

RENTAL APPLICATION



FOR OFFICE USE ONLY

Date _____
Property _____
Apt # _____ Rent \$ _____
Agent _____

Please complete all requested information on this form. A separate application must be completed for all individuals 18 and over. A non-refundable fee of \$35.00 must accompany each application. Certified funds are required for application fees and initial move in costs. Thank you for your interest in our apartments.

Date of Application _____ Desired Date of Occupancy _____
Type and size of Apartment Wanted (No. of Bedrooms, etc) _____

PERSONAL INFORMATION

APPLICANT'S FULL NAME _____ Date of Birth _____

Social Security No. _____ Driver's License No./ State _____

E-mail Address _____

Full Names of All Other Residents:	Relationship to You	Date of Birth/Age
_____	_____	_____/_____/_____
_____	_____	_____/_____/_____
_____	_____	_____/_____/_____
_____	_____	_____/_____/_____

How many Pets Do You or Other Occupants Own? _____

Kind of Pet, Breed, Weight and Age _____

How Did you Hear About our Property? _____

RESIDENCE HISTORY

PRESENT ADDRESS _____ City _____ State _____ Zip code _____

Present telephone _____ Dates From _____ To _____

Present Landlord or Mortgage Co. _____ Telephone _____

Monthly Payment \$ _____ Reason for Moving _____

PREVIOUS ADDRESS _____

Dates From _____ To _____

Present Landlord or Mortgage Co. _____ Telephone _____

Monthly Payment \$ _____ Reason for Moving _____

EMPLOYMENT INFORMATION

PRESENT EMPLOYER _____ Dates From _____ To _____

Employer's Address _____ Telephone _____

Position _____ Supervisor _____ Gross Monthly Income _____

PREVIOUS EMPLOYER _____

Employer's Address _____ Telephone _____

Position _____ Supervisor _____ Gross Monthly Income _____

BANKING AND CREDIT REFERENCES

BANK NAME & BRANCH _____ telephone _____

Checking Acct. No _____ Savings Account No. _____

Loan Acct. No _____ Monthly Payment \$ _____

CREDIT REFERENCE _____ telephone _____

Address _____ Account # _____

CREDIT REFERENCE _____ telephone _____

Address _____ Account # _____

OTHER REFERENCE _____ Account # _____

Address _____

OTHER INFORMATION

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) _____

Make/Model _____ Year _____ Color _____ Tag No./State _____

Make/Model _____ Year _____ Color _____ Tag No./State _____

Other Car, Motorcycle, etc _____

Total Gross Monthly Household Income \$ _____

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ _____ Per _____ Source _____ Telephone _____

Amount \$ _____ Per _____ Source _____ Telephone _____

Comments _____

HAVE YOU OR CO-APPLICANT EVER: Been sued for non-payment of rent? Yes___ No ___

Been evicted/asked to move out? Yes___ No___ Broken a Rental Agreement or Lease? Yes___ No ___

Been sued for damaged to rental property? Yes___No___ Declared Bankruptcy? Yes___ No ___

Do you have water filled furniture or a water filled aquarium? Yes___ No ___

Have you or any other person named on this application, ever convicted of dealing or manufacturing illegal drugs? Yes___ No ___

Have the applicant or any other person on this application ever been convicted or a crime? _____ if yes, what is the nature of the crime and date of the conviction? _____

In Case of emergency, Notify _____ Relationship _____

Address _____ Home Phone _____ Work Phone _____

APPLICANT SCREENING POLICIES & GUIDELINES

APPLICATION POLICY

A minimum of 72 hours are required to verify information on an application.

Applications may be denied based upon demeanor, unacceptable behavior or attitude.
 If information on the application cannot be verified, the application may be denied.
 Upon signing the rental agreement, rent, deposit, a non-refundable cleaning fee will be required.
 Certain variables in the application may require additional deposits

Application fees to be paid in cash or money order.

COMPLETE APPLICATION

Each applicant over the age of 18 must submit an individual application with proper references.

A non-refundable \$35.00 application fee will apply for EVERY person over the age of 18 who will be residing in the rental unit regardless of familial status.

We will accept the first qualified applicant(s)

We will NOT review incomplete applications.

IDENTIFICATION

Applicants must show identification, which must include a photograph.

PRIOR RENTAL HISTORY

Rental history of current and previous landlord references from unbiased/unrelated sources is required.

Applicants must provide us with the information necessary to contact past landlords.

We reserve the right to deny an application if, after making good faith effort, we are unable to verify prior rental history. We will make up to 3 attempts to contact previous landlord and/or verification of employment. If no success after 3 attempts, application may be denied.

Prior eviction(s) may result in denial of application.

SUFFICIENT INCOME/RESOURCES

Rent (excluding utilities) shall be at a ration of 33% of gross household income.

Income/Resources must be verifiable through pay stubs, employer contact, and/or current tax records.

Employment MUST be verifiable.

CREDIT/CRIMINAL/PUBLIC RECORDS CHECK

A credit check and/or criminal public records check may be performed.

Negative reports may result in denial of application.

Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance may be denied tenancy.

<p>I hereby make application for an apartment and certify that this information is correct. I authorize you to contact any references that I have listed. I also authorize you to obtain my Criminal, employment, and Consumer Credit report from your credit reporting agency, which will appear as an inquiry on my file. I understand I will be denied if I have misrepresented any information on this application.</p>	<p>APPLICANT'S SIGNATURE _____</p> <p>DATE SIGNED _____</p>
---	---

Date Application Received _____ Received By _____

REFERENCE VERIFICATION	Remarks
___ Present Landlord	
___ Previous Landlord	
___ Employment	
___ Previous Employ.	
___ Co-Applicant Employ.	

RECORD OF PAYMENTS RECEIVED		
Date	Description	Amount

THIS APPLICATION: Approved Not -Approved

Date _____ By _____ Assigned to Apt. No. _____ Rent \$ _____ Apartment Address _____ Applicant Notified By _____ Anticipated Move-In Date _____
