



## THE GOTHAM

### **Notice to All Apartment Applicants**

We take pride in the management of our residential communities. We actively look for responsible residents to make their homes with us, and strive to provide the best services we possibly can while they live in the communities we own and manage.

We qualify our applicants very carefully. We completely verify all information provided to us on the rental application you complete, and from other sources available to us. We run a credit report and background check, we verify employment, and we check previous rental history. By making an application for an apartment in one of our communities, you acknowledge that these checks and verifications will be done, and give your permission for us to do so.

The screening and verification process is used for every applicant the same way – fairly, consistently, and uniformly. An applicant who passes the screening criteria is offered an apartment. An applicant who does not satisfy the screening criteria is not accepted as a resident.

We are pledged to the letter and spirit of U.S. policy of the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status or national origin.

Please complete your application fully. If you do not provide us with complete information, we will not be able to process your application. If there is an item on the application that you do not understand, please ask for assistance from our staff. If there is additional information that you feel might be of assistance to us in processing your application, please let us know. We are here to be of service to you and your friends and family who also may want to make their home in an Applied Companies community.

The completed application should be returned for every adult who will reside in the apartment along with:

- 1