



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: <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> widowed <input type="checkbox"/> separated			
Do you or any occupant smoke? <input type="checkbox"/> yes <input type="checkbox"/> no			
I am applying for the apartment located at: _____			
Is there another co-applicant? <input type="checkbox"/> yes <input type="checkbox"/> no			
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	
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): \$ 50.00
 2. Application deposit (may or may not be refundable): \$ _____
- 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





**MEADOW WOOD PROPERTY COMPANY
RESIDENT SELECTION CRITERIA**

<p>Items Needed to Apply:</p> <p>Today's Date: _____</p> <ol style="list-style-type: none"> 1. \$ _____ * (check or money order) 2. Completed Application (No blanks) 3. Drivers License or Government ID 4. Proof of Income (pay stubs, etc.) <p><small>* Special for money to apply subject to change at any time.</small></p>

Equal Housing: This community does not discriminate on the basis of race, color, sex, religion, handicap, familial status, sexual orientation or national origin.

Identification: All visitors must present a current Government issued identification in order to view the community. Acceptable forms of identification are: Valid State Issued Driver's license, valid state issued ID card, valid Military ID card, a valid Passport or a US Immigration and Naturalization Services issued VISA. A copy of all applicants photo IDs and social security cards will be made and retained at time of move-in.

Occupants: Occupancy will be limited to no more than two (2) persons in a one-bedroom apartment, four (4) persons in a two-bedroom apartment or six (6) persons in a three-bedroom apartment. All adult occupants will be considered as responsible residents under the Lease Agreement and will be asked to sign the Lease as a resident.

Application for Residency: An Application for Residency must be completed and maintained for each applicant 18 years or older who will be living in the apartment and/or contributing to the payment of rent.

Qualifying Standards

Rental History: Up to 24 months of rental history may be verified on present and previous residence. A positive record of prompt monthly payment, sufficient notice, with no damages is expected. Eviction, Skip, or Money Left Owing to a Landlord within seven (7) years of application date or falsification of this application may result in an automatic rejection.

Credit History: An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one which reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies.

Income: Applicants must have a verifiable income source. Acceptable income verification required may include pay stubs consecutive for a 4 week period, a notarized letter from the employer, the most recent W2 or 1099, or proof of assets equal to 2.5 times the lease term. Self-employed applicants may be required to supply the most recent IRS tax return or certified verification from their company accountant or bank. Retired (must provide documentation of ability to pay rent).

Criminal Background Check: A criminal background check will be run on all Applicants. An applicant may be denied in the event applicant(s) have ever been convicted of a felony, received adjudication for felony offense(s) or been convicted of a misdemeanor involving a crime against a person, another person's property or against society. An automatic denial may also occur should an applicant appear on the list of known terrorists and wanted fugitives as provided by the Office of Foreign asset Control (OFAC), federal agencies to include the FBI or other state and local law enforcement agencies. ***The applicant agrees that the lease shall be terminated in the event the applicant, after moving onto the property commits an offense of sexual nature, resulting in conviction or is labeled as a registered sexual offender or predator and/or appears on the list of known terrorists and wanted fugitives.*** Note: This requirement does not constitute a guarantee or representation that residents or occupants residing at this apartment community have not been convicted of a felony or are not subject to deferred adjudication for a felony.

Applicants without Social Security Numbers or Individual Tax ID Numbers: Applicants must provide I-94, I-94W (Immigration arrival and departure approval to be in the US) or I-20 (International Student approval to be in the US, *all applicants on an I-20 must be registered students*) The lease end date can not extend past the date the Non-US Citizen is approved to be in the US. All other verifications must be met and applicant must pay two (2) month's additional deposit equivalent to two (2) month's "market" rent.

Notification: Applicants will be informed of the status of their application by telephone within 5 business days from submitting the application and the required processing fee. If the applicant is rejected, the applicant will be given an adverse action letter with information to contact Credit Retriever to request copies of the information used to determine eligibility for occupancy. Management cannot be held responsible for inaccuracies contained in any information obtained, and is not allowed to provide details to the applicant regarding said information.

Applicant Signature

Management Representative Signature

Date: _____

