

Desired Date of Occupancy: \_\_\_\_\_

Apt. Size \_\_\_\_\_

Apt. # \_\_\_\_\_



## RENTAL APPLICATION

The information collected below will be used to determine whether you qualify as a tenant. It will not be disclosed without your consent except to your employers for verification of income and employment and to financial institutions for verification of assets, and as required and permitted by law. You do not have to provide the information. However, if you do not, your tenant application may be delayed or rejected.

<b>Applicant's Name</b>					Present Phone #:
<b>Present</b> Street Address	Apt. #	City	State	Zip	Monthly Rent: \$
<b>Present</b> Community Name				Landlord Phone #:	Length of Residence:
<b>Former</b> Street Address	Apt. #	City	State	Zip	Monthly Rent: \$
Reason For Leaving:				Landlord Phone #:	Length of Residence:

<b>Spouse's Name</b>					Present Phone #:
<b>Present</b> Street Address	Apt. #	City	State	Zip	Monthly Rent: \$
<b>Present</b> Community Name				Landlord Phone #:	Length of Residence:
<b>Former</b> Street Address	Apt. #	City	State	Zip	Monthly Rent: \$
Reason For Leaving:				Landlord Phone #:	Length of Residence:

## HOUSEHOLD COMPOSITION

	Full Name	Relationship	Age	Social Security #	Date of Birth	Full Time Student?
1					___/___/___	[ ] Yes [ ] No
2					___/___/___	[ ] Yes [ ] No
3					___/___/___	[ ] Yes [ ] No
4					___/___/___	[ ] Yes [ ] No
5					___/___/___	[ ] Yes [ ] No
6					___/___/___	[ ] Yes [ ] No

Are any household members listed above foster children?  Yes  No If yes, who? \_\_\_\_\_

Are any household members listed above live-in attendants?  Yes  No If yes, who? \_\_\_\_\_

Are any household members planning to attend school full-time?  Yes  No If yes, who? \_\_\_\_\_

Does anyone live with you now who is not listed above?  Yes  No

Does anyone plan to live with you in the future who is not listed above?  Yes  No

Do you anticipate any changes to your household composition in the next twelve months?  Yes  No

**Please explain if you answer "Yes" to a question above:** \_\_\_\_\_

**CURRENT EMPLOYMENT INFORMATION**

<b>Applicant's Name:</b>		<b>Occupation:</b>		<b>Employer's Phone:</b>	
Name and Address of Employer:		City		State	Zip Code
Date Hired	o Hourly o Weekly o Bi-weekly o Semi-monthly o Monthly o Yearly o Other				Employer Fax:
Salary \$					
Name and address of previous employer (if employed at present position less than 2 yrs.)		# of years with previous employer		Employer's Phone:	

<b>Spouse's Name:</b>		<b>Occupation:</b>		<b>Employer's Phone:</b>	
Name and Address of Employer:		City		State	Zip Code
Date Hired	o Hourly o Weekly o Bi-weekly o Semi-monthly o Monthly o Yearly o Other				Employer Fax:
Salary \$					
Name and address of previous employer (if employed at present position less than 2 yrs.)		# of years with previous employer		Employer's Phone:	

**If you have no salary, from what source will you pay your rent?** \_\_\_\_\_

**OTHER SOURCES OF INCOME**

Do you receive income from any of the following? Please mark “yes” or “no” for each source of income.

Source – Employment	Check One	Source – Benefit/Pensions	Check One	Source – Other	Check One
Second Job	[ ] Yes [ ] No	Workers Compensation	[ ] Yes [ ] No	Grants	[ ] Yes [ ] No
Bonuses	[ ] Yes [ ] No	Unemployment	[ ] Yes [ ] No	Scholarships	[ ] Yes [ ] No
Tips	[ ] Yes [ ] No	Alimony	[ ] Yes [ ] No	Recurring Gifts	[ ] Yes [ ] No
Commissions/Fees	[ ] Yes [ ] No	Child Support	[ ] Yes [ ] No	AFCD/TANF	[ ] Yes [ ] No
Overtime Pay	[ ] Yes [ ] No	Social Security	[ ] Yes [ ] No	Other	[ ] Yes [ ] No

For each “yes” marked above, please complete the following:

Household Member Name	Amount Received	Source
	\$ Per	
	\$ Per	
	\$ Per	
	\$ Per	

**HOUSEHOLD ASSETS**

Does anyone in your household have any of the following types of assets? Please mark “yes” or “no” for each type of asset.

Type of Asset	Check One	Type of Asset	Check One	Type of Asset	Check One
Checking Account	[ ] Yes [ ] No	IRA/Keogh Account*	[ ] Yes [ ] No	Revocable trust fund	[ ] Yes [ ] No
Savings Account	[ ] Yes [ ] No	Retirement/Pension Fund*	[ ] Yes [ ] No	Mortgage/Note Held	[ ] Yes [ ] No
Cash	[ ] Yes [ ] No	Mutual Funds/Stocks*	[ ] Yes [ ] No	Life Insurance Policy*	[ ] Yes [ ] No
Certificate of Deposit*	[ ] Yes [ ] No	Real Estate/Land*	[ ] Yes [ ] No	Personal Property Held As Investment	[ ] Yes [ ] No

For each “yes” marked above, please complete the following:

Household Member Name	Type of Asset	Cash value (see note)	Interest asset will earn next 12 mos
		\$	\$
		\$	\$
		\$	\$
		\$	\$

**Note: \*When listing the cash value of any of the items that have an asterisk, remember penalties for withdrawal, or any fees deducted to convert the asset to cash (e.g., if you owned a home and sold it, how much cash would you have after you paid off the mortgage, the realtor, etc?) That is the amount to be listed in the “cash value” column.**

Have you sold or disposed of any property for less than fair market value within the past two years preceding the date of this application? (If sale due to bankruptcy, foreclosure, divorce, answer no.) [ ] Yes [ ] No

If yes, explain. \_\_\_\_\_

**Vehicles:** Number of automobiles, boats, motorcycles, trailers, RV's, etc. you would keep on this property.

Vehicle Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate #: \_\_\_\_\_  
Vehicle Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate #: \_\_\_\_\_  
Vehicle Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate #: \_\_\_\_\_

**DO YOU HAVE PETS?**

[ ] Yes [ ] No

If Yes, please list:

Type	Breed	Weight	Color	Age
Type	Breed	Weight	Color	Age

**Background Information**

Have you, your spouse or any other prospective residents or occupants listed on this Application ever (*check if applicable; you represent the answer is "NO" to any item not checked below*):

- been evicted or asked to move out?
- broken a rental agreement or lease contract?
- been or are currently delinquent to a previous landlord?
- declared bankruptcy; if so, when?: \_\_\_\_\_
- been convicted for either a felony, a sex-related offense or a misdemeanor? If yes, please explain: \_\_\_\_\_
- received deferred adjudication for either a Felony, a sex related offense or a Misdemeanor? If yes, please explain: \_\_\_\_\_
- been arrested for any crime, which has not been fully adjudicated (by dismissal, acquittal deferred adjudication or conviction)? If yes, please explain: \_\_\_\_\_

**Emergency Contact** (*preferable a relative over the age of 18 years*)::

Name	Address
City, State, Zip	Relationship
Phone	

The information provided above is true and complete to the best of my/our knowledge and belief. I/We consent to the disclosure of income and financial information from my/our employer and financial references for purposes of income and asset verification related to my/our application for tenancy. By signing below, I/We authorize \_\_\_\_\_ to make inquiries through the Credit Bureau and/or from my/our employer and other references that I/We have supplied on this rental application.

This application is made with the understanding that it is subject to acceptance by the owner and subject to execution by an officer of said company and delivery of a lease covering said premises. Please allow a minimum of **5 days** to process your application for both credit and character references. I/We have no objection to inquiries for the purposes of verification of the above statements. This includes a police check. It is understood that the above information will be held in strict confidence.

Falsification of application information will result in termination of application and/or Lease Agreement. I/We have been advised and understand that residency at \_\_\_\_\_ entails certain income restrictions and that residency is subject to qualification. I/We agree that in addition to a Lease Agreement that

I/We will execute a **Tenant Income Certification** attesting to the information contained herein which certification will be made under the penalty of perjury.

**APPLICATION DEPOSIT AND NON-REFUNDABLE FEES:**

Simultaneously with the execution of this Application, Applicant has paid:

Application Deposit (the "Application Deposit")	\$ _____	Check Number: _____
Non-Refundable Application Fee	\$ _____	Check Number: _____
Total	\$ _____	

*Applicant acknowledges that Owner's acceptance of Applicant as a resident at the property is conditional upon: (i) Owner's approval of this Application; and (ii) receipt of an executed Apartment Lease Agreement from Applicant. In the event any of these conditions have not been met, Owner shall have no obligation to lease to Applicant.*

*The Application Deposit is not considered a security deposit under this Application or applicable law. The Application Deposit will either be: (i) credited to the required security deposit pursuant to an Apartment Lease Agreement executed by Applicant; (ii) refunded to Applicant as provided herein; or (iii) retained by Owner as liquidated damages as provided herein.*

**Application Deposit Credited to Security Deposit**

*In the event that this Application is approved by Owner and Applicant meets all other conditions of occupancy, executes an Apartment Lease Agreement with Owner as and when required by Owner, the Application Deposit shall be credited towards the security deposit identified in the Lease.*

**Application Deposit Refunded**

*If this Application is denied, the Application Deposit will be refunded to Applicant.*

**Application Deposit Retained by Owner**

*Owner shall be entitled to retain the Application Deposit as liquidated damages; in which case, all further obligations to lease the premises to Applicant shall be terminated if: (i) the Application is withdrawn, for any reason, after signing this Application; or (ii) the Application is accepted, but Applicant does not sign an Apartment Lease Agreement as and when required by Owner; or (iii) if the Applicant has provided false or misleading information within this Application. For the purposes of this provision, if the Applicant is required to pay an additional Application Deposit in order to qualify for occupancy, the Applicant shall be deemed conditionally accepted prior to the payment of such additional Application Deposit and the failure to pay the additional Application Deposit will entitle Owner to retain the originally paid Application Deposit, even if the Application is subsequently rejected by the Applicant's failure to pay the required additional Application Deposit.*

Dated effective on the date Owner or Owner's representative has received a completed Application from Applicant, as indicated above.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

Application Approved  Denied  by: \_\_\_\_\_

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

Notification of Approval / Denial by: \_\_\_\_\_

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

Reason NOT Approved (if applicable) \_\_\_\_\_