



Please complete one application for each occupant and/or co-signer over the age of 18.
Complete all information; if not applicable, please write N/A.

Date: _____ Rental Property Applying: _____ Name: _____

Date of Birth: _____ Social Security Number: _____

Present Address: *(Street, City, State, Zip Code)* _____

Home/Mobile Number: _____ Work Phone Number: _____

Fax Number _____ Email Address: _____

Own or Rent? _____ Current Landlord/Mortgage Company _____

Phone Number: _____ Rent/Mortgage Amount: \$ _____ Length of time at this address: _____

Reason for moving: _____

How did you hear about us? _____

Previous Address *(within the last 7 years)*: _____

Landlord/Mortgage Company: _____

Driver's License Number: _____ State of Issue: _____

Year and Make of Vehicle: _____ Vehicle Tag Number: _____

Marital Status: _____ Spouse's Name: _____

Occupants under age 18 *(names and ages)*: _____

Present Employer *(if not employed, see below)*: _____

Address: _____ Phone Number: _____

Position: _____ Length of time: _____ Salary: _____ Supervisor: _____

Previous Employer *(last 3 years)*: 1. _____

Address: _____ Phone Number: _____

2. _____

Address: _____ Phone Number: _____

OTHER SOURCES OF INCOME

Source: _____

Monthly Amount: \$ _____

Length of Time: _____

STUDENT INFORMATION

School: _____

Address: _____

Phone Number: _____

Course of Study: _____

Name of Student Advisor: _____

FINANCIAL REFERENCES

1. Bank: _____
Address: _____
Type of Account: _____

2. Bank: _____
Address: _____
Type of Account: _____

3. Credit Cards/Loans: _____ Have you ever been convicted of a felony? _____
_____ *This question must be answered.*

IN CASE OF EMERGENCY (Please fill out both lines completely):

1. _____ 2. _____
Address: _____ Address: _____

Phone Number: _____ Phone Number: _____
Relationship: _____ Relationship: _____

CANCELLATION/PAYMENT POLICY: The applicant shall be entitled to receive a refund of the initial deposit provided this application is cancelled within 3 business days (to include Saturday) of the receipt of the application by our office. If not cancelled within 3 business days, all deposit money will be retained as liquidated damages for withdrawing the apartment from the rental market. If the application is denied for any reason, applicant will receive the deposit refund. Any refund, regardless of type payment, will be refunded within 15 business days from receipt of the application. If applicant is approved, a full security deposit will be required within 5 business days of approval. If applicant cancels apartment after Landlord's receipt of the security deposit, applicant will forfeit entire security deposit. Applicant also understands that they must pay a \$40.00 processing fee for the purposes of verifying all information contained in this application and for processing all paperwork involved in the transaction. This processing fee is per application and is NON REFUNDABLE under any circumstances. Applicant understands that the security deposit and all final balances must be paid by certified check or money order, no personal checks or cash will be accepted. Applicant understands that all outstanding balances must be paid in full and the lease must be signed with all required signatures before the applicant will receive the keys on the agreed upon date of move in.

DISCLOSURES:

- 1. Applicant verifies by signing this application they have received a Lead-Paint Information Booklet.
- 2. Applicant verifies by signing this application they understand that the Leasing Representative taking this application is acting solely as an agent of the owner/landowner.

Applicant's signature below authorizes landlord to verify all information in this application with all employers, schools, landlords, mortgage holders, banks, or other creditors as well as obtain a complete credit report from an authorized credit reporting agency. By signing this application, applicant hereby verifies that they are the person which they are representing themselves to be and all of the above information is true and accurate. Falsifying information will result in the immediate denial of this application or termination of lease. Applicant understands all of the information explained above and agrees to its content.

Signature: _____

Date: _____

Fax copy valid as original