



Resident Application

Please Print:
A completed and signed application
is needed for each adult applicant

APPLICANT INFORMATION	
Date:	
Applicant's Name:	
Permanent Address:	
City State Zip:	
Local Address:	
City State Zip:	
Phone: Cell:	
Email:	
Children and ages:	
Children and ages:	
Children and ages:	
Marital Status: Single Married Divorced Engaged	
Current or Previous Landlord's Name:	
Landlord's Phone:	
Landlord's Address:	
Rent per Month: \$ Dates of Occupancy:	
Reason for Leaving:	

CO-APPLICANT INFORMATION	
Date:	
Co-Applicant's Name:	
Permanent Address:	
City State Zip:	
Local Address:	
City State Zip:	
Phone: Cell:	
Email:	
Children and ages:	
Children and ages:	
Children and ages:	
Marital Status: Single Married Divorced Engaged	
Current or Previous Landlord's Name:	
Landlord's Phone:	
Landlord's Address:	
Rent per Month: \$ Dates of Occupancy:	
Reason for Leaving:	

APPLICANT EMPLOYMENT INFORMATION	
Applicant's Employer: How long:	
Hourly wage: \$ Annual Salary:	
Supervisor Name: Position:	
Employment Address:	
City: State: Zip:	
Phone: Cell:	
Other Income: \$ Source:	

CO-APPLICANT EMPLOYMENT INFORMATION	
Co-Applicant's Employer: How long:	
Hourly wage: \$ Annual Salary:	
Supervisor Name: Position:	
Employment Address:	
City: State: Zip:	
Phone: Cell:	
Other Income: \$ Source:	

CREDIT INFORMATION	
YES NO Have you filed bankruptcy in past 7 years?	
If yes please explain:	

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YES NO Have you filed bankruptcy in past 7 years?	
If yes please explain:	

References:	
Bank: Type Account:	
Bank Address:	
Nearest Relative: Relationship:	
Address:	
Phone:	
Personal Reference: Relationship:	
Address:	
Phone:	
Automobile #1	Automobile #2
Make:	
Model:	
Year:	
Color:	
Lic/Tag#:	

References:	
Bank: Type Account:	
Bank Address:	
Nearest Relative: Relationship:	
Address:	
Phone:	
Personal Reference: Relationship:	
Address:	
Phone:	
Automobile #1	Automobile #2
Make:	
Model:	
Year:	
Color:	
Lic/Tag#:	



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LEASE INFORMATION	
Desired Date of occupancy:	Apt. type:
Lease Term Requesting: 6 Months 12 Months (Please circle one)	
YES NO Do you have an Animal?	
Type Animal:	Breed: Weight:
How did you hear about us? (Please circle one)	
Newspaper Resident Online Driving by Other	

LEASE INFORMATION	
Desired Date of occupancy:	Apt. type:
Lease Term Requesting: 6 Months 12 Months (Please circle one)	
YES NO Do you have an Animal?	
Type Animal:	Breed: Weight:
How did you hear about us? (Please circle one)	
Newspaper Resident Online Driving by Other	

RENTAL / CRIMINAL HISTORY DISCLOSURE	
Have you (Applicant or Co-Applicant), your spouse or any occupant listed in this application ever: (please circle all that apply)	
YES NO	Been evicted or asked to move out?
YES NO	Been sued for rent?
YES NO	Been arrested for a felony or sex related crime that was resolved by conviction, probation, deferred adjudication, court ordered community service, or pretrial diversion?
YES NO	Broken a rental agreement?
YES NO	Been sued for property damage?
YES NO	Been arrested for a felony or sex related crime that has not been resolved by any method?
Please indicate the year, location and type of each felony and/or sex-related crime other than those resolved by dismissal or acquittal.	
We may need to discuss more facts before making a decision.	
YES NO	I / We have <u>never</u> been evicted, sued, or convicted/arrested for felony or sex related crimes.

CORRECT INFORMATION

Application represents by signature below that all statements made on this application are true and complete and hereby authorizes verification of all information, references and credit records. Applicant acknowledges that false information herein may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of deposits and may constitute a criminal offense under the laws of this state. Applicant agrees to the terms on the Security Deposit agreement.

Application for residency represents that all the above statements are true, correct and complete and hereby authorizes verification of the information provided here including, but not limited to obtaining a credit report, criminal background, rental history and verification of employment, and agrees to furnish additional credit information upon request. The cost of this credit processing is \$_____ to be paid by the applicant. This cost is not rent or deposit and will not be refunded or applied to future rent in the event this application is denied. Applicant grants to the Apartment Complex permission to pursue any rents that should become delinquent or any damages, late fees, etc. due by Applicant to Apartment Complex by use of a Consumer Reporting Agency.

EQUAL HOUSING OPPORTUNITY

SECURITY DEPOSIT

The Applicant Has Agreed to Deposit with this Agency a Security Deposit in the Amount of \$_____. An application Has Been Made with the Understanding That it is Subject to Acceptance by the Lessor. I Understand I Acquire No Rights in an Apartment until My Application and Credit is Approved, I Make a Deposit on the Apartment, and I Sign a Lease in the Form Submitted to Me. In Consideration of the Landlord's Holding this Apartment for Me, I Hereby Waive All Rights to the Return of this Deposit and Forfeit as Liquidated Damages in the Event I Do Not Choose to Enter into the Lease Applied for Herein. It is Further Understood That If the Application is Disapproved for Any Reasons by the Lessor, this Security Deposit Will Be Returned to Me.

Applicant's Signature:
Date:
Lessor's Signature:

Co-Applicants Signature:
Date:
Lessor's Signature:



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STATEMENT OF RENTAL POLICY

We are an equal opportunity housing provider: We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.

Apartment availability policy: Apartments become available as soon as a resident notifies us that he or she is not renewing their lease and submits a written thirty (30) day notice. Any applicants who are on our waiting list will be given first consideration for any available units. Any available units not pre-leased by applicants on the waiting list will be available on first come, first served basis, determined by either their approval or rejection of our rental application.

Occupancy guidelines: To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who reside in an apartment. In determining these restrictions, we adhere to all applicable Fair Housing Laws. We allow two persons per bedroom. For example, a one-bedroom apartment could house two people, and a two-bedroom could house as many as four people. In the case of an unusually large (such as with a den or study) or three or more bedroom apartments, our Policy is to limit the number of unrelated adults to four people.

Application process: We evaluate every apartment application in the following manner. Applicant(s) must be a minimum of ____ years of age, must submit a rental application and must answer all questions on the form. Applicant(s) must pay the \$ _____ **non-refundable application fee**. All persons responsible for the lease must reside within the assigned apartment for which they are applying. We will determine whether, from your responses to the application questions, you qualify for the apartment you are applying for. If you do not, we will reject your application. If you meet our criteria, we will approve your application. This process usually can be completed in one day. We will lease available apartments to applicants in the order that their applications are approved and a deposit has been received.

Rental criteria: To qualify for an apartment at _____, you must meet the following criteria:

Income: Your monthly income must be at least three times the monthly rent. You must be able to prove at least twelve (12) months of consecutive employment immediately preceding the date of your application. If you have been a full-time student at any time in the past year, we will require you to have your lease guaranteed. If you are unemployed, you must provide proof of a source of income.

Rental history: You must have satisfactory rental references from at least one prior landlord. If you have ever been evicted or sued within the last three (3) years for any lease violation, we will reject your application.

Credit history: Your credit report must currently be satisfactory for the past three (3) years. If your credit history shows any unpaid debts or unpaid collections within the past three (3) years, we will reject your application.

Guarantors (Applies to college student applicants only): If you do not meet one or more of the above criteria, you may be able to qualify for an apartment if you can get a third party to guarantee your lease. The guarantor must pass the same application and screening process that you must pass, except that we will deduct the guarantor's own housing costs before applying his or her income to our income standard.

Criminal History: If you have ever been convicted of a felony involving a controlled substance, or violence to another person, or destruction of property, or sex crimes, we will reject your application. If you have been convicted of a misdemeanor involving a controlled substance, or violence to another person, or destruction of property, or sex crimes, within the past five years, we will reject your application.

Applicant's Signature:

Co-Applicants Signature:

Date:

Date:



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INFORMATION FOR BACKGROUND AND CREDIT UNDERWRITING

Applicant's Name:
Social Security #:
Date of Birth:
Driver's License #:
State Drivers license issued by:

Co-Applicant's Name:
Social Security #:
Date of Birth:
Driver's License #:
State Drivers license issued by:

Information above is to be destroyed by management within reasonable time frame after resident has vacated apartment.