

Application for Occupancy

A NON-REFUNDABLE FEE OF \$50 WILL BE CHARGED PER APPLICANT FOR CREDIT VERIFICATION, ADDITIONAL ADMIN FEES MAY APPLY, PHOTO ID & PROOF OF INCOME REQUIRED.

Applicant Information

Name:		Today's Date:	
Date of birth:	SSN:	Email:	
Phone:	Cell Phone:	Drivers Lic. No.:	
Current address:			
City:	State:	ZIP Code:	
Names of all other occupants:			
<input type="checkbox"/> Own <input type="checkbox"/> Rent	Monthly Payment:	From: To:	Reason for Leaving:
If Renting Owner/Agent:			Owner/Agent Phone:
Previous address:			
City:	State:	ZIP Code:	
<input type="checkbox"/> Own <input type="checkbox"/> Rent	Monthly Payment:	From: To:	Reason for Leaving:
If Renting Owner/Agent:			Owner/Agent Phone:

Employment Information

Employment Status (Please check one): <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed			
Current employer:			
Employer address:			Dates of Employment:
Supervisor:	Phone:	Fax:	
City:	State:	ZIP Code:	
Position:	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary (Please check one)		Gross Monthly Income:

Vehicle Information

Total Number of Vehicles (Including Company Vehicles):			
Make/Model:	Year:	Color:	License Plate No:
Make/Model:	Year:	Color:	License Plate No:
Other Car / Motorcycle / Etc.:			

Emergency Contact

Name of a person not residing with you:		
Address:		Relationship:
City:	State:	ZIP Code:
Home Phone:	Cell Phone:	Work Phone:

Additional Information		
Have You Ever (please check yes or no):	Been sued for non-payment of rent? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Been evicted or asked to move out? <input type="checkbox"/> Yes <input type="checkbox"/> No	Broker a Rental Agreement or Lease? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Been Sued for damages to Rental Property? <input type="checkbox"/> Yes <input type="checkbox"/> No	Declared Bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have charges pending against you for any criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No	Pending Foreclosure? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of, or pleaded guilty or no contest to, any criminal offense(s) or had any criminal offense(s) disposed of other than by acquittal or finding of "not guilty"? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes to any of the above questions, please give details and dates:		
Do you have any pets?	How Many?	What Breed?
How did you hear about the property?		
PLEASE READ CAREFULLY AND SIGN BELOW		
<p>I hereby deposit the sum of \$_____ as a rental fee to hold the unit off the market pending approval; <u>this fee is in addition to any and all application fees and/or admin fees paid to Lessor.</u> If approved and the contemplated lease is entered into, the rental fee shall be credited to the required security deposit. <u>If applicant fails to enter into the contemplated lease, the rental fee shall be forfeited to the Lessor as liquidated damages.</u> The rental fee shall be refunded if the applicant is denied. Keys will be furnished only after the lease and all other documents have been signed and deposits paid. This application is preliminary only and does not obligate Lessor or Lessors agent to execute a lease or deliver possession of premises. I hereby acknowledge and agree to the above terms and conditions for the rental fee _____ (applicants initials)</p> <p>I hereby acknowledge that the information provided above is complete and accurate and agree that in the event that I enter into a lease with the Lessor, the Lessor may cancel that lease if any of the foregoing information is inaccurate or false. I understand that the rules and regulations of this building are adopted for the benefit of all residents and agree to be subject to, and abide by them.</p> <p>By signing below, I hereby grant Lessor the permission to run a complete credit report, rental history, criminal record report and employment verification on me. Such credit report, rental history, criminal record report and employment verification will be used by Lessor for further evaluation in agreeing to rent an apartment to me. I hereby acknowledge and agree that this rental application and all corresponding reports are only good for 90-days from the date below. <u>In addition, I hereby acknowledge and agree any and all application fees and/or admin fees paid to Lessor are NON-REFUNDABLE.</u></p>		
Signature of applicant:		Date:
OFFICE USE ONLY DO NOT WRITE BELOW		
Apartment No:	Apartment Size/Description:	
Anticipated Move In:	Monthly Rent:	
Lease Start Date:	Lease End Date:	
Move In Special if Any:		
This Application is <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Not Approved By:		
Title:	Date:	
Conditions of Approval or Reason Not Approved:		
Applicant Notified By (name):	Date Notified:	
Notified By: (Please check one) <input type="checkbox"/> Adverse Action Letter (attach copy) <input type="checkbox"/> Telephone <input type="checkbox"/> Email <input type="checkbox"/> In Person		