

# RENTAL APPLICATION

Community \_\_\_\_\_ Phone \_\_\_\_\_ Unit No. \_\_\_\_\_ Date \_\_\_\_\_

LEASE TERM: _____ Move In Date _____ Size _____	BASE RENT	\$ _____
CC INFO: POS: _____ NEG: _____ PR: _____ UD: _____ BK: _____	OTHER RENT	\$ _____
RENTAL HISTORY VERIFIED BY: _____	SECURITY DEPOSIT	\$ _____
APPLICATION APPROVED: Y _____ N _____ DENIAL LETTER SENT ____/____/____	OTHER DEPOSIT	\$ _____
BY: _____ DATE: _____	APP REVIEW FEE	\$ _____
TOTAL RENT DIVIDED BY TOTAL MONTHLY INCOME = INCOME TO RENT RATIO: _____%	TOTAL AMOUNT DUE	\$ _____
	LESS AMOUNT RECEIVED	\$ _____
<b>OFFICE USE ONLY</b>	AMOUNT DUE AT MOVE IN	\$ _____

## 1. PERSON(S) TO OCCUPY APARTMENT:

a. \_\_\_\_\_  
 Applicant Name Date of Birth

\_\_\_\_\_  
 Social Security Number      Drivers License Number      State      Telephone # (Home)      Telephone # (Day)

b. \_\_\_\_\_      c. \_\_\_\_\_  
 Additional Occupant      DOB      Additional Occupant      DOB

d. \_\_\_\_\_      e. \_\_\_\_\_  
 Additional Occupant      DOB      Additional Occupant      DOB

## 2. RENTAL HISTORY (Minimum 3 YEARS)

a. \_\_\_\_\_  
 Current Apartment Community      Landlord Name      Landlord Telephone #      Reason for Leaving

\_\_\_\_\_  
 Street Address      Apt. #      City      State      Zip      From/To Date      \$  
 Rent Amount

b. \_\_\_\_\_  
 Previous Apartment Community      Landlord Name      Landlord Telephone #      Reason for Leaving

\_\_\_\_\_  
 Street Address      Apt. #      City      State      Zip      From/To Date      \$  
 Rent Amount

c. \_\_\_\_\_  
 Previous Apartment Community      Landlord Name      Landlord Telephone #      Reason for Leaving

\_\_\_\_\_  
 Street Address      Apt. #      City      State      Zip      From/To Date      \$  
 Rent Amount

**3. EMPLOYMENT INFORMATION (3 YEARS)**

a. \_\_\_\_\_  
 Current Employer                      Occupation                      From              To              Supervisor              Telephone #              Gross Monthly Income

b. \_\_\_\_\_  
 Previous Employer                      Occupation                      From              To              Supervisor              Telephone #              Gross Monthly Income

c. \_\_\_\_\_  
 Military Branch (if applicable)                      Rate/Rank                      CO                      Duty Station                      Telephone #

d. \_\_\_\_\_  
 Source of Additional Income                      Amount                      (Must be verifiable)

**4. CREDIT INFORMATION**

\_\_\_\_\_  
 Name of Bank/Branch                      Savings Account #                      Checking Account #

Have you ever filed for bankruptcy? \_\_\_\_\_ Have you ever been evicted? \_\_\_\_\_ Are there any outstanding judgements against you? \_\_\_\_\_

Do you have any current or previous collection accounts on your credit? \_\_\_\_\_

**5. OTHER INFORMATION**

Automobile No. 1 \_\_\_\_\_  
 Make                      Model                      Year                      License #

Automobile No. 2 \_\_\_\_\_  
 Make                      Model                      Year                      License #

**a. IN CASE OF EMERGENCY, NOTIFY:**

\_\_\_\_\_  
 Name                      Relationship                      Telephone # (Include Area Code)

b. Do you own any water-filled furniture/aquarium? \_\_\_\_\_ Do you have any pets? (specify) \_\_\_\_\_

**6. Which of the following FIRST called your attention to this apartment community?**

Newspaper – Name of Paper: \_\_\_\_\_ Referral – By Whom: \_\_\_\_\_

Website: \_\_\_\_\_ Rental Magazine: \_\_\_\_\_

Signs/Drive-By: \_\_\_\_\_ Other (please specify): \_\_\_\_\_

**7. Please rate the top 3 factors that influenced your decision to rent at this apartment community:**

Location: \_\_\_\_\_ Amenities: \_\_\_\_\_ Unit Plan: \_\_\_\_\_ Rental Rate: \_\_\_\_\_ General Appearance: \_\_\_\_\_ Staff: \_\_\_\_\_

Other, Please specify: \_\_\_\_\_

Applicant hereby authorizes Lessor or his designated agent to obtain a credit report and/or for direct contact with references and employers. This application is not a Lease Agreement and is subject to approval by Lessor.

Applicant represents that all statements in this application are true and correct and hereby authorizes the verification of all information contained herein. This application is incorporated by reference into the Lease. Any false representation contained herein could be a basis for denial and/or eviction.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**8. Apartment Reservation Agreement**

Applicant, in consideration of the owner’s receipt of this Application for the review process and approval or rejection, tenders the sum of \$ \_\_\_\_\_ as a Holding Deposit. The Holding Deposit is separate and in addition to the Application Review Fee. Upon approval of Application and in consideration of the Holding Deposit, Lessor does hereby agree to hold apartment number \_\_\_\_\_ to and including the \_\_\_\_\_ day of \_\_\_\_\_ at a rate of \$ \_\_\_\_\_ per month, and Applicant agrees to sign a Lease for a term of \_\_\_\_\_ months. **If management approves the application, and Applicant cancels this Apartment Reservation, Applicant agrees that; 1) Initial(s) \_\_\_\_\_ Holding Deposit is forfeited as liquidated damages for breach of contract; or 2) Initial(s) \_\_\_\_\_ Lessor may deduct from Holding Deposit damages resulting from breach of contract and Lessee shall remain liable for any damages exceeding the Holding Deposit.** In the event the above mentioned apartment is unavailable to occupy for whatever reason, Applicant may elect to have said Holding Deposit refunded. Upon the taking of possession by Applicant said Holding Deposit shall be applied to the Security Deposit to be returned in accordance with state law. If this Application is not accepted by management within three (3) business days from the date of receipt, said amount shall be returned by mail to Applicant. Applicant agrees that management shall not be liable for any delay in date said apartment is ready for occupancy.

Applicant acknowledges and understands the terms and conditions of this agreement.

\_\_\_\_\_  
Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Agent/Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**NO CASH ACCEPTED**

