



"APPLICATION FOR RESIDENTIAL PROPERTY"



"WELCOME HOME!!! WE'RE GLAD YOU'RE HERE!!!"

LEASING CONSULTANT'S NAME	PHONE NUMBER	RETURN APPT. (DATE / TIME)

APPLICATION FOR LEASE OF RESIDENTIAL PROPERTY



"APPLICATION FOR RESIDENTIAL PROPERTY"

APPLICATION FOR LEASE OF RESIDENTIAL PROPERTY

*Please complete the application entirely. If any information does not apply to you note on that line **N/A**. (Not Applicable)

*Anyone **18** years of age or older who will be residing in the apartment home must complete an application entirely.

* All application fees are due at the time of submitting the application for processing and review.

*TYPE OF UNIT DESIRED?
(Please circle one.)

STUDIO
Regency

ONE BEDROOM
Cambridge

TWO BEDROOM
Embassy

*When is your desired move-in date? _____

*Are you applying to be a lease holder or an occupant? (Please circle one.) *Lease Holder* / *Occupant*

*APPLICANT'S GENERAL INFORMATION

First Name: _____ Middle Name: _____ Last Name: _____

Maiden Name: _____ Alias: _____

Address: _____ Apt. # _____ City: _____ St.: _____ Zip: _____

Social Security Number: _____ Birth Date: _____ I.D. or Driver License #: _____

Home Phone: _____ Mobile Phone: _____ E-Mail: _____

*CURRENT EMPLOYMENT

Employer: _____ Supervisor/Manager: _____

Address: _____ City: _____ St. _____ Zip: _____ Work Phone: _____

Hire Month/Year: _____ Monthly Gross Income \$ _____ Position: _____

NOTE: _____

Did you claim this income on your most recent tax filing? Yes / No

If No, please explain. _____

*ADDITIONAL INCOME

Income Amount: \$ _____ Frequency: _____ Source: _____ Contact Person: _____ Phone: _____

NOTE: _____

Did you claim this income on your most recent tax filing? Yes / No

If No, please explain. _____

*LANDLORD INFORMATION

Name of Landlord or Management Co. _____

Contact Person if Management Co. _____

Phone Number: _____ Amount of Rent Paid \$ _____

*FILL OUT IF YOU HAVE A HOUSING CHOICE VOUCHER (HCV) OR RENTAL ASSISTANCE (Section 8 Rental Assistance)

Name of Worker: _____ Location of Assistance: _____ Phone: _____

Fax: _____ Amount of Assistance: \$ _____ Date Assistance Started: _____

*GOVERNMENT ASSISTANCES

1. Do you receive any state or federally funded FOOD assistance? Yes / No

If yes, how much do you receive? \$ _____ Frequency: _____ Agency Name: _____

2. Do you receive any state or federally funded CASH assistance? Yes / No

If yes, how much do you receive? \$ _____ Frequency: _____ Agency Name: _____

*REFERENCES

(1) Full Name: _____ Relationship: _____ Phone Number: _____

(2) Full Name: _____ Relationship: _____ Phone Number: _____

Application Continued Onto Next Page



***QUESTION AND ANSWER**

APPLICANT(S) NEED TO READ, COMPLETE, AND VERIFY THE BELOW.

(1) How did you hear about us: _____ Referral's Name: _____
(Please list the name of the person who referred you if they are or plan to be a resident at this community.)

(2) What is your reason(s) for moving at this time? _____

(3) Have you been employed for at least 90 Days? Yes / No

(4) Have you had more than 3 employers within the previous 12 months? Yes / No

(5) Have you been unemployed greater than 180 days within the previous 12 months? Yes / No

(6) Have you ever been evicted from a property? Yes / No

If yes, please explain. _____

(7) Have you ever been given a 30 Day Notice to Quit for Eviction? Yes / No

If yes, please explain. _____

(8) Have you ever been filed in court for nonpayment or late payment of rent? Yes / No

If yes, please explain. _____

(9) Do you owe a landlord any amount of unpaid rent, damages, or fees? Yes / No

If yes, please explain. _____

(10) Do you have collections totaling greater than \$5,000.00 that you are aware of? Yes / No

If yes, please explain. _____

(11) How many adult(s) and children will be occupying the residence including the lease holders? Adult(s) _____ Children(s) _____
List any additional occupants below:

		<i>(Only Circle One)</i>	
Name: _____	Birth Date: _____	Status:	Lease Holder or Occupant
Name: _____	Birth Date: _____	Status:	Lease Holder or Occupant
Name: _____	Birth Date: _____	Status:	Lease Holder or Occupant
Name: _____	Birth Date: _____	Status:	Lease Holder or Occupant
Name: _____	Birth Date: _____	Status:	Lease Holder or Occupant

(12) Will there be any pets residing in or around the property? Yes / No

If yes, what kind? (Include: Age, Weight, Size, & Type.) _____

(13) Have you ever been convicted of Felony? Yes / No

If yes, please explain. _____

(14) Have you ever been foreclosed on before? Yes / No

If yes, please explain. _____

(15) Have you ever had a car repossessed? Yes / No

If yes, please explain. _____

(16) Do you have any unpaid Utility Bills? Yes / No

If yes, please explain. _____

(17) Do you have any Judgments pending or received against you? Yes / No

If yes, please explain. _____

(18) Do you have any unpaid Student Loans? Yes / No

If yes, please explain. _____

(19) Have you ever filed bankruptcy? Yes / No

If yes, please explain. _____

(20) Have you rented or signed a lease for yourself or anyone else in the past 10 years? Yes / No

(21) Have you had a household treated for bed bugs, roaches, or other pest in the past 1 year? Yes / No

If yes, please explain type of pest? _____ When? _____ Why? _____

Do you have verification that the pest extermination was successful and resolved? Yes / No

(22) Is there any other information management should consider when reviewing your application? Yes / No

If yes, please explain. _____



***AUTHORIZATION TO OBTAIN INFORMATION:** By signing your name below you authorize the landlord and/or representing agent(s) to obtain references, credential, financial, criminal, employment, and residence status information by request. You permit the landlord and/or management company to obtain any information necessary to verify the accuracy of any information or statements you have made in this application. You authorize and permit the landlord or management company to make future credit inquiries in regards to continued creditworthiness and for purposes of collection of unpaid rent or damages to premises, should that become necessary.

***AGREEMENT OF APPLICATION TERMS AND CONDITONS:** You understand you are applying to lease a residential property within our community. We actively seek only qualified residents to reside in our homes. All applications are screened and all the information provided on the rental application will be verified. The same screening and verification process is used for every applicant in the same manor; fairly and consistently in accordance to all Fair Housing guidelines. An applicant who passes the screening criteria is offered the option to lease a residential property within our community when one is available. An applicant who does not satisfy the screening criteria is not accepted as a resident. Please make sure you completely fill in the rental application. If you do not provide us with complete and accurate information, we will not be able to process your application. Please read the below terms and then sign below acknowledging acceptance of the terms of your application. Thank you for applying to lease one of our residential properties and we hope you will become a long-term resident within our lovely community.

***TERMS:(APPLICANTS UNDERSTAND AND AGREE TO THE FOLLOWING.)**

- Information obtained can be used to determine my eligibility for lease of a residential property and that if the application is approved management may request in addition to any other required move-in costs; additional rents due at or before my time of move-in if my application is approved with conditions of payment of the First Month's Rent and the Last Month's Rent due by the scheduled Move-In date, or market rate rent plus an additional non-refundable monthly premium.
- Application fees are nonrefundable and nontransferable, and may only be paid by check or money order. All application fees are due at the time of submitting the application for processing and review.
- Reservation deposits are nonrefundable and nontransferable and can only be paid by certified funds only such as a cashier's check or money order.
- If the application is approved I must pay the nonrefundable maintenance fee by the scheduled move-in date.
- I am applying to rent a residential property for the current market rate in addition to any concession(s) offered at my time of application and that I will not be eligible for any additional concession if such other concessions are advertised after my date of application.
- Market rates, concessions, and promotions are subject to change without notice.
- I must pay all rents on time on or before the **1st** day of every month to receive any rental concessions described in my lease agreement.
- Failure to make a payment of my rent on or before the **1st** of every month is subject to a monthly nonrefundable **\$75.00** Late Fee. The only way to avoid any fees is to pay my rent on time on or before the **1st** day of each month.
- Partial payments of rent are subject to the same nonrefundable late fee of **\$75.00**.
- Failure to not pay my rent in full will result in collection activity including nonrefundable late fees, court fees, attorney fees, administrative fees, court action, negative credit reporting, and small claims court for the garnishment of your personal income and / or any personal property totaling the value of what is owed.
- I am responsible for all NSF, court, attorney, collection costs, and administrative fees charged to my account, and that all fees are nonrefundable.
- I am applying to lease a residential property and that the signed lease agreement will be a binding contract that will require me to be responsible for total cost of the lease term described in my lease in addition to any lease break fees.
- I am applying to lease a residential property that does not permit pet(s) of any species; unless otherwise approved by management in writing.
- To avoid cancellation of my application I must have all the required information submitted at the time of the application. I agree to re-submit updated verifications of Identification, employment, or residential history within 1 business day to management upon their request.
- Upon approval of my application I must pay a nonrefundable and nontransferable reservation fee of at least **\$200.00** or more to secure a rental property for a scheduled move-in date no later than **30** business days from the date of my approval, and payment of my reservation fee. Additional non-refundable reservation fees may be required to hold rental property longer than 30 days if approved in writing by management.
- If I cancel my application and / or move-in for any reason the total amount paid in reservation fees and application fees is nonrefundable and nontransferable.
- I must move-in within **30** Days of my approval and payment of my reservation deposit.
- Any failure on my behalf to move-in within **30** Days will result in a canceled application. Upon cancellation of my application I will be required to re-apply to lease a residential property which would include my re-submitting all required forms of verification and payment of all additional nonrefundable and nontransferable application fees for the reprocessing of my new application; including additional credit and background screenings.
- If I need to re-apply in the future because of cancellation, move-out, or denial that I will not be eligible for any previous promotions or concessions from any other prior applications, and that I would be re-applying to lease a residential property at the current market rate in addition to any concessions offered at the time of my re-application.
- Agree that this application is subject to approval, based on the information that was provided on my application, and returned verifications, and If any of the information I have given is verified as FALSE, my application will be denied.
- If any information provided on my application is verified as false after I have moved in it will be grounds for eviction.
- That an annual update of the information I provided on this application shall be requested. I agree to provide updated information and notify landlord or management of any changes (e.g., employment, phone number, bank, car, emergency contact).
- That I hereby waive any claim for damages if my application is not accepted.
- That every good faith effort will be made to have the premises ready for occupancy. However, should the premises not be available for occupancy on the date provided, I hereby waive any and all rights to seek to recover damages of any kind from the landlord or management company.
- That I shall not hold the landlord or management responsible for any allergic reactions to the premises, inside or out- side, from me, other occupants, or guests. I shall check for allergic reactions before signing the Rental Agreement.
- I understand I can inspect the apartment prior to move-in and lease signing and that if I wish to transfer to another unit after I move-in: I must live in the unit for greater than **90** days; I must provide a written notice **30** days in advance requesting to transfer, and pay a non-refundable transfer fee before transfer.
- That I hereby apply to lease a residential property for a twelve month term and upon the conditions set forth by the property owner and agree that the rent is payable on or before the first day of each month.
- That a shorter term lease must be requested and approved before lease signing.
- A short term lease will not qualify for any concessions or promotions and will be subject to additional monthly premiums due by the **1st** of every month.
- That this application is not a lease or rental agreement and should it be accepted, and should I cancel for any reason or I fail to sign a lease provided within **30** business day(s) of being accepted the application shall be considered withdrawn and canceled, there will be no further obligation to reserve the residential property for lease, and my holding deposit will be forfeited as liquidated damages in payment for the management's time and effort in processing my inquiry and application, including making necessary arrangements for my reserved residential property for lease. In addition I the above described applicant(s) agree that all the information provided is true to the best of my knowledge.

X _____
Applicant Signature **Date**

Applicant Printed Name

Property: _____ (OFFICE USE ONLY) Application Code: _____



***TO BE COMPLETED BY THE APPLICANT.**

APPLICANT'S AUTHORIZATION FOR RELEASE



AUTHORIZATION BY APPLICANT(S) FOR THE LANDLORD AND/OR ITS AGENT(S) TO OBTAIN ANY INFORMATION NEEDED FROM YOUR REFERENCES, CREDITENIAL SOURCES, FINANCIAL INSTITUTIONS, CRIMINAL RECORDS, EMPLOYMENT HISTORY, RESIDENTIAL HISTORY, AND OTHER RELATED SOURCES BY REQUEST AT ANY TIME.

