

Rental Application for Residents and Occupants

Each resident and each occupant 18 years old or older must submit a separate Application.

About You:

Full name (exactly as it appears on driver license or govt. ID card) _____
Former name (if applicable) _____ Gender _____
Birthdate _____ Social Security # _____
Driver license # _____ **OR** Government ID # _____ State _____
Home phone _____ Cell phone _____
Work phone _____ Email address _____
Marital status single married U.S. citizen? yes no Do you or does any occupant smoke? yes no
I am applying for the rental property located at: _____ (Number/street/Unit #)
_____ (City/State/Zip)

Is there another co-applicant? yes no

Co-applicant name _____ Email _____
Co-applicant name _____ Email _____
Co-applicant name _____ Email _____
Co-applicant name _____ Email _____

Other Occupants:

Full name _____ Relationship to You _____
Birthdate _____ Social Security # _____
Driver license # _____ **OR** Government ID # _____ State _____

Full name _____ Relationship to You _____
Birthdate _____ Social Security # _____
Driver license # _____ **OR** Government ID # _____ State _____

Full name _____ Relationship to You _____
Birthdate _____ Social Security # _____
Driver license # _____ **OR** Government ID # _____ State _____

Full name _____ Relationship to You _____
Birthdate _____ Social Security # _____
Driver license # _____ **OR** Government ID # _____ State _____

Where You Live Now:

Current Home Address _____ (Number/street/Unit #)
_____ (City/State/Zip)

Do you rent or own? Beginning date of residency: _____ Monthly payment \$ _____
Name of owner or manager _____ Phone _____
Reason for leaving _____

Previous Home Address (next most recent if not at current address for more than 10 years) _____ (Number/street/Unit #)
_____ (City/State/Zip)

Do you rent or own? Beginning date of residency: _____ Monthly payment \$ _____
Name of owner or manager _____ Phone _____
Reason for leaving _____

Previous Home Address (next oldest address if not at previous 2 addresses for 10 years or more total) _____ (Number/street/Unit #)
_____ (City/State/Zip)

Do you rent or own? Beginning date of residency: _____ Monthly payment \$ _____
Name of owner or manager _____ Phone _____
Reason for leaving _____

Your Work:

Current employer _____ (Number/street/Unit #)
_____ (City/State/Zip)
Work phone _____ Beginning date of employment _____
Gross monthly income \$ _____ Position _____
Supervisor _____ Phone _____

Previous employer (Next most recent if you have not been employed 10 years with current employer) _____ (Number/street/Unit #)
_____ (City/State/Zip)
Work phone _____ Beginning date of employment _____
Gross monthly income \$ _____ Position _____
Supervisor _____ Phone _____

Previous employer (Next oldest employer if you have not been employed at previous 2 employers for 10 years or more total) _____ (Number/street/Unit #)
_____ (City/State/Zip)
Work phone _____ Beginning date of employment _____
Gross monthly income \$ _____ Position _____
Supervisor _____ Phone _____

Additional Income: (Income must be verified to be considered.)

Type _____ Source _____ Gross monthly amount \$ _____
Type _____ Source _____ Gross monthly amount \$ _____

Credit History:

Please explain any past credit problems _____

Your Animals:

You may not have any animal in your unit without management’s prior authorization in writing. If we allow your requested animal, you must sign a separate animal addendum, which may require additional deposits, rents, fees, insurance or other charges.

Kind _____ Weight _____
Breed _____ Age _____

Kind _____ Weight _____
Breed _____ Age _____

Your Vehicles:

List all vehicles owned or operated by you or any occupants (including cars, trucks, motorcycles, trailers, RV’s etc.)

Make _____ Model _____
Color _____ Year _____ License # _____ State _____

Make _____ Model _____
Color _____ Year _____ License # _____ State _____

Make _____ Model _____
Color _____ Year _____ License # _____ State _____

Make _____ Model _____
Color _____ Year _____ License # _____ State _____

Make _____ Model _____
Color _____ Year _____ License # _____ State _____

Emergency Contact:

Name _____ Relationship _____
Address _____ (Number/street/Unit #)

(City/State/Zip)
Home Phone _____ Cell Phone _____
Work Phone _____ Email Address _____

If you die or are seriously ill, missing, or incarcerated according to an affidavit of (*check one or more*) the above person, your spouse, your parent, or your child may be allow to enter your dwelling to remove all contents, as well as your property in your assigned mail box, 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, although we are not legally obligated to do so.

