



# APPLICATION FOR RESIDENCY

DATE: \_\_\_\_\_

**PLEASE TELL US ABOUT YOURSELF**

Full Name	Phone ( )	Date of Birth	Social Security No.	Driver's License No. & State
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**PLEASE TELL US ABOUT YOUR HOUSEHOLD COMPOSITION**

	Full Name	Relationship	Date of Birth	Social Security No.	Driver's License No.	F/T=Full Time P/T=Part Time Student Status o F/T o P/T o N/A
1						Student Status o F/T o P/T o N/A
2						Student Status o F/T o P/T o N/A
3						Student Status o F/T o P/T o N/A
4						Student Status o F/T o P/T o N/A
5						Student Status o F/T o P/T o N/A

**PLEASE LIST 2 PERSONAL REFERENCES**

	Full Name	Relationship	Phone Number	Address
1				
2				

How Many Pets Do You or Other Occupants Own? \_\_\_\_\_  
 Kind of Pet, Breed, Weight and Age \_\_\_\_\_

**PLEASE GIVE US YOUR RESIDENCE HISTORY**

CURRENT ADDRESS \_\_\_\_\_ Email \_\_\_\_\_  
 Month & Year Moved In \_\_\_\_\_ Reason for Moving \_\_\_\_\_  
 Apt. Name or Landlord \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_  
 Month & Year Moved In \_\_\_\_\_ Moved Out \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Apt. Name or Landlord \_\_\_\_\_ Phone ( ) \_\_\_\_\_

HAVE YOU OR CO-APPLICANT EVER: Been sued for non-payment of rent?  Yes  No  
 Been evicted or asked to move out?  Yes  No Broken a Rental Agreement or Lease?  Yes  No  
 Been sued for damage to rental Property?  Yes  No Declared Bankruptcy?  Yes  No

**PLEASE GIVE US YOUR EMPLOYMENT HISTORY**

YOUR STATUS:  Employed Full-Time  Employed Part-Time  Student  Retired  Not Employed

CURRENT EMPLOYER (Or Most Recent) \_\_\_\_\_  
 Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Date(s) Employed/From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Your Gross Monthly Salary \$ \_\_\_\_\_ Household Gross Monthly Income \$ \_\_\_\_\_

PREVIOUS EMPLOYER \_\_\_\_\_  
 Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Date(s) Employed/From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_ Supervisor \_\_\_\_\_

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 income unless you want us to consider it in this application.  
 Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Telephone \_\_\_\_\_

**PLEASE LIST YOUR BANK REFERENCES**

Bank Name & Branch	Checking Account Number	Savings Account Number	Telephone
1			
2			

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) \_\_\_\_\_  
 Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No./State \_\_\_\_\_  
 Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No./State \_\_\_\_\_  
 Give description and tag numbers of any boat, motorcycle, camper, etc. you own \_\_\_\_\_

**IN CASE OF PERSONAL EMERGENCY, NOTIFY:** \_\_\_\_\_ Relationship \_\_\_\_\_  
 Full Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_

Applicant has submitted the sum of \$\_\_\_\_\_ which is a non-refundable payment for a processing charge of this application to include credit and criminal background check. Such sum is not a rental payment or premises deposit. This amount will be retained by management to cover the cost of processing application as furnished by the applicant; any false information will constitute grounds for rejection of application.

**DEPOSIT**

The undersigned warrants and represents the information on the rental application to be correct and hereby authorizes verification of the above items including but not limited to the obtaining of a credit report and criminal background check and agrees to furnish additional credit references on request. All persons and/or firms named may freely give any requested information concerning me and I hereby waive all rights of action for any consequence resulting from such information.

I hereby deposit \$\_\_\_\_\_ with management as a good faith deposit in connection with this application for residency. If my application is accepted, I understand this amount will be applied toward payment of my total premises deposit of \$\_\_\_\_\_. If, for any reason, Management decides to decline my application, then Management will refund this good faith deposit to me in full. I understand I will be charged \$\_\_\_\_\_ for the processing of this application. If this application is approved, and I fail to occupy the premises on the agreed upon date, except for the delay caused by construction or for the holding over of a prior resident, I understand that Management will retain the above referenced deposit. Any interest accrued on subject deposit during the time held by owner shall become property of owner and not subject to refund to resident.

\_\_\_\_\_ Initials

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Spouse's Signature

Title VII of the CIVIL RIGHTS ACT of 1968 makes discrimination based on race, color, religion, sex, or national origin illegal in conjunction with the rental of most housing.

**EQUAL CREDIT OPPORTUNITY ACT:** The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of sex or marital status. The Federal agency that administers compliance with this law concerning this company: Equal Credit Opportunity, Federal Trade Commission, Washington, D.C. 20580.

**This portion of Application is for Office Use Only**

**APPLICATION VERIFICATION**

Verified by: \_\_\_\_\_

Date Verified: \_\_\_\_\_

**RESIDENCE HISTORY**

Name of Landlord	Payment History	Rent Amount	Length of Occupancy	Any Complaints	Notice Given	Deposit Refunded	Condition	Person Giving Information	Verified By

**EMPLOYMENT CHECK**

Employer	Date Started	Date Ended	Salary	Satisfaction	Reason for Leaving	Title	Person Giving Information	Verified By

**SPOUSE'S EMPLOYMENT**


**BANK REFERENCES**

Date Opened	Rating	Range	Person Giving Information	Verified By
Checking				

**CREDIT BUREAU INFORMATION**

Date Reported	Date Opened	High Credit	Current Balance	Past Due Amount	Rating	Verified By

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

If this application was disapproved, was applicant given the name and address of the person or the reporting agency that verified the application?

Yes \_\_\_\_ No \_\_\_\_ Date \_\_\_\_\_ Manager's Signature \_\_\_\_\_

If this application was disapproved, what was the basis for refusal?  Unfavorable Credit Report  Unfavorable Report from Previous Landlord

Unfavorable Employment References  Incorrect Information Submitted on Application  Number of Occupants  Number or Size of Pets

Other (specify) \_\_\_\_\_

**APARTMENT / MOVE-IN INFORMATION**

Apartment No.	Type	Date Leased	Move-In Date	Lease Term
Rent Amount	Deposit Amount	Date Paid	Deposit Paid By	Concession
\$	\$			\$