



FOR OFFICE USE ONLY:

Address _____ Apt. # _____
Monthly Rent _____ Move-in Date _____
Lease Dates _____
Leasing Agent _____

DATE _____
ADDRESS PRESENTLY _____
APPLYING FOR _____

APPLICATION FOR PROSPECTIVE TENANT

Each Applicant 19 years of age or older must submit a separate application, however married residents may submit a joint application. Each Applicant must present TWO forms of ID, one of which includes a photo.

Applicant's Name _____
Phone Number _____ Date of Birth _____ Social Security # _____
Marital Status _____ Driver's License No. _____ State _____
Citizen of the United States? _____ Yes _____ No Legal Proof? _____ Yes _____ No
Spouse's Name _____
Date of Birth _____ Social Security # _____
Spouse's Driver's License No. _____ State _____
Citizen of the United States? _____ Yes _____ No Legal Proof? _____ Yes _____ No
Other Occupants: (19 Years or older)

Minor Occupants (Children under 19)
Name Date of Birth Relationship Name Date of Birth Relationship

Name Date of Birth Relationship Name Date of Birth Relationship

Would you like to receive correspondence from our office via your E-mail Address? _____ Yes _____ No
E-mail Address _____

#1 Emergency Contact Name _____ Relationship _____
Address _____ Telephone _____
#2 Emergency Contact Name _____ Relationship _____
Address _____ Telephone _____

Rent or Own? _____ If home, Mortgage Co. & Loan # _____ Reason for Moving _____
Present Address _____
Street Apt # City State Zip Code
Present Landlord/Manager _____ Telephone # _____
From Dates (Mo/Yr): _____ to (Mo/Yr) _____ Present Monthly Payment _____
Last Previous Address _____
Street Apt # City State Zip Code
From Dates (Mo/Yr) _____ Last Previous Landlord/Manager _____ Telephone # _____
Have you and/or intended occupants ever been sued for nonpayment of rent? _____ Yes _____ No
Been sued for damage to rental property? _____ Yes _____ No Broken a rental agreement or contract? _____ Yes _____ No
Been evicted from any leased premises _____ Yes _____ No If Yes, Explain _____
Reason for Leasing here _____ Did someone refer you to our office? If so, please list _____

Present Employer _____ Position _____
Business Address _____ Business Phone No. _____
Supervisor _____ Employed Since _____
Previous Employer _____ Position _____
Business Address _____ Business Phone No. _____
Supervisor _____ Dates of Employment _____
Spouse's Employer _____ Position _____
Business Address _____ Business Phone No. _____
Supervisor _____ Dates of Employment _____

Year & Make _____ Color _____ License Plate No. & State _____ Registered to _____
Year & Make _____ Color _____ License Plate No. & State _____ Registered to _____
Additional Vehicles _____
Give description and tag numbers of any boat, motorcycle, camper, van, etc. you may own _____

TOTAL ANTICIPATED GROSS INCOME FROM DATE OF MOVE-IN THROUGH THE NEXT 12 MONTHS

Annual Salary (Including Fees, Tips, Commissions and Bonuses) + _____
Spouse's Annual Salary (Including Fees, Tips, Commissions and Bonuses) + _____
Additional Annual Income (Child Support, Parental Support, etc.) + _____
Source _____
Total Value of Assets (Stocks, Bonds, Savings Account, Equity in Real Property, Capital Investments, Etc.) \$ _____
Total Income from Assets + _____
Total Anticipated Gross Income = _____

I hereby deposit the following with management as a good faith deposit in connection with this application for residency:

Table with 4 columns: Description, Required Amount, Amount Paid, Date Paid. Rows include Non Refundable Application Fee, Security Deposit (Premises & Pet if Applicable), and Total.

If my application is accepted, I understand the security deposit (not including pet deposits) will become my refundable security deposit upon meeting the terms of the lease. If for any reason management decides to decline my application, then management will refund the security deposit to me in full. If this application is approved, and I fail to occupy the premises on the agreed upon date, except for delay caused by construction or the holding over of a prior resident and if I do not notify management of my intent to cancel in writing within 72 hours of my application date, I understand that management will assess damages against the deposit for the amount of rent lost and any expenses incurred due to my cancellation. Therefore, I would agree to forfeit the full amount of deposit and fees, if management deems necessary. Applicant has submitted the sum of \$25.00 which is a non-refundable payment for processing this application. Such sum is not a rental payment or security deposit. This amount will be retained by management to cover the cost of processing application as furnished by the applicant. No matter what the final results may be. NO EXCEPTIONS

Do you intend to have a pet on property? _____ Yes _____ No

1. Have you/or your intended occupant(s) ever been convicted of and/or pled "guilty" or "no consent" to any felony regardless of whether such action resulted in jail or prison time served? and or adjudication? _____ Yes _____ No
2. Have you and/or your intended occupant(s) ever been convicted of and/or pled "guilty" or "no consent" to any misdemeanor involving theft, burglary, pornography, physical assault, indecent exposure, sexual molestation and/or any unlawful conduct involving a minor, regardless of whether such activity resulted in jail or prison time served? and or adjudication?
_____ Yes _____ No
3. Are you currently on probation, parole, or suspended sentence for any conviction? _____ Yes _____ No

By signing this application, I, the undersigned applicant(s), warrant and represent the information on this application for residency is true and correct and the Management/Owner is authorized to verify this information. However, I acknowledge and understand that Management/Owner undertakes no obligation to verify the accuracy of any information provided by me in this application. All persons/firms named may freely give any requested information concerning me and I hereby knowingly and voluntarily waive all right of action for any consequence resulting from such information. In addition, I hereby authorize Management/Owner to release any and all information in this application on my behalf and lawfully serve as basis for lease termination and/or eviction.

Applicant's Signature _____ Date _____

Applicant's Printed Name _____

Spouse's Signature _____ Date _____

Spouse's Printed Name _____

THE LEASE AGREEMENT WILL NOT BECOME EFFECTIVE UNTIL THIS APPLICATION IS APPROVED BY MANAGEMENT
TITLE VIII of the CIVIL RIGHTS ACT of 1986 and subsequent amendments make discrimination based on race, color, religion, sex, familial status, handicap or national origin illegal in connection with the rental of most housing. The Federal agency which administers compliance with this law concerning this company is the Department of Housing and Urban Development.
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 which administers compliance with this law concerning this company is the Equal Credit Opportunity, Federal trade Commission, Washington, D.C. 20580.

OFFICE USE ONLY

APPLICATION VERIFICATION

PROPERTY _____ APT # _____

Residency History

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

Employment Check

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

Spouses Employment

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

Credit Bureau Information and Criminal History Check
Attach Credit Report and Criminal History Check to Application

Disapproved

Approved

Date Disapproved _____

Date Approved _____

IF DISAPPROVED, APPLICANT MUST RECEIVE NOTICE OF REJECTION STATING THE REASON FOR THE REJECTION. ATTACH COPY

Date Applicant(s) Contacted _____

Person who contacted Applicant(s) _____

Comments or Changes _____

Date Applicant(s) Contacted _____

Person who contacted Applicant(s) _____

What was the basis for Refusal?

Unfavorable Criminal History

Unfavorable Credit Report

Was the Applicant given the name and address of the reporting agency? _____ Yes _____ No

Unfavorable report from previous landlord

Unfavorable employment references

Incorrect information submitted on application

Number of occupants

Number or size of Pets

Other (Specify) _____

Manager's Signature _____

Date Signed _____