

APPLICATION TO RENT

APPLICANT *Each Applicant over the age of 18 must complete their own application form*

PLEASE PRINT

First, Middle, Last Name	Date of Birth	Social Security #	Driver's License #
Other Names Used In the Last 10 Years	Home Phone	Cell Phone	Email Address

ADDITIONAL OCCUPANTS *List everyone who will live with you:*

First, Middle, Last Name	Date of Birth	Relation To Applicant

EMPLOYMENT

	Current Employment	Prior Employment #1	Prior Employment #2
Employer			
Address			
Employer Phone			
Job Title			
Name of Supervisor			
Dates of Employment	From: To:	From: To:	From: To:
Income per Month	\$	\$	\$

RESIDENCE

	Current Residence	Previous Residence #1	Previous Residence #2
Name of Apt. Complex/Owner			
Street Address			
City			
State & Zip			
Dates of Stay			
Owner/Manager and Phone number			
Reason for Leaving			
Last Rent Paid			
Email Address			

VEHICLES

Automobiles	Make	Model	Color	Year	License No.
Motorcycles					

PERSONAL REFERENCES

In Case of Emergency, Notify	Address/City	Phone	Relationship
Close Friend			
Nearest Relative Living Elsewhere			



GENERAL INFORMATION *Check answer that applies*

- Do you smoke? YES NO
- Do you have any pets/animals? YES NO
- Have you ever filed for bankruptcy? If yes, how long ago _____? YES NO
- Do you have any musical instruments? YES NO
- Do you have any water-filled furniture or do you intend to use water filled furniture in the apartment? YES NO
- Have you ever been convicted for selling, possessing, distributing or manufacturing illegal drugs or convicted of any other crime? YES NO
- Have you ever been evicted or named as a defendant in an eviction for non-payment of rent or any other reason? YES NO

Please explain any "yes" answers to the above questions:

Why are you leaving you current residence? _____

The applicant hereby applies to rent/lease Apartment # _____ at _____ for \$ _____ per month, and upon owner's approval agrees to enter into a Rental Agreement and/or Lease and pay all rent and security deposits required before occupancy.

If applicant is denied, an application fee of \$25.00 is hereby submitted for the cost of processing this application, to obtain credit history and other background information.

Applicant represents that all information given on this application is true and correct. Applicant hereby authorizes verification of all references and facts, including but not limited to current and previous landlords and employers, and personal references. Applicant hereby authorizes owner/agent to obtain Unlawful Detainer, Credit Reports, Telechecks, and/or criminal background reports. Applicant agrees to furnish additional credit and/or personal references upon request. Applicant understands that incomplete or incorrect information provided in the application may cause a delay in processing which may result in denial of tenancy. In the event that a material misstatement or misrepresentation is discovered after Applicant is accepted as a Resident, and whether or not a Lease or Month to Month Rental Agreement is executed, Owner may, at Owner's sole discretion, deem such misstatement or misrepresentation to be a material and non-curable breach of any subsequent Lease or Month to Month Rental Agreement and grounds for rescission of the contract and immediate eviction. Applicant hereby waives any claim and releases from liability any person providing or obtaining said verification or additional information.

Applicant: _____ Date: _____
(Signature required)



RESIDENTS CRITERIA

1. All Applicants are treated alike, in a consistent and fair manner. All restrictions, rules and other criteria are applied consistently to all residents. We do not deny people housing because of race, color, ancestry, national origin, religion, sex, and familial status, marital status source of income, handicap, or arbitrary personal characteristics.

2. Please do not engage with our sales agent or personnel in discussions regarding protected subjects such as race, disabilities, etc., as this information is not required from you in renting an apartment.

3. We limit the number of persons per apartment pursuant to the Institute of Real Estate Management suggested fair and reasonable occupancy standards as follows:

One Bedroom 3 persons
Two Bedrooms 5 persons
Three Bedrooms 7 persons

4. We rent to persons who pay on time, do not disturb other residents, keep apartments clean and in good condition, and comply with building rules and regulations.

5. To apply for an apartment you must pay one hundred dollars deposit in cash or equivalent and submit applications for all occupants over eighteen years of age teenage or college students living at home with their parents. If all applications qualify the one hundred dollars will be applied to your move-in cost. If all applicants do not qualify, there will be a deduction of \$25.00 for each application processed. The balance of the one hundred dollars will be refunded to you within ten days after denial of your application.

6. Applications are processed in order of receipt. The first applicant who.....

a) pays the deposit fee (at time of application)
b) Fills out application completely and turns in all required documents.
c) Is approved, and pays balance of required move-in cost after approval will get the apartment.

7. The collective net income after payment of debts of the applicants must be at least 2 times the monthly rent. Each applicant must have good occupancy history and decent credit.

8. Applicant must provide unbiased verifiable information regarding current and **previous** landlord for a minimum of the past two years. The information must be verifiable by unbiased sources that are not related to the applicant. If applicant has always lived with their parents/guardians and are leaving home for the first time, they may use their parent's/guardian's address which must comply with the above requirement. Home ownership will be considered in lieu of positive rental history if documented. Any applicant with prior eviction will be denied.

9. Applicants with more than 3 negative accounts will not be accepted (negative = in collection or charged off). No bankruptcies in the past 7 years. No tax liens in the past 24 months. No collection accounts within the last 6 months. We don't consider medical collections over \$500.

10. Applicants with collection accounts from an apartment complex will be denied, even if collections are paid.

11. All applicants **MUST** have valid social security # or established credit.

12. The ability to pay rent is related to job stability or a regular source of income.

The applicant should be on any job for a minimum of one year with minimum time loss between jobs for two years. As long as the income is verifiable, we do not discriminate against those persons whose means of income include subsidized forms as social security, AFDC, unemployment compensation.

13. The sales agent, who will help you select an apartment, is there to help you look at all available rental units. If the apartment you desire is not currently available, you may ask to go on a "waiting list" by completing the application and marking it "waiting list". The sales agent may accept an application for processing, but is not involved with the credit approval process. The credit approval process is done by our main office.

14. If you are disabled, you have the right to request alterations be made to the property (at your expense) if you desire to rent the apartment.

15. All applicants with children are welcome to rent an apartment, as long as the total number of people meets the occupancy guidelines.

16. While we do restrict pets, animals that provide needed assistance to disabled individuals are permitted.

17. Waterbeds are allowed, if the resident provides proof of adequate insurance and the building load factors are not exceeded.

18. If your application is denied, we will send you a letter indicating the reason for denial. If you feel our denial is in error, notify the sales agent immediately, specifying the error and the main office will review your response.