Application Agreement

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease. *In order to continue with this Application, you'll need to review the Application Agreement carefully and acknowledge that you accept the terms.*

- 1. **Application Fee.** A non-refundable fee of \$ _____/resident 18 years of age and older is required to process your Application. Payment of the application fee does not guarantee that your Application will be accepted. The application fee offsets the cost of screening an applicant for acceptance. Your Application will not be considered "complete" and will not be processed until we receive your completed Application (and the completed Application of all co-applicants, if applicable) and all Application fees.
- 2. **Approval when Lease is signed in advance.** If you and all co-applicants have already signed the Lease when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval and sign the Lease.
- 3. **Approval when Lease isn't yet signed.** If you and all co-applicants have not signed the Lease when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval and sign the Lease when you and all co-applicants have signed.
- 4. **If you fail to sign Lease after approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease within 3 days after we give you our approval in person or by telephone or within 5 days after we email or mail you our approval. If you or any co-applicant fails to sign as required **your Application will be deemed withdrawn**, we will keep your application fee and terminate all our obligations under this Agreement.
- 5. **If you withdraw before approval.** If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we will be entitled to retain all application fees as liquidated damages, and the parties will then have no further obligation to each other.
- 6. **Approval / non-approval.** If we do not approve your application within 7 days after the date we receive a completed Application, your Application will be considered "disapproved." Notification may be in person or by mail , email or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 7-day time period may be changed only by separate written agreement.
- 7. **Extension of deadlines.** If the deadline for approving or refunding under paragraphs 6 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.
- 8. **Keys or access devices.** We will furnish keys and/or access devices only after: (1) all parties have signed the Lease and other rental documents referred to in the Lease; and (2) all applicable rents and security deposits have been paid in full; and the date is on or after the start of your Lease.
- 9. **Application submission.** Submission of an Application does not guarantee approval or acceptance. It does not bind us to accept the applicant or to sign a Lease.
- 11. **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-applicants is considered notice from all co-applicants.

Authorization and Acknowledgment

I authorize _____ (name of owner/agent) to obtain reports from any consumer or criminal record reporting agencies before, during, and after residency on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this Application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Application. Authority to obtain work history information expires 365 days from the date of this Application. You agree the information provided may be used for business purposes.

Payment Authorization

I authorize _____ (name of owner/agent) to collect payment of the application fee in the amounts specified in this Agreement.

Non-sufficient funds and dishonored payments. If a check from an applicant is returned to us by a bank or other entity for any reason, if any credit card or debit card payment from applicant to us is rejected, or if we are unable, through no fault of our own or our bank, to successfully process any ACH debit, credit card, or debit card transaction, then Applicant shall pay a charge of \$ _____ for each returned payment; **and** we reserve the right to refer the matter for criminal prosecution.

Acknowledgment

You declare that all your statements in this Application are true and complete. **Applicant's submission of this Application, including payment of any fees, is being done only after applicant has fully investigated, to its satisfaction, those facts which applicant deems material and necessary to the decision to apply for a rental unit.** You authorize us to verify your information through any means, including consumer-reporting agencies and other rental-housing owners. **You acknowledge that you had an opportunity to review our rental selection criteria, which include reasons your Application may be denied, such as criminal history, credit history, current income and rental history. You understand that if you do not meet our rental selection criteria or if you fail to answer any question or give false information, we may reject the Application, retain all application fees 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 or Lease, the prevailing party may recover from the non-prevailing party all attorney's fees and litigation costs. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease, the rules, and financial obligations. Fax or electronic signatures are legally binding. You acknowledge that our privacy policy is available to you.

Right to review the Lease. Before you submit an Application or pay any fees you have the right to review the Application and Lease, 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 changes may be made in the Lease if agreed to in writing by all parties. You are entitled to a copy of the Lease after it is fully signed.

Images on our website may represent a sample of a unit and may not reflect specific details of any unit. For information not found on our website regarding availability, unit characteristics or other questions, please call or visit our office.

This Application and the Lease are binding documents when signed. Before submitting an Application or signing a Lease, you may take a copy of these documents to review and/or consult an attorney. Additional provisions or changes may be made in the Lease if agreed to in writing by all parties.

Print Applicant's Name

Applicant's Signature

Date Application Signed

| | |
|---|-----------------------|
| 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 the applicant or co-applicant was notified <input type="checkbox"/> by telephone, <input type="checkbox"/> by letter, <input type="checkbox"/> by email, or <input type="checkbox"/> in person of <input type="checkbox"/> acceptance or <input type="checkbox"/> 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 or persons notified (if there are more than one applicant, at least one of them must be notified): _____ | |
| 6. Name of owner's representative who notified the applicant: _____ | |
| Additional comments: _____ _____ _____ | |