

## APPLICATION FOR RESIDENCY

**PLEASE FILL OUT COMPLETELY – One Application for each person 18 or older – THANK YOU!**

### Please Tell Us About Yourself

|   |       |                          |         |   |                   |                               |       |
|---|-------|--------------------------|---------|---|-------------------|-------------------------------|-------|
| Applicant   |       |                          |         | Date of Birth   | Social Security # | Driver's License #            |       |
| Last  | First | Middle                   | Maiden  |   |                   |                               |       |
| Marital Status  |       | Present Phone No. (    ) |         | 9:00 to 5:00  |                   | CONTACT PHONE NO: (    ) Ext. |       |
| Have you ever had an eviction filed against you?    Yes    No           |       |                          |         | PETS (Keeping of pets requires a pet deposit and owner's consent) |                   |                               |       |
|   |       |                          |         | Breed   | Age               | Weight                        |       |
| Present Address   |       | Street #                 | Name    | Apt #   | City              | State                         | Zip   |
|   |       |                          |         |   |                   | Rent/Mortgage Payment         | Own   |
|   |       |                          |         |   |                   | Rent                          | Since |
|   |       |                          |         |   |                   | /                             | /     |
| Landlord Mtg. Co.   |       | Name                     | Address |   | City              | State                         | Zip   |
|   |       |                          |         |   |                   | Phone No. (    )              |       |
| Previous Address  |       | Street #                 | Name    | Apt #   | City              | State                         | Zip   |
|   |       |                          |         |   |                   | Rent/Mortgage Payment         | Own   |
|   |       |                          |         |   |                   | Rent                          | Since |
|   |       |                          |         |   |                   | /                             | /     |
| Have you ever been arrested for, or convicted of a felony?    Yes    No |       |                          |         | If yes, please explain:   |                   |                               |       |

### Please Tell Us About Your Job

|                   |  |            |                  |                |      |       |                  |         |
|-------------------|--|------------|------------------|----------------|------|-------|------------------|---------|
| Present Employer  |  | Name       | Business Address |                | City | State | Phone No. (    ) |         |
| Position          |  | Supervisor |                  | Monthly Income |      | From  | to               | / / / / |
| Previous Employer |  | Name       | Business Address |                | City | State | Phone No. (    ) |         |
| Position          |  | Supervisor |                  | Monthly Income |      | From  | to               | / / / / |

### Please Give Us The Following Information

|                                |  |      |              |       |       |   |                                |  |
|--------------------------------|--|------|--------------|-------|-------|---|--------------------------------|--|
| Emergency Contact              |  | Name | Full Address |       |       |   | Phone No. (    )               |  |
| Automobile 1 <sup>st</sup> Car |  | Year | Make         | Model | Color | Tag #   | Automobile 2 <sup>nd</sup> Car |  |
|                                |  | Year | Make         | Model | Color | Tag #   |                                |  |
| Children Occupying             |  | Name | Age          | Name  | Age   | Name    Age                                   |                                |  |
| Bank Ref                       |  | Name | Location     | City  | State | Email Address:                                |                                |  |
| How did you hear about us?     |  |      |              |       |       | Have you ever left owing money to a landlord? |                                |  |

Applicant represents that all of the statements and representations are true and complete, and hereby, authorizes verification of the above information, references, and credit records. Applicant understands that a investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records may be made. Applicant agrees that false, misleading, or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and/or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms if any. Applicant authorizes verification of all information by the Landlord and or Management company. Applicant has 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. **NON REFUNDABLE APPLICATION FEE** –Applicant(s) has paid to Landlord and/or Management company herewith the sum of \$ \_\_\_\_\_ as a **NON REFUNDABLE APPLICATION FEE** for costs, expenses, and fees in processing the application.

**APPLICATION DEPOSIT AGREEMENT** – Applicant has deposited a “APARTMENT DEPOST” of \$ \_\_\_\_\_ in consideration of taking the dwelling off the market while the application is being processed. If applicant is approved by Landlord and/or Management and the lease is entered into and possession of **the apartment is taken** the “APARTMENT DEPOSIT” shall be applied toward the security/damage deposit. If applicant is approved, but fails to enter into the lease within 3 days of verbal and/or written approval and/or take possession after lease signing, the FULL “APARTMENT DEPOSIT” shall be forfeited to the Landlord or Management in addition to any penalties as provided in the lease if the lease has been signed by the applicant. The “APARTMENT DEPOSIT” shall be refunded only if applicant is not approved. Keys will be furnished only after the lease and other rental documents have been properly executed by all parties and only after applicable rentals and security deposits have been paid. This application is preliminary only, in no way implies that a particular rental unit shall be available and in no way obligates Landlord or Management to execute a lease or deliver possession of the proposed premises.

|  |  |   |
|--|--|---|
| <p><b>I HAVE READ AND AGREE TO THE PROVISIONS AS STATED</b></p><br><p>_____</p> <p>Applicant Signature <span style="float: right;">Date</span></p> | <p>SECURITY DEPOSIT                   \$ _____</p> <p>PET SECURITY                            \$ _____</p> <p>PET FEE                                  \$ _____</p> <p>CREDIT CHECK FEE                     \$ _____</p> <p>PAID WITH APPLICATION               \$ _____</p> <p>BALANCE OF DEPOSIT DUE            \$ _____</p> <p>FIRST MONTH'S RENT                 \$ _____</p> <p>TOTAL DUE BEFORE MOVE-IN         \$ _____</p> <p>RECEIVED BY: _____ \$ _____</p> <p>APPROVED BY: _____ \$ _____</p> | <p><b>OFFICE USE ONLY</b></p> <p>COMMUNITY _____</p> <p>APT. # _____</p> <p>RENT _____</p> <p>APT. TYPE _____</p> <p>TERM OF LEASE _____</p> <p>MOVE-IN DATE _____</p> <p>CREDIT REPORT _____</p> |
|--|--|---|