraph 7 of the Application Agreement if your application is not approved; OR, it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraphs 4 or 5 of the Application Agreement.
- 3. Fees Due. Your Rental Application will not be processed until we receive your completed Rental Application (and the completed Rental Application of all co-applicants, if applicable) and the following fees:**
 1. Application fee (non-refundable): \$ _____
 2. Application deposit (may or may not be refundable): \$ _____

DISCLOSURES (CONTINUED)

4. Completed Application. Your Rental Application for Residents and Occupants will not be considered "completed" and will not be processed until we receive the following documentation and fees:

- 1. Your completed Rental Application;
- 2. Completed Rental Applications for each co-applicant (if applicable);
- 3. Application fees for all applicants;
- 4. Application deposit for the Unit.

5. Notice to or from Co-Applicants. Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.

AUTHORIZATION AND ACKNOWLEDGMENT

AUTHORIZATION

I authorize _____

(name of owner/agent) to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

Payment Authorization

I authorize _____

(name of owner/agent) to collect payment of the application fee and application deposit in the amounts specified under paragraph 3 of the Disclosures.

Non-Sufficient Funds and Dishonored Payments.

If a check from an applicant is returned to us by a bank or other entity for any reason, if any credit card or debit card payment from applicant to us is rejected, or if we are unable, through no fault of our own or our bank, to successfully process any ACH debit, credit card, or debit card transaction, then:

- (i) Applicant shall pay to us the NSF Charge; and
- (ii) We reserve the right to refer the matter for criminal prosecution

ACKNOWLEDGMENT

You declare that all your statements in this Application are true and complete. You authorize us to verify the same through any means. If you fail to answer any question(s) or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

Applicant's Signature

Date

FOR OFFICE USE ONLY

_____	_____
Apt. name or dwelling address (street, city)	Unit # or type
_____	_____
Person accepting application	Phone
_____	_____
Person processing application	Phone
_____	_____
Applicant or Co-applicant was notified by <input type="checkbox"/> telephone <input type="checkbox"/> letter <input type="checkbox"/> email, or <input type="checkbox"/> in person of <input type="checkbox"/> acceptance or <input type="checkbox"/> non-acceptance on _____.	
(Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)	
Name of person(s) who were notified (at least one applicant must be notified if multiple applicants):	

Name(s)	

Name of owner's representative who notified above person(s)	

ADDITIONAL COMMENTS



Rental Application Approval Criteria

All applicants will be considered on an equal basis, without regard to race, religion, national origin, sex or marital status. All applicants must be at least 18 year old.

Availability: Applications will be accepted on a first-come, first-served basis, and are subject to availability. Rental rates are subject to change without notice.

Rental Applications: An application for residency must be completed in full for each legal adult prospective resident who will be living in the apartment and/or is on the lease agreement. A separate application will be needed from any co-signor/guarantor on the apartment. Any false information will constitute grounds for rejection, if discovered after the lease has been signed, the right to possession and/or the lease may be terminated. All application fees are non-refundable.

FACTA: The Fair and Accurate Credit Transaction Act of 2003, was designed to prevent, detect and mitigate identity theft. Each applicant is required to provide a copy of a valid driver's license, passport, or other acceptable government issued identification to comply with the requirements of the FACT Act.

Social Security Number/Visa Information: Each applicant must have a U.S. government issued Social Security number for the verification process to begin. In the event there is no U.S Social Security number, each applicant must provide a current visa and proof of income. If this can be provided, the application may be approved with a minimum deposit equal to or greater than one month's rent.

Roommates/Co-residents: Each person must complete an application. Roommates are permitted to combine income to meet the income criteria for approval. The information on all applicants will be considered during the verification process. Each roommate is fully responsible for the entire rental payment, and each must execute the Apartment Lease Agreement and its supporting documents. Subletting the apartment is prohibited.

Qualifying Standards: Resident approval criteria will include checking: (1) criminal history, (2) credit history, (3) previous rental history, (4) current income and income history for previous two years, (5) any other legitimate non-discriminatory information that might be relevant to the resident application process. If the applicant does not meet the selection criteria, or provides inaccurate or incomplete information, the application may be rejected.

Credit Report: A negative credit history can disqualify an applicant from renting. In some circumstances, a co-signor/guarantor may be accepted for an unsatisfactory credit evaluation or limited credit history. If an applicant is rejected due to poor credit history, information on the credit reporting agency will be provided in order that the applicant may obtain a copy of their report.

Security Deposits: All applicants will be required to pay a minimum-security deposit. Should negative credit issues arise the deposit will be adjusted to a higher amount. A discharged bankruptcy will require a mandatory (3) times rental rate security deposit for conditional approval.

Employment/Income Verification: Stable employment record and/or income verification will be required. Each applicant must earn a gross monthly income equal to or greater than three (3) times the monthly rent. Official documentation of income will be required. Court ordered child support or alimony that can be verified will be taken into account, and we will accept up to a maximum of one-third of student loans as income.

Residence History: Up to 24 months of rental or housing history will be verified on present and previous residence(s), findings could result in denial of the application. For applicants who are homeowners, permission must be granted to verify payment with the bank or lending institution.

Criminal Background: A criminal background check will be processed for each applicant, results may be grounds for rejection of an applicant. We do not lease to applicants with certain arrests and/or convictions.

Co-signor/Guarantor: In the event a co-signor/guarantor is required, they must complete an application and meet all qualifying standards. Co-signors must have a monthly gross income equal to or greater than five (5) times the monthly rent.

Occupancy Standards: Occupancy will be limited to no more than two (2) persons per bedroom plus (1) one. If occupancy changes during the lease term, the resident will be required to make changes at the time of lease renewal.

Pet Policy: Each apartment home is allowed a maximum of (3) three pets with a combined weight limit of 160 lbs. A \$250.00 non-refundable pet fee is required for the first un-caged domestic animal upon lease approval, and an additional \$125.00 non-refundable pet fee will be required for any additional un-caged domestic animal upon lease approval. Pet insurance is required. The pet fee is a privilege fee and does not cover any actual damage by pets. Any poisonous or venomous animals/insects are prohibited. Resident agrees to pay management a monthly pet rent of \$25.00 per unit and sign a Pet Responsibility Addendum. Should you welcome a pet into your home after becoming a resident, you are required to immediately notify Management and satisfy all current requirements. The following breeds are prohibited: German Shepherds, American Staffordshire Terrier, American Bulldog, (i.e.-Pit Bulls), Doberman Pinschers, Rottweilers, Akitas, Chow Chow, Sharpei, Husky, Siberian Husky, Wolf-Hybrid, Rhodesian Ridgeback or any mix thereof. Management reserves the right to refuse any pet.

Move In: All adults listed on the lease must be present to sign the lease agreement on the day of move-in. Moneys due at move-in must be paid in full by money order or cashier's check on or before the day of move in. Proof must be provided that an account has been set up with Utilities, before keys are released, or a \$5.00 per day charge will apply.

Applicant/Co-signor Consent

I hereby authorize _____, through its designated agents and employees, to obtain an investigative consumer report including, but not limited to, residential history (rental or mortgage), employment history and income, criminal history records, court records and credit records for the purpose of determining whether or not to lease an apartment to me. I understand that should I lease an apartment, _____, and its agents shall have the continuing right to review my credit information, rental application, payment history and occupancy history for account review purposes and for improving application review methods.

Date: _____

Date: _____

Applicant (or Co-Signor) Signature

Applicant (or Co-Signor) Signature