

APPLICATION FOR RESIDENCY

PLEASE FILL OUT COMPLETELY - THANK YOU

Please Tell Us about Yourself

Applicant		Last		First		Middle		Maiden		Date of Birth		Social Security #		Driver's License #	
Marital Status		Present Phone No. ()				9:00 to 5:00 CONTACT PHONE NO.: () Ext.									
Have you ever had an eviction filed against you?										PETS (Keeping of pets requires a pet deposit and owner's consent)					
Yes		No		Breed				Age		Weight					
Present Address		Street #		Name		Apt. #		City		State		Zip		Rent/Mortgage Pymt	
Landlord Mtg. Co.		Name		Address		City		State		Zip		Own Rent		Since / /	
Previous Address		Street #		Name		Apt. #		City		State		Zip		Rent/Mortgage Pymt	
Landlord Mtg. Co.		Name		Address		City		State		Zip		Own Rent		Since / /	
Have you or any occupants ever been arrested for, convicted of, put on probation for, or had adjudication withheld or deferred for a felony offense?										If yes, please explain					
Yes		No													

Please Tell Us about Your Job

Present Employer		Name		Business Address		City		State		Phone No.	
Position		Supervisor		Monthly Income		From / /		to / /			
Previous Employer		Name		Business Address		City		State		Phone No.	
Position		Supervisor		Monthly Income		From / /		to / /			

Please Give Us the Following Information

Emergency Contact		Name		Full Address		Phone No.					
Automobile 1st Car		Year		Make		Model		Color		Tag #	
Automobile 2nd Car		Year		Make		Model		Color		Tag #	
Children Occupying		Name		DOB		Name		DOB			
Bank Ref		Name		Location		City		State		Other Sources Of Income	

Applicant represents that all of the statements and representations are true and complete, and hereby, authorizes verification of the above information, references and credit records. Applicant understands that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records may be made. Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and/or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms if any. Applicant authorizes verification of all information by the Landlord and or Management Company. Applicant has the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

NON REFUNDABLE APPLICATION FEE--Applicant(s) has paid to Landlord and/or Management company herewith the sum of \$_____ as a **NON REFUNDABLE APPLICATION FEE** for costs, expenses and fees in processing the application.

APARTMENT DEPOSIT AGREEMENT --Applicant has deposited an "**APARTMENT DEPOSIT**" of \$_____ in consideration for taking the dwelling off the market while the application is being processed. If applicant is approved by Landlord and/or Management and the lease is entered into and possession of the apartment is taken the "**APARTMENT DEPOSIT**" shall be applied toward the security/damage deposit. If applicant is approved, but fails to enter into the lease within **2 days** of verbal and/or written approval and/or take possession after lease signing, the FULL "**APARTMENT DEPOSIT**" shall be forfeited to the Landlord or Management in addition to any penalties as provided in the lease if the lease has been signed by the applicant. The "**APARTMENT DEPOSIT**" shall be refunded only if applicant is not approved. Keys will be furnished only after lease and other rental documents have been properly executed by all parties and only after applicable rentals and security deposits have been paid. This application is preliminary only, in no way implies that a particular rental unit shall be available and in no way obligates Landlord or Management to execute a lease or deliver possession of the proposed premises.

I HAVE READ AND AGREE TO THE PROVISIONS AS STATED

Applicant Signature _____

Date _____

CREDIT CHECK FEE	\$ _____
SECURITY DEPOSIT	\$ _____
ADMINISTRATION FEE	\$ _____
PAID WITH APPLICATION	\$ _____
RECEIVED BY: _____	
PET FEE/DEPOSIT	\$ _____
FIRST MONTH'S RENT	\$ _____
BALANCE OF DEPOSIT DUE	\$ _____
CREDIT FEE (IF APPLICABLE)	\$ _____
TOTAL DUE BEFORE MOVE-IN	\$ _____
APPROVED BY: _____	

OFFICE USE ONLY

COMMUNITY _____

APT.# _____

RENT _____

APT.TYPE _____

TERM OF LEASE _____

MOVE-IN DATE _____

CREDIT REPORT _____

PHOTO I.D.'d _____

RESIDENT SELECTION CRITERIA

1. All Adult applicants 18 or older must submit a fully completed, dated and signed residency application and fee. Applicant must provide proof of identity. A Non refundable application fee will be required for all adult applicants.
2. Applicants must have a combined gross income of 2 ½ times the monthly rent. We reserve the right to require a co-signer.
3. Credit history and or Civil Court Records must not contain excessive slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past 5 years. Bankruptcies must be discharged. Any electric balances must be paid in full prior to accepting an application for move in.
4. Self employed applicants may be required to produce upon request 2 years of tax returns or 1099s and non employed individuals must provide verifiable proof of income.
5. All sources of other income must be verifiable if needed to qualify for a rental unit.
6. Criminal records must contain no felony convictions and no sexual offenses ever. In the event a record comes back "adjudication withheld", "nolle prosequere", or "adjudication deferred", further documentation may be required and applicant may be denied on this basis.
7. Previous rental history reports from landlords must reflect timely payment, 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. Any balances due to a community must be paid in full prior to acceptance.
8. No pets (with the exception of medically necessary pets 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 non-refundable pet fee acceptable to landlord and/or an additional pet deposit or additional security deposit. Fees and deposits are waived for medically necessary pets.
9. A minimum non-refundable property preparation fee may be charged at to the Resident(s) at time of leasing the property. It will be used at the end of your lease term to cover any needed cleaning, carpet cleaning and re-keying. Other mandatory minimum fees for cleaning, carpet cleaning, re-keying etc may be charged as per the lease. Resident(s) shall still be liable for amounts for damages, cleaning, re keying etc that exceed this non refundable property preparation fee or minimum fees.
10. Applicants will be required to pay a security deposit at the time of lease execution. We reserve the right to require a higher security deposit, credit fee and or additional prepaid rent.
11. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit, which allows a maximum of 2 people per 1 bedroom apartment, 4 people per 2 bedroom apartment and 6 people per 3 bedroom apartment.
12. We may require a holding or good faith deposit to be collected to hold a property off the market. In the event the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit.
13. In the event any exceptions to our company's criteria are made, additional security, credit fees, or co -signers, and/or additional advance rent payments may be required.
14. Our company policy is to report all non compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau and/or a collection agency and if the amount is disputed, it shall be reported as disputed in accordance with law.

Signature

Date