

**APPLICATION FOR RESIDENCY**

Date: \_\_\_\_\_

(Each co-resident must submit separate applications)

|                                |                     |                        |
|--------------------------------|---------------------|------------------------|
| <i>- For Office Use Only -</i> |                     |                        |
| Apt # _____                    | Leasing Cons. _____ | Garage/Carport # _____ |
| Apt Type _____                 | Monthly Rent _____  | Fee _____              |
| Date Leased _____              | Pro-In \$ _____     | Storage # _____        |
| Move-In Date _____             | Deposits _____      | Fee _____              |
| Lease Begin/End Date _____     |                     |                        |

**PERSONAL INFORMATION**

**Applicant's Name** \_\_\_\_\_ SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 First Middle Last

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Marital Status \_\_\_\_\_

**Spouse's Name** \_\_\_\_\_ SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 First Middle Last

Other Occupants:

|            |                    |           |                     |
|------------|--------------------|-----------|---------------------|
| Name _____ | Relationship _____ | SS# _____ | Date of Birth _____ |
| Name _____ | Relationship _____ | SS# _____ | Date of Birth _____ |
| Name _____ | Relationship _____ | SS# _____ | Date of Birth _____ |
| Name _____ | Relationship _____ | SS# _____ | Date of Birth _____ |
| Name _____ | Relationship _____ | SS# _____ | Date of Birth _____ |

**RESIDENT HISTORY**

Present Address \_\_\_\_\_  
 Street Apt # City State Zip

Dates: From-To \_\_\_\_\_ / \_\_\_\_\_  
 Present Landlord/Resident Mgr. Mortgage Co & Loan # Phone #

Monthly Payment \_\_\_\_\_ Reason for Moving \_\_\_\_\_ Home # \_\_\_\_\_

Previous Address \_\_\_\_\_  
 Street Apt # City State Zip

Previous Apt Name or Landlord \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ How Long? \_\_\_\_\_ Monthly Payment \_\_\_\_\_

Reason for Moving \_\_\_\_\_

Reason for Leasing Here \_\_\_\_\_

Have you ever been evicted? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

**INCOME**

**TOTAL ANTICIPATED INCOME FROM DATE OF MOVE-IN THROUGH NEXT 12 MONTHS**

|  |   |          |
|--|---|----------|
| Annual Salary (including Fees, Tips, Commission and Bonuses)   |   | _____    |
| Annual Salary (Spouse)   | + | _____    |
| Additional Annual Income (Alimony, Child Support, Dividends, Interest,<br>Military Housing Allowance, Retirement Income, etc.) | + | _____    |
| Source _____   |   |          |
| Total Value of Assets (Stocks, Bonds, Savings Acts, Equity in Real Prop, Cap Investments, etc)                                 |   | \$ _____ |
| Total Income from Assets   | + | _____    |
| <b>TOTAL ANTICIPATED INCOME</b>  |   | = _____  |

\* If self-employed, we must be furnished with the most current annual tax return and a notarized statement from your CPA or attorney in directing the amount of annual income you expect to receive.  
 \*\* You must furnish us with notarized documentation of this income.

(If you are moving because of employment change, list your new employer first.)

**EMPLOYMENT**

Present Employer \_\_\_\_\_ Position \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Street City State Zip

Supervisor \_\_\_\_\_ Employed Since \_\_\_\_\_  
 Phone \_\_\_\_\_

Mode of Transportation to Work \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Street City State Zip

Supervisor \_\_\_\_\_ Employed Since \_\_\_\_\_  
 Phone \_\_\_\_\_

Spouse's Employer \_\_\_\_\_ Position \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Street City State Zip

Supervisor \_\_\_\_\_ Employed Since \_\_\_\_\_

**CREDIT/BANK**

|                       |                          |                   |
|-----------------------|--------------------------|-------------------|
| Checking act # _____  | Bank Name & Branch _____ | City _____        |
| Savings act # _____   | Bank Name & Branch _____ | City _____        |
| Name _____ City _____ | Act # _____              | Mo. Payment _____ |
| Name _____ City _____ | Act # _____              | Mo. Payment _____ |
| Name _____ City _____ | Act # _____              | Mo. Payment _____ |



AUTO  
PETS

Year & Make \_\_\_\_\_ Color \_\_\_\_\_ License No & State \_\_\_\_\_ Registered To \_\_\_\_\_  
 Year & Make \_\_\_\_\_ Color \_\_\_\_\_ License No & State \_\_\_\_\_ Registered To \_\_\_\_\_  
 Additional Vehicles \_\_\_\_\_  
 Give Description & Tag Numbers of any Boat, Motorcycle, Camper, Van, Etc. you may own \_\_\_\_\_  
 Do you Own Any Pets? \_\_\_\_\_ If So, How Many? \_\_\_\_\_ Kind \_\_\_\_\_ Weight \_\_\_\_\_ Color \_\_\_\_\_

**EMERGENCY CONTACT:**

Name \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_  
 Address \_\_\_\_\_  
 Relation \_\_\_\_\_ Email \_\_\_\_\_

OPTIONAL

Race: (Please note that completing this section is optional. The information will be used only for Fair Housing Programs as required by federal and state laws.) White ( ) Black ( ) Asian ( ) Native American ( ) Hispanic ( ) Other \_\_\_\_\_  
 Other Occupants: \_\_\_\_\_

Applicant has submitted the sum of \$ \_\_\_\_\_, which is a non-refundable payment for a credit check and processing charge of this application. Such sum is not a rental payment or security deposit. This amount will be retained by management to cover cost of processing application as furnished by the applicant; any false information will constitute grounds for rejection of this application.

**DEPOSIT**

The undersigned warrants and represents the information on this rental application to be true and correct. All persons/firms named may freely give any requested information concerning me and I hereby waive all right of action for any consequence resulting from such information.

I hereby leave \$ \_\_\_\_\_ with Management in connection with this application for residency. Of this amount, \$ \_\_\_\_\_ is a non-refundable payment for processing this application. The remainder ( \$ \_\_\_\_\_ ) is a good faith deposit in connection with this application. If my application is accepted, I understand this good faith deposit portion will be applied toward payment of my security deposit(s). If for any reason Management decides to decline my application, then Management will refund the good faith deposit portion to me in full. If this application is approved, and I fail to occupy the premises on the agreed upon date, except for delay caused by construction or the holding over of a prior resident, I understand that Management will assess damages against the deposit for the amount of rental loss or any expenses incurred due to my cancellation. (As these costs are difficult to ascertain, I agree to pas a liquidated damages a sum equal to fifty (50) percent of one month's rent for the apartment I agreed to occupy.)

APPLICATION FEE

\_\_\_\_\_  
 Applicant's Signature \_\_\_\_\_ Spouse's Signature \_\_\_\_\_  
 Date Paid \_\_\_\_\_

**THE LEASE AGREEMENT WILL NOT BECOME EFFECTIVE UNTIL THIS APPLICATION IS APPROVED BY MANAGEMENT.**

TITLE VIII of the CIVIL RIGHTS ACT of 1966 makes discrimination based on race, color, religion, sex, or national origin illegal in connection with the rental of most housing. The Federal agency which administers compliance with this law concerning this company: Department of Housing and Urban Development, Washington, D.C. 20410.

**EQUAL CREDIT OPPORTUNITY**

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of sex or marital status. The Federal agency which administers compliance with this law concerning this company: Equal Credit Opportunity, Federal Trade Commission, Washington, D.C. 20580.

**APPLICATION VERIFICATION**

**ATTACH SUPPORTING DOCUMENTS WHETHER THE APPLICATION IS ACCEPTED OR REJECTED**

**Resident History**

| Name of Landlord | Payment History | Rent Amount | Length of Occupancy | Any Complaints | Notice Given? | Deposit Re-funded? | Condition | Person Giving Info | By |
|------------------|-----------------|-------------|---------------------|----------------|---------------|--------------------|-----------|--------------------|----|
|                  |                 |             |                     |                |               |                    |           |                    |    |
|                  |                 |             |                     |                |               |                    |           |                    |    |

**Employment Check**

| Employer | Date Started | Date Ended | Salary | Satisfaction | Reason for Leaving | Title | Person Giving Info | By |
|----------|--------------|------------|--------|--------------|--------------------|-------|--------------------|----|
|          |              |            |        |              |                    |       |                    |    |
|          |              |            |        |              |                    |       |                    |    |

**Spouse's Employment**

| Employer | Date Started | Date Ended | Salary | Satisfaction | Reason for Leaving | Title | Person Giving Info | By |
|----------|--------------|------------|--------|--------------|--------------------|-------|--------------------|----|
|          |              |            |        |              |                    |       |                    |    |
|          |              |            |        |              |                    |       |                    |    |

**Bank References**

| Date Opened | Rating | Range | Person Giving Info | By |
|-------------|--------|-------|--------------------|----|
|             |        |       |                    |    |
|             |        |       |                    |    |

**Credit Bureau Information**

| Date Reported | Date Opened | High Credit | Current Balance | Past Due Rate | Rating | By |
|---------------|-------------|-------------|-----------------|---------------|--------|----|
|               |             |             |                 |               |        |    |
|               |             |             |                 |               |        |    |

Verified By \_\_\_\_\_ Date Verified \_\_\_\_\_ Bldg \_\_\_\_\_ Apt # \_\_\_\_\_ Type \_\_\_\_\_  
 Proposed Move-In Date \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

If this application was disapproved, was the applicant given the name and address of the person or reporting agency that verified the application?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_ Manager's Signature \_\_\_\_\_

If this application was disapproved, what was the basis for the refusal?

- |  |                      |                                  |
|--|----------------------|----------------------------------|
| ? Unfavorable Credit Report                      | ? Loss of Employment | ? Lost Roommate                  |
| ? Unfavorable Report from Previous Landlord      | ? House did not Sell | ? Purchasing Home                |
| ? Unfavorable Employment References              | ? No Reason Given    | ? Decided no to Move             |
| ? Incorrect Information Submitted on Application | ? Found another Apt  | ? Apt type desired not Available |
- ? Number or Size of Pets \_\_\_\_\_  
 ? Other (Specify) \_\_\_\_\_

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_

Port \_\_\_\_\_