

## Rental Application

**All applicants over the age of 18 years must complete their own application. There is a \$40 processing fee per applicant. Thank You.**

The undersigned hereby makes application to rent the unit located at \_\_\_\_\_

Beginning \_\_\_\_\_, and ending \_\_\_\_\_, at a monthly rental amount of \$\_\_\_\_\_.00. The deposit is \$\_\_\_\_\_.00.

### Personal Information

Applicant's Full Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Do you have a Co-Applicant who is not your spouse?:  Yes  No

If yes, Co-Applicant's Name(s) \_\_\_\_\_

If married, Spouse's Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Number of Dependents: \_\_\_\_\_ Dependent(s) Name(s) and Age(s): \_\_\_\_\_

Name, Address, and Phone Number for Emergency Contact (person not living in unit) : \_\_\_\_\_

Do you have pets?  Yes  No Number of each animal type: Dog \_\_\_\_\_ Cat \_\_\_\_\_ Other \_\_\_\_\_ If you have a pet in the "other" category, please tell what type of animal: \_\_\_\_\_

Name and Age of Pet(s): \_\_\_\_\_

Has your pet completed an obedience training class?  Yes  No When? \_\_\_\_\_ Where? \_\_\_\_\_

Your Student Number: \_\_\_\_\_ School: \_\_\_\_\_

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

If married, Spouse's Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Your Vehicle Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate: \_\_\_\_\_

Second Vehicle Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate: \_\_\_\_\_

**Rental Information**

**\* Current Address**

Address: \_\_\_\_\_ Apt. # \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Month/Year Moved In: \_\_\_\_\_ Lease Expiration: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

Landlord: \_\_\_\_\_ Day Phone #: (     ) \_\_\_\_\_

**\* Previous Address (If Within the Last Three Years)**

Address: \_\_\_\_\_ Apt. # \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Month/Year Moved In: \_\_\_\_\_ Lease Expiration: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

Landlord: \_\_\_\_\_ Day Phone #: (     ) \_\_\_\_\_

**Employment Information**

**\* Your Status:**     Employed Full Time (40 hours/week)                       Employed Part Time ( \_\_\_\_\_ hours/wk)  
                          Retired     Unemployed     Student

Employer and Address: \_\_\_\_\_

Date Employed: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone Number: (     ) \_\_\_\_\_

Salary: \$ \_\_\_\_\_ per \_\_\_\_\_. If employed by the above for less than six months please give your previous employer's name: \_\_\_\_\_

Address: \_\_\_\_\_ Daytime phone number: \_\_\_\_\_

**\* Spouse Status (if not married disregard)**  Employed Full Time (40 hrs/week)  
                          Employed Part Time ( \_\_\_\_\_ hrs/wk)                       Unemployed                       Student                       Retired

Employer and Address: \_\_\_\_\_

Date Employed: \_\_\_\_\_ Job Title: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ per \_\_\_\_\_.

Supervisor's Name: \_\_\_\_\_ Phone Number: (     ) \_\_\_\_\_

If employed by the above for less than six months please give your previous employer's name: \_\_\_\_\_

Address: \_\_\_\_\_ Daytime phone number: \_\_\_\_\_

**Financial Information**

If there are other sources of income you would like us to consider, or you are unemployed, please list income, source and person (banker, employer, social security, housing assistance, etc.) whom we could contact for confirmation. Please provide management with printed proof of any assistance of Social Security, Veteran's Benefits, and the like. You do not have to reveal alimony, child support or spouse's annual income unless you want it considered on this application.

Amount(s): \$ \_\_\_\_\_ Source(s): \_\_\_\_\_

Amount(s): \$ \_\_\_\_\_ Source(s): \_\_\_\_\_

**Character Information**

**Have you ever:**

1. Been evicted from tenancy?  No  Yes If yes, when: \_\_\_\_\_

2. Been convicted of a felony?  No  Yes If yes, explain:

\_\_\_\_\_

\_\_\_\_\_

Please give any additional information that might help management evaluate this application. \_\_\_\_\_

\_\_\_\_\_

If management has any questions about this application, please give phone numbers where you can be reached:

**Day Phone:** \_\_\_\_\_ **Night Phone:** \_\_\_\_\_

**If you are an undergraduate student or rely on your parents for financial assistance to pay your rent, you must give their name(s) and information. They will be required to sign a guaranty agreement. As such, a consumer credit report will be obtained on them.**

Name(s): \_\_\_\_\_

Social Security Number(s): \_\_\_\_\_

Address: \_\_\_\_\_ City & State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

## PLEASE READ & SIGN

I/We hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rental amount is to be payable the first day of each month in advance. **I/We 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, \$100.00 of the deposit will be retained to offset the cost, time and effort in processing this application and the application will be denied.**

Any such misrepresentation or false statement will constitute a default under the lease and will entitle lessor to termination of the lease if such misrepresentation or false statement is not discovered by lessor until after parties enter into the lease. This paragraph shall be incorporated into any lease entered into between lessor and lessee.

I/We hereby deposit \$\_\_\_\_\_.00 as earnest money to be refunded if this application is not accepted within six business banking days. Upon acceptance of this application, this deposit shall be retained as part of the security deposit. **When so approved, I/We agree to execute a lease before possession is given and to pay the balance of the security deposit within five business banking days after being notified of acceptance or the deposit will be forfeited as liquidated damages**, actual damages being difficult if not impossible to ascertain. The deposit will be used in payment of agent's time and effort in processing the application including making necessary investigation of credit, character, and reputation and for holding the property in question off of the rental market and not leasing the same to others. If this application is not approved and accepted by the owner or agent, the deposit will be refunded, the applicant hereby waiving any claim for damages by reason of non-acceptance, which the owner or his agent may reject without stating any reason for so doing.

I/We recognize as part of your procedure for processing this application, an investigative consumer report may be prepared whereby information is obtained through a computer-generated credit report as well as personal interviews with employers, current and previous landlords and others with whom I/we may be acquainted. This inquiry includes information as to character, general reputation, personal characteristics and mode of living. I/We understand that I/we may have 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.

I/We recognize as part of your procedure for processing this application, an investigative criminal background check may be done on local, state & national levels.

I/We recognize that failure to take possession of the rental after the application has been approved will result in a forfeiture of a portion or all of the deposit depending on the loss incurred due to not taking possession.

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

Signature of applicant(s):

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

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