



APARTMENT RENTAL APPLICATION
Equal Housing Opportunity

The undersigned hereby makes an application to rent the following property: \_\_\_\_\_

Anticipated move date of \_\_\_\_\_ at a monthly rent of \$ \_\_\_\_\_ and security deposit of \$ \_\_\_\_\_.

PLEASE TELL US ABOUT YOURSELF

Full Name \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_
Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_
Email Address: \_\_\_\_\_ (optional) Other Phone (\_\_\_\_) \_\_\_\_\_
Co-Applicant Name \_\_\_\_\_ Names of Dependents \_\_\_\_\_
Co-Applicant Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_
Dependents Date of Birth \_\_\_\_\_
List All Pets \_\_\_\_\_

PLEASE GIVE RESIDENTIAL HISTORY (LAST 3 YEARS)

Current Address \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
Month/Year Moved In \_\_\_\_\_ Reasons for Leaving \_\_\_\_\_ Rent \$ \_\_\_\_\_
Owner/Agent \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_
Previous Address (last 3 years) \_\_\_\_\_ Rent \$ \_\_\_\_\_
Owner/Agent \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

PLEASE DESCRIBE YOUR CREDIT HISTORY

Have you declared bankruptcy in the past seven (7) years? Yes \_\_\_\_\_ No \_\_\_\_\_
Have you ever been evicted from a rental residence? Yes \_\_\_\_\_ No \_\_\_\_\_
Have you had two or more late rental payments in the past year? Yes \_\_\_\_\_ No \_\_\_\_\_
Have you ever willfully or intentionally refused to pay rent when due? Yes \_\_\_\_\_ No \_\_\_\_\_
Have you ever been arrested, adjudicated, or charged with a felony? Yes \_\_\_\_\_ No \_\_\_\_\_
Please explain any "Yes" answer on page two under Additional Information.

PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION

Your Status: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Student \_\_\_\_\_ Unemployed
Employer \_\_\_\_\_
Dates employed \_\_\_\_\_ Employed as \_\_\_\_\_
Supervisor Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_
Salary \$ \_\_\_\_\_ per \_\_\_\_\_. (If employed by above less than 12 months, give name & phone of
previous employer or school: \_\_\_\_\_.)

If you have other sources of income that you would like us to consider, please list income, source, and person (banker, employer, etc.) who we may 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 \$ \_\_\_\_\_ Source \_\_\_\_\_
Contact Name \_\_\_\_\_ Contact Phone (\_\_\_\_) \_\_\_\_\_

PLEASE LIST YOUR REFERENCES

Banking Accounts:
Name \_\_\_\_\_ Type of Account \_\_\_\_\_ Account Number \_\_\_\_\_
Name \_\_\_\_\_ Type of Account \_\_\_\_\_ Account Number \_\_\_\_\_

Personal Reference or Emergency Contact:

Name \_\_\_\_\_ Address \_\_\_\_\_
Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Driver's License:

Your Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Vehicle Information:

Make / Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate State \_\_\_\_\_

**ADDITIONAL INFORMATION:**

Please give any additional information that might help owner/management evaluate this application?

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Where may we reach you to discuss this application?

Day Phone # (\_\_\_\_) \_\_\_\_\_ Night Phone # (\_\_\_\_) \_\_\_\_\_

I hereby apply to lease the above described premises for the term and conditions set forth above and agree that the rental is to be payable the first day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts, all of the deposit will be retained to offset the agent's cost, time, and effort in processing my application.

I hereby deposit \$\_\_\_\_\_ as earnest money to be refunded to me if this application is not accepted in three (3) business banking days. Upon acceptance, this deposit shall be retained as part of the security deposit. When so approved and accepted, I agree to execute a lease for \_\_\_\_\_ months before possession is given and to pay the balance of the security deposit prior to the move in date. If the application is not approved or accepted by the owner or agent, the deposit will be refunded, the application hereby waiving any claim for damages by reason of non-acceptance which the owner or agent may reject. I recognize that as a part of your procedure for processing my application, an investigative consumer report may be prepared whereby information is obtained through personal interviews with others with whom I may be acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living.

The above information, to the best of my knowledge, is true and correct.

Please sign:  \_\_\_\_\_  
Signature of Applicant Date

**AUTHORIZATION  
Release of Information**

I authorize an investigation of my credit, tenant history, banking and employment for the purposes of renting a house, apartment, or condominium from this owner/manager.

\_\_\_\_\_  
Name (please print)

Please sign:  \_\_\_\_\_  
Signature of Applicant Date

**APPLICANT: PLEASE DO NOT WRITE BELOW (FOR OFFICE USE ONLY)**

Deposit of \$\_\_\_\_\_ Received by \_\_\_\_\_ Date \_\_\_\_\_

OFFICE NOTES:

## **Resident Selection Criteria**

Policy Effective Date: 04/08/2016

### **Applications:**

- All adult applicants eighteen (18) or older must submit a fully completed, dated and signed residency application and fee. All applicants must be present when submitting an application and must provide proof of identity through a valid Driver's License or Government Issued Identification.

### **Selection Criteria and Policies:**

- Applicants must have a combined gross income of at least 2.5 times the monthly rent. A minimum of two years verifiable employment and residential rental history is required.
- We do not accept applications from undergraduate college students or those that require a co-signer or guarantor.
- Credit history and or Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past seven (7) years.
- Self-employed applicants are required to produce, upon request, most recent last 2 years of tax returns and 1099s. Non-employed individuals must provide verifiable proof consistent of monthly income.
- All sources of other income must be verifiable if needed to qualify for a rental unit.
- Criminal records must contain no convictions for crimes involving violence, assault or battery, drugs, firearms, felonies and or any sexual offenses.
- Previous rental history reports from landlords must reflect timely payments, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination. Unpaid balances due any apartment community must be paid.
- No pets (with the exception of medically necessary animals for the benefit of the occupant(s)) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, a pet deposit of \$150.00 – \$250.00 per pet and a non-refundable pet fee of \$150.00 – \$200.00 per pet, paid in advance of the pet privilege. Amount of deposit and pet fee is dependent on the weight of the animal. All pets must be approved by Management, and may not exceed a 75 lb. weight limit. Proof of current vaccinations and a photo of the pet(s) must be kept on file with Management. Please note we do not accept snakes, reptiles, rabbits, rodents, and any aggressive breed dogs.
- Applicants will be required to pay a security deposit at the time of lease execution, based on credit and rental history. We reserve the right to require a higher security deposit and/or additional prepaid rent.
- The number of occupants may not exceed Fair Housing standards/guidelines.
- We may require a holding or good faith deposit to be collected to hold a unit off the market. In the event the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this holding deposit. At the time of lease execution, this deposit shall be applied to the required security deposit.
- Any exceptions to our company's criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, agreements and or advance rent payments may be required.