

Rental Application for Residents and Occupants

*Each co-resident and each occupant over 18 must submit a separate application.
Spouses may submit a joint application.*

Date when filled out _____

ABOUT YOU	Full name (exactly as on driver's license or govt. ID card) _____
Your street address (as shown on your driver's license or govt ID card) _____	
Driver's license # and state: _____ OR govt. photo ID card # _____	
Former last names(maiden and married): _____	
Your Social Security #: _____	
Birthdate: _____ Height: _____ Weight: _____	
Sex: _____ Eye Color: _____ Hair color: _____	
Marital Status: <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> divorced <input type="checkbox"/> widowed <input type="checkbox"/> separated	
Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you or any occupants smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you or any occupant have an animal? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Kind, weight, breed, age: _____	

Current home address: _____	
City /State/Zip: _____	
Home/ cell phone: _____	Current rent: \$ _____
Email address: _____	
Name of apartment where you now live: _____	
Current owner or manager's name: _____	
Their phone: _____	Date moved in: _____
Why are you leaving your current residence? _____	

Your previous home address: _____	
City/ State/ Zip: _____	
Apartment name: _____	
Name of above owner or manager: _____	
Their phone: _____	Previous monthly rent: \$ _____
Date moved in: _____	Date moved out: _____

YOUR WORK	Present employer: _____
Address: _____	
City/ State/ Zip: _____	
Work phone: _____	
Position: _____	
Your gross monthly income is over: \$ _____	
Date you began this job: _____	
Supervisor's name and phone: _____	

Previous employer: _____	
Address: _____	
City/ State/ Zip: _____	
Work phone: _____	
Position: _____	
Gross monthly income was over: \$ _____	
Date you began and ended this job: _____	
Previous supervisor's name and phone: _____	

YOUR CREDIT HISTORY	Your bank's name, city, state: _____
List all major credit cards: _____	
Other non-work income you want considered. Please explain: _____	
Past credit problems you want to explain (Use separate page.) _____	

YOUR RENTAL/CRIMINAL HISTORY	Check only if applicable. Have you,
your spouse, or any occupant listed in this Application ever: <input type="checkbox"/> been evicted or asked to move out? <input type="checkbox"/> Moved out of a dwelling before the end of a lease term without the owner's consent? <input type="checkbox"/> Declared bankruptcy? <input type="checkbox"/> Been sued for rent? <input type="checkbox"/> Been sued for property damage? <input type="checkbox"/> Been charged, detained, or arrested for a felony or sex crime that was resolved by conviction, probation, deferred adjudication, court-ordered community supervision, or pretrial diversion? <input type="checkbox"/> Been charged, detained or arrested for a felony sex-related crime that has not been resolved by any method?	
Please indicate below the year, location and type of each felony and sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. <i>You represent the answer is "no" to any item not checked above.</i>	

YOUR SPOUSE	Full name: _____
Former last names (maiden and married): _____	
Spouse's Social Security #: _____	
Driver's license # and state: _____ OR govt. photo ID card # _____	
Birthdate: _____ Height: _____ Weight: _____	
Sex: _____ Eye Color: _____ Hair color: _____	
Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Present employer: _____	
Address: _____	
City/ State/ Zip: _____	
Work phone: _____	
Position: _____	
Date began job: _____	Gross monthly income is over: \$ _____
Supervisor's name and phone: _____	

OTHER OCCUPANTS	Names of all persons under 18 and other adults who will occupy the unit without signing the lease. Continue on separate page if more than three.
Name: _____ Relationship: _____	
Sex: _____ DL or govt. ID card # and state: _____	
Birthdate: _____ Social Security #: _____	
Name: _____ Relationship: _____	
Sex: _____ DL or govt. ID card # and state: _____	
Birthdate: _____ Social Security #: _____	
Name: _____ Relationship: _____	
Sex: _____ DL or govt. ID card # and state: _____	
Birthdate: _____ Social Security #: _____	

YOUR VEHICLES	List all vehicles owned or operated by you, your spouse, or any occupants (including cars, trucks, motorcycles, trailers, etc). Continue on a separate page if more than three.
Make and color of vehicle: _____	
Year: _____	License #: _____ State: _____
Make and color of vehicle: _____	
Year: _____	License #: _____ State: _____
Make and color of vehicle: _____	
Year: _____	License #: _____ State: _____

WHY YOU RENTED HERE	Were you referred? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, by whom: _____
Name of locator or rental agency: _____	
Name of individual locator or agent: _____	
Name of friend or other person: _____	
Did you find us on your own? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, fill in information below:	
<input type="checkbox"/> On the internet <input type="checkbox"/> Stopped by <input type="checkbox"/> Newspaper (name): _____	
<input type="checkbox"/> Rental Publication: _____	
<input type="checkbox"/> Other: _____	

EMERGENCY	Emergency contact person over 18, who will not be living with you:
Name: _____	
Address: _____	
City/ State/ Zip: _____	
Work Phone: _____ Home Phone: _____	
Relationship: _____	
If you die or are seriously ill, missing, or in a jail or penitentiary according to an affidavit of [check one or more] <input type="checkbox"/> the above person, <input type="checkbox"/> your spouse, or <input type="checkbox"/> your parent or child, we may allow such person(s) to enter your dwelling to remove all contents, as well as your property in the mailbox, storerooms, and common areas. If no box is checked, any of the above are authorized at our option. If you are seriously ill or injured, you authorize us to call EMS or send for an ambulance at your expense. We're not legally obligated to do so.	

AUTHORIZATION	I or we authorize (owner's name) _____
to: (1) share the above information with owner's electric provider, and (2) verify, by all available means, the above, including reports from consumer reporting agencies before, during, and after tenancy on matters relating to my lease, and income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.	
Applicant's signature _____	
Spouse's signature _____	

Applicant must also sign on the back side of this Application.

CONTINUED ON BACK SIDE

Contemplated Lease Contract

To be filled out only if the Lease Contract is not signed by resident(s) at time of application for rental.

The Lease Contract to be used must be the latest version of (**check one**) the Apartment Lease, the Residential Lease, or the Condominium/ Townhome Lease, unless an earlier version is initiated by resident(s) and attached to this Application. The blanks in the contract will contain the following information:

<ul style="list-style-type: none"> • Names of all residents who will sign Lease Contract _____ _____ _____ • Name of Owner/Lessor _____ • Property name and type of dwelling (<i>bedrooms and baths</i>) _____ _____ • City/ State/ Zip _____ • Name of all other occupants not signing Lease Contract (<i>persons under age 18, relatives, friends, etc</i>) _____ _____ • Total number of residents and occupants _____ • Our consent necessary for guests staying longer than _____ days • Beginning date and ending date of Lease Contract _____ _____ • Number of days notice for termination _____ • Total security deposit \$ _____ Animal Deposit \$ _____ • # of keys/ access devices for _____ unit, mailbox, _____ other, _____ • Total monthly rent for dwelling unit \$ _____ • Rent to be paid at (<i>check one</i>) <input type="checkbox"/> on-site manager's office or <input type="checkbox"/> at _____ _____ 	<ul style="list-style-type: none"> • Prorated rent for <input type="checkbox"/> first month or <input type="checkbox"/> second month \$ _____ • Monthly rental due date _____ • Late charges due if rent not paid on or before _____ • Initial late charge \$ _____; Daily late charge \$ _____ • Returned check charge \$ _____ • Animal violation charge: Initial \$ _____; Daily \$ _____ • <input type="checkbox"/> Check if the dwelling is to be furnished; • Utilities paid by owner (<i>check all that apply</i>) <input type="checkbox"/> electricity, <input type="checkbox"/> gas, <input type="checkbox"/> water, <input type="checkbox"/> wastewater, <input type="checkbox"/> trash, <input type="checkbox"/> cable TV, <input type="checkbox"/> master antenna • You will (<i>check one</i>): <input type="checkbox"/> not buy insurance or <input type="checkbox"/> buy insurance ; • Agreed reletting charge \$ _____ • Your move-out notice will terminate Lease Contract on (<i>check one</i>): <input type="checkbox"/> last day of month, or <input type="checkbox"/> exact day designated in move-out notice ; • If dwelling unit is house or duplex, owner will be responsible under paragraph 26 of the Lease Contract for <input type="checkbox"/> lawn/ plant maintenance, <input type="checkbox"/> lawn/ plant watering, <input type="checkbox"/> picking up trash from grounds, <input type="checkbox"/> lawn/ plant fertilization, <input type="checkbox"/> trash receptacles. If not checked, applicant will be responsible. The applicant will be responsible for the first \$ _____ of each repair. • Special provisions regarding parking, storage, etc. (see attached page, if necessary): _____
--	---

Application Agreement

1. **Lease Contract Information.** The Lease Contract contemplated by the parties is attached-- or, if no Lease Contract is attached, the Lease Contract will be the explicitly noted on an attached Lease Contract or in the Contemplated Lease Information above.
2. **Application Fee (nonrefundable).** You have delivered to our representative a *nonrefundable* application fee in the amount indicated in paragraph 14 below, and this payment partially defrays the cost of administrative paperwork.
3. **Application Deposit (may or may not be refundable).** In addition to any application fee, you have delivered to our representative an application deposit in the amount indicated in paragraph 14. *The application deposit is not a security deposit.* However, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR it will be refunded under paragraph 10 if you are not approved; OR it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraph 6 or 7.
4. **Approval When Lease Contract is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.
5. **Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of your if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all your applicants toward the required security deposit.
6. **If You Fail to Sign Lease After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone, or within 5 days after we mail you our approval. *If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.*
7. **If You Withdraw Before Approval.** You and any co-applicants may not withdraw your Application or the application deposit. *If, before signing the Lease Contract, you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.*
8. **Completed Application.** An Application will not be considered "completed" and will not be processed until all of the following have been provided to us (*unless checked*): a separate Application has been fully filled out and signed by you and each co-applicant; an application fee has been paid to us; an application deposit has been paid to us. *If no item is checked, all are necessary for the Application to be considered completed.*
9. **Nonapproval in Seven Days.** We will notify you whether you've been approved within seven days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within seven days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval unless you receive actual notice of approval.
10. **Refund after Nonapproval.** If you or any co-applicant is disapproved or deemed disapproved under paragraph 9 we'll refund all application deposits within _____ days (not to exceed 30 days; 30 days if left blank) of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
11. **Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 6, 9, or 10 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next day.
12. **Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
13. **Keys or Access Devices.** We'll furnish keys and/ or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents; and (2) all applicable rents and security deposits have been paid in full.
14. **Receipt.** Application fee (nonrefundable): \$ _____
 Application Deposit (may or may not be refundable): \$ _____
 Administrative fee (refundable only if not approved): \$ _____
 Total of above fees and application deposit: \$ _____
 Total amount of money we've received to this date: \$ _____
15. **Signature.** *Our representative's signature is consent only to the above application agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.*

If you are seriously ill or injured, what doctor may we notify? (We are not responsible for providing medical information to doctors or emergency personnel.)

Name: _____ Phone: _____
 Important medical information in emergency: _____

Acknowledgment. You declare that all your statements on the first page of this Application are true and complete. You authorize us to verify same through any means, including consumer reporting agencies and other rental housing owners. If you fail to answer any question or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application of Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your lease obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations. Fax signatures are legally binding.

Right to Review the Lease. Before you submit an application or pay any application fee or security deposit, you have the right to review the Rental Application and Lease Contract, as well as any community rules or policies we have. You may also consult an attorney. These documents are binding legal documents when signed. We will not take a particular dwelling off the market until we receive a completed application and any other required information or monies to rent that dwelling. Additional provisions or charges may be made in the Lease Contract if agreed to in writing by all parties. You are entitled to an original of the Lease Contract after it is fully signed.

Applicant's Signature: _____ Date: _____
 Signature of Spouse: _____ Date: _____
Signature of Owner's Representative: _____ **Date:** _____

FOR OFFICE USE ONLY

1. Apt name or dwelling address (street, city): _____ Unit # or type: _____
 2. Person accepting application: _____ Phone: _____
 3. Person processing application: _____ Phone: _____
 4. Date that applicant or co-applicant was notified by telephone, letter, or in person of acceptance or nonacceptance: _____
 (Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)
 5. Name of person(s) who were notified (at least one applicant must be notified if multiple applicants): _____
 6. Name of owner's representative who notified above person(s): _____