***AUTHORIZATION TO OBTAIN INFORMATION:** By signing your name below you authorize the landlord and/or representing agent(s) to obtain references, credential, financial, criminal, employment, and residence status information by request. You permit the landlord and/or management company to obtain any information necessary to verify the accuracy of any information or statements you have made in this application. You authorize and permit the landlord or management company to make future credit inquiries in regards to continued creditworthiness and for purposes of collection of unpaid rent or damages to premises, should that become necessary.

APPLICANT

X _____ APPLICANT'S PRINTED NAME
--

X _____ APPLICANT'S SIGNATURE	_____ DATE
---	----------------------

_____ ADDRESS	_____ APT. #	_____ ST.	_____ ZIP CODE
-------------------------	------------------------	---------------------	--------------------------

***I the above signed applicant hereby authorize verification and release of any information needed from my employer to be provided to the Landlor**

X _____ WITNESSES / AGENT'S PRINTED NAME	_____ TITLE
--	-----------------------

X _____ WITNESSES / AGENT'S SIGNATURE	_____ DATE
---	----------------------

EMPLOYMENT HISTORY VERIFICATION FORM

IN ADDITION TO A BACKGROUND CHECK, MANAGEMENT REVIEWS EMPLOYMENT HISTORY FOR UP TO 1 YEAR. PLEASE LIST TO THE BEST OF YOUR MEMORY ALL EMPLOYERS YOU WERE EMPLOYED THROUGH DURING THE LAST 12 MONTHS.

I, _____ state the below information is accurate and true to the best of my knowledge.
(PRINTED NAME)

 X
APPLICANT'S SIGNATURE _____ DATE _____ WITNESS SIGNATURE _____ DATE _____

EMPLOYER'S NAME			
EMPLOYER'S CITY AND STATE			
EMPLOYER'S PHONE NUMBER			
SUPERVISOR'S NAME			
START DATE		END DATE	
MONTHLY GROSS INCOME		POSITION	
REASON FOR LEAVING			
ADDITIONAL NOTES			
MANAGEMENT'S NOTES			

EMPLOYER'S NAME			
EMPLOYER'S CITY AND STATE			
EMPLOYER'S PHONE NUMBER			
SUPERVISOR'S NAME			
START DATE		END DATE	
MONTHLY GROSS INCOME		POSITION	
REASON FOR LEAVING			
ADDITIONAL NOTES			
MANAGEMENT'S NOTES			

EMPLOYER'S NAME			
EMPLOYER'S CITY AND STATE			
EMPLOYER'S PHONE NUMBER			
SUPERVISOR'S NAME			
START DATE		END DATE	
MONTHLY GROSS INCOME		POSITION	
REASON FOR LEAVING			
ADDITIONAL NOTES			
MANAGEMENT'S NOTES			



RESIDENTIAL AND RENTAL HISTORY VERIFICATION FORM

IN ADDITION TO A BACKGROUND CHECK, MANAGEMENT REVIEWS RENTAL AND RESIDENTIAL HISTORY FOR UP TO 3 YEARS. PLEASE LIST TO THE BEST OF YOUR MEMORY ALL ADDRESS YOU RESIDED AND RENTED AT DURING THIS TIME FRAME.

I, _____ state the below information is accurate and true to the best of my knowledge.
(PRINTED NAME)

 X
APPLICANT'S SIGNATURE _____ DATE _____ WITNESS SIGNATURE _____ DATE _____

ADDRESS:	
DATES OF RESIDENCY:	
RENTAL RATE:	
LANDLORD'S NAME:	
LANDLORD'S PHONE NUMBER:	
EXPLAIN IF YOU DID NOT RENT:	
WHY DID YOU MOVE OUT?	
MANAGEMENT'S NOTES:	

ADDRESS:	
DATES OF RESIDENCY:	
RENTAL RATE:	
LANDLORD'S NAME:	
LANDLORD'S PHONE NUMBER:	
EXPLAIN IF YOU DID NOT RENT:	
WHY DID YOU MOVE OUT?	
MANAGEMENT'S NOTES:	

ADDRESS:	
DATES OF RESIDENCY:	
RENTAL RATE:	
LANDLORD'S NAME:	
LANDLORD'S PHONE NUMBER:	
EXPLAIN IF YOU DID NOT RENT:	
WHY DID YOU MOVE OUT?	
MANAGEMENT'S NOTES:	

ADDITIONAL FORMS ARE AVAILABLE IF NEEDED UPON REQUEST. THANK YOU, MGMT.

