

# 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

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Social Security Number	Drivers License Number	State	Telephone # (Home)	Telephone # (Day)
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b. \_\_\_\_\_  
 Additional Occupant DOB

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

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

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

**2. RENTAL HISTORY (Minimum 3 YEARS)**

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

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Street Address	Apt. #	City	State	Zip	From/To Date	\$ Rent Amount
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b. \_\_\_\_\_  
 Previous Apartment Community Landlord Name Landlord Telephone # Reason for Leaving

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Street Address	Apt. #	City	State	Zip	From/To Date	\$ Rent Amount
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c. \_\_\_\_\_  
 Previous Apartment Community Landlord Name Landlord Telephone # Reason for Leaving

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



## GENERAL RENTAL AND OCCUPANCY CRITERIA GUIDELINES

**All applications for residency will be evaluated using the following criteria: Rental Applications must be processed on all prospective residents 18 years of age and older who will be responsible for the lease. Government issued photo identification must be shown at time of application submittal. Most recent address(es) must be verifiable. A non-refundable application fee must be paid prior to submittal for the credit report.**

This community uses a statistically sound credit scoring system to evaluate your consumer credit report. Credit scoring is based on real data and statistics so all applicants are treated objectively. Your credit report contains information about you and your credit experiences including your bill-paying history, the number and type of accounts you have, late payments, collection actions, outstanding debt, rental history and the age of your accounts. Using a statistical program, your information is compared to the credit performance of other applicants with similar profiles which allows us to predict how likely it is that you will pay your rent on time. The credit service provider also checks related data sources which include the FBI and U.S. Treasury lists of individuals wanted for direct involvement or support of terrorist activities. Based on your credit score and related data source information, your application will be either accepted, receive a low acceptance, conditional acceptance or be declined. If your application is denied or accepted with conditions, you will be given the name, address and telephone number of the consumer reporting agencies which provided your consumer information to us.

**OCCUPANCY REQUIREMENT:** If a minor is brought into household during tenancy that exceeds occupancy, you may stay through lease term or no longer than 4 months when tenancy is month to month.

Studio – 2 persons	2 Bedrooms – 5 persons	4 Bedrooms – 9 persons
1 Bedroom – 3 persons	3 Bedrooms – 7 persons	

*All applicants must comply with the following income requirements: Within 72 hours of applying for rental, income must be verified by providing documents such as: Pay stubs covering 2 pay periods, court ordered spousal or child support, prior year’s W-2, Social Security, GI benefits, pensions, disability income, trust income, dividend income, or other sources of regular income.*

**CREDIT HISTORY** – Applicant’s credit record must be currently satisfactory. Deposit requirements are based upon credit approval rating from a credit reporting agency. Accepted rating requires a \$500 deposit, Low Accept requires a \$600 deposit and Accepted with Conditions requires a \$700 deposit. Applicants with no prior credit history are rated Conditional Accept. No social security number and those returned with a “Refer” recommendation from the credit service provider must be reviewed by the Property Supervisor prior to acceptance or denial.

*Co-signers /Guarantors are accepted at some communities. Co-signers/guarantors are accepted for those applicants that do not meet the minimum income requirements. When a co-signer/guarantor is accepted, the co-signer/guarantor must apply and be qualified as a resident. Guarantors and co-signers have full financial responsibility under the lease. Co-signers/Guarantors must meet income requirements of 4-times the month’s rent.*

A criminal background check will be conducted for each applicant. The criminal search will be processed for all addresses at which the applicant(s) has resided over the previous three (3) years. The application will be rejected for any of the following reported criminal related reasons:

- Any Felony Convictions within ten (10) years prior to the application date.
- Any drug or weapon related convictions, within ten (10) years prior to the application date.
- Any of the above related changes resulting in “Adjudications Withheld” and/or “Deferred Adjudications.”
- Any Active status on Probation or Parole resulting from any of the above within ten (10) years prior to the application date.
- Any Terrorism related convictions – NO TIME LIMIT

Reasons for not approving an application include, but are not limited to: bankruptcy, insufficient income, unpaid judgments, eviction, outstanding rent debt, household size exceeding occupancy limits, unfavorable rental references and falsification of the application information. The application to rent will not be approved if the reservation deposit check is returned NSF.

**RENTERS INSURANCE** – Applicant agrees to carry a current and up to date Renters Insurance policy with minimum \$100,000 liability coverage throughout term of residency.

**Applicant Consent**

The undersigned applicant(s) and co-signer(s) hereby consent to allow the apartment community, through its designated agents or associates, to obtain a consumer report and/or criminal record information on each of us and to obtain and verify each of our credit and employment information for the purpose of determining whether to lease a unit or home to me/us. We also agree and understand that the owner and its agents and associates may obtain additional consumer reports on each of us in the future to update or review our account. Upon my/our request, owner will tell me/us whether consumer reports were requested and the names and addresses of any consumer-reporting agency that provided such reports.

Applicant	Date
Applicant	Date
Applicant	Date