

# Rental/Credit Application

**Application Fee:**  
\$25 per application



## FOR OFFICE USE ONLY

Date:		Property:	
Move in date desired:		Apt #:	
Added to waiting list:	Rental price range:	App Fee Paid?	Deposit Paid:
Type/size of home:		App taken by:	

Applicant Name: Last/First/MI	Over 18 years?	Smoker Y   N	Social Security Number	Email Address:
Co-Applicant Name: Last/First/MI	Over 18 years?	Smoker Y   N	Social Security Number	Email Address:
Occupant Name: Last/First/MI	Over 18 years?	Smoker Y   N	Social Security Number	Email Address:
Occupant Name: Last/First/MI	Over 18 years?	Smoker Y   N	Social Security Number	Email Address:

Has either the applicant or co-applicant ever filed for bankruptcy? Y | N If yes, Year: [ ] If yes, explain:

<p>Have you ever been evicted or asked to leave an apartment? Y   N</p> <p>Did you ever have a security deposit withheld? Y   N</p> <p>Have you ever refused to pay rent for any reason? Y   N</p> <p>Have you ever been convicted of a felony? Y   N</p> <p>Do you have any history of drug or criminal offenses? Y   N</p> <p>Do you know of any reason that may interrupt your ability to pay rent within the next 24 months? Explain:</p>	<p>Residents are required to submit proof of up-to-date vaccinations and shots for dogs and cats. Cats must have proof of neutering/spaying.</p> <p>How many pets do you own? _____ Type of pet(s) _____</p> <p>Breed/Color: _____</p> <p>Weight _____ Height at shoulder _____ Age: [ ] Sex: M   F</p> <p>Neutered: Y   N De-clawed: Y   N</p> <p>Name: _____</p> <p>Name: _____</p> <p>Can you find the pet(s) a home? Y   N</p>
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## APPLICANT—RESIDENCE HISTORY & FINANCIAL INFORMATION

Applicant's Current Address: (Street, City, State, Zip)				
Home phone: ( )	Work phone: ( )	Fax: ( )	Cell: ( )	Email: (please print clearly)
Name of Current Landlord/Management Company				Landlord's phone # ( )
How long have you lived at this address? (Yrs/Mos)	Reason for moving?		Number of late payments?	
Did you ever have a rent check returned NSF? Y   N			Amount of Rent per Month \$	
Applicant's Previous Address: (Street, City, State, Zip)				
Previous Landlord/Management Company				Landlord's phone # ( )
When did you live at this address?	Reason for moving?		Number of late payments?	
Did you ever have a rent check returned NSF? Y   N			Amount of Rent per Month \$	

## EMPLOYMENT INFORMATION

Your current employment status: [ ] full-time [ ] part-time (less than 32 hours) [ ] student [ ] retired [ ] unemployed [ ] section 8 [ ] disability			Employer's phone # ( )	
Applicant Employed by:	How long?	Position:	Rate of Pay: Per:	Avg. hours per week:
Co-Applicant's current employment status: [ ] full-time [ ] part-time (less than 32 hours) [ ] student [ ] retired [ ] unemployed [ ] section 8 [ ] disability			Employer's phone # ( )	
Co-Applicant Employed by:	How long?	Position:	Rate of Pay: Per:	Avg. hours per week:

**ADDITIONAL INCOME**

If there are additional, verifiable sources of income you would like considered, please list income source (i.e. self-employment, Social Security, and benefit payments, etc.), amount, contact person and phone number. Child support or alimony need not be disclosed unless you desire this additional income to be considered for qualification. If so, official documentation will be required for any of these income sources.

Source	Amount per month	Contact person	Phone (    )
Source	Amount per month	Contact person	Phone (    )

**VEHICLE INFORMATION**

How many cars will be kept on the property?	<b>VEHICLE 1</b> MAKE	COLOR	MODEL	PLATE NO	STATE	YEAR
	<b>VEHICLE 2</b> MAKE	COLOR	MODEL	PLATE NO	STATE	YEAR
	<b>VEHICLE 3</b> MAKE	COLOR	MODEL	PLATE NO	STATE	YEAR

Do you have any other vehicles, such as motorcycle, boat, camper, etc.? Please list here.

**CREDIT INFORMATION**

Credit cards, loans & banks (including banks, department stores, gas cards, student loans)

Creditor	Account number	Amount owed \$	Monthly payment \$
Creditor	Account number	Amount owed \$	Monthly payment \$
Creditor	Account number	Amount owed \$	Monthly payment \$
Name of bank, branch	Account number	Type of account	Phone number (    )
Name of bank, branch	Account number	Type of account	Phone number (    )

**SIGNATURE(S)**

Thank you for completing an application to rent from us. Please sign below and provide the following documents/authorization: A completed application requires submission of the following: a government-issued photo identification (homes cannot be shown without it) and three most recent pay stubs of each income source listed (if self-employed, current schedule C tax return and proof of current income). A non-refundable fee of \$25 is charged to each application for the purpose of verifying the information furnished on this application. Applicant hereby represents all information on this application is true and complete and hereby authorizes verification of information, references and credit history. Applicant acknowledges this application will become part of the lease agreement when approved. If any information is found to be incorrect, the applicant will be rejected and any subsequent rental agreement becomes null and void. False and misleading statements will be sufficient reason for immediate eviction and loss of security deposit.

I hereby deposit \$ \_\_\_\_\_ (one month's rent) as earnest money to be refunded to me if this application is not approved. I also give management permission to contact all references listed above for future rental consideration and regarding any future unpaid rental obligations. (The \$25 application fee will be retained to cover application costs). Upon approval of this application, this deposit shall be retained as part of the security deposit. When so approved, I agree to execute the lease before possession is given and to pay the balance of the security deposit, if any, within THREE (3) business days after being verbally notified of approval, or all deposits received will be forfeited as liquidated damages in payment for the agent's time and effort for processing my inquiry and application. If this application is not approved by the owner or agent, the deposit will be refunded, the applicant hereby waiving any claim for damages by reason of non-acceptance which the owner or his agent may reject without stating any reason for doing so.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CO-APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

The undersigned authorizes landlord, leasing agent, and representatives of owner/landlord to contact the undersigned's current or previous landlord, and current employer, and further, by a copy of this Application, authorizes any said landlord or employer to release pertinent residential and employment history information to be used in evaluating my lease application. I further authorize owner/landlord, leasing agent or its representatives to apply for or obtain an investigation or credit report in connection with this application. I understand that said investigation or credit report may contain information obtained from various state governmental and private entities relative to the undersigned's number of children, employment, occupation, general health, financial and criminal history information.



**If there is a co-applicant, please have them complete this page  
and sign the bottom of the preceding page**

**CO-APPLICANT—RESIDENCE HISTORY & EMPLOYMENT INFORMATION**

Co-Applicant's Current Address: (Street, City, State, Zip)				
Home phone: ( ) ( )	Work phone: ( ) ( )	Fax: ( ) ( )	Cell: ( ) ( )	Email: (please print clearly)
Name of Current Landlord/Management Company			Landlord's phone # ( ) ( )	
How long have you lived at this address? (Yrs/Mos)		Reason for moving?	Number of late payments?	
Did you ever have a rent check returned NSF? Y   N			Amount of Rent per Month \$	
Applicant's Previous Address: (Street, City, State, Zip)				
Previous Landlord/Management Company			Landlord's phone # ( ) ( )	
When did you live at this address?		Reason for moving?	Number of late payments?	
Did you ever have a rent check returned NSF? Y   N			Amount of Rent per Month \$	
Your current employment status: [ ] full-time [ ] part-time (less than 32 hours) [ ] student [ ] retired [ ] unemployed [ ] section 8 [ ] disability			Employer's phone # ( ) ( )	
Do you know of any reason that may interrupt your ability to pay rent within the next 24 months? Explain:			Have you ever been evicted or asked to leave an apartment? Y   N Do you have any history of drug or criminal offenses? Y   N Did you ever have a security deposit withheld? Y   N Have you ever refused to pay rent for any reason? Y   N Have you ever been convicted of a felony? Y   N	

**FINANCIAL INFORMATION**

If there are additional, verifiable sources of income you would like considered, please list income source (i.e. self-employment, Social Security, and benefit payments, etc.), amount, contact person and phone number. Child support or alimony need not be disclosed unless you desire this additional income to be considered for qualification. If so, official documentation will be required for any of these income sources.

Source	Amount per month	Contact person	Phone ( ) ( )
Source	Amount per month	Contact person	Phone ( ) ( )

**CREDIT INFORMATION**

Credit cards, loans & banks (including banks, department stores, gas cards, student loans)

Creditor	Account number	Amount owed \$	Monthly payment \$
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Name of bank, branch	Account number	Type of account	Phone number ( ) ( )
Name of bank, branch	Account number	Type of account	Phone number ( ) ( )

**REFERENCES**

Name of character/personal reference	Street address, city, state, zip	Relationship/How long	Phone number ( ) ( )
Name of character/personal reference	Street address, city, state, zip	Relationship/How long	Phone number ( ) ( )
Name of character/personal reference	Street address, city, state, zip	Relationship/How long	Phone number ( ) ( )

## Qualifications for Approval

**APPLICATION FEE:** A non-refundable application fee of \$25 must be paid by each application.

**SOCIAL SECURITY NUMBER:** Each applicant must have a United States government issued Social Security number in order for the verification process to begin.

**INCOME:** A verifiable consistent monthly gross income less monthly debt obligations from the prospective resident(s) of at least 3 times the monthly rent amount. If not, then a co-signer may be required or prepayment-escrow may be used as an option.

**CREDIT HISTORY:** Applications must have a credit report which reflects a positive payment history on at least 66% of the total accounts reported for the past two (2) years.

**RESIDENCE HISTORY:** Applications must have a current resident reference (apartment community or Mortgage Company) reflecting a prompt payment record and an acceptable rental history for the past two (2) years or a credit approved co-signer.

**EMPLOYMENT:** a company representative must verify Application's employment and/or proof of retirement benefits, disability income or other income.

**CRIMINAL HISTORY:** Applicants must not have a criminal history, which reflects any prior felony convictions or deferred adjudication for felony offenses. **NOTE:** This requirement does not constitute a guarantee or representation that residents or occupants residing at this apartment community have not been convicted of a felony or are not subject to deferred adjudication for a felony.

**VALIDITY PERIOD:** Approved applications (other than those who are on our active waiting list) will remain in good standing for a period of ninety (90) days from the approval date. If the lease is not signed and/or the applicant(s) fails to occupy an apartment within the viable time period, the application must be re-submitted for verification and approval and a new application fee must be paid.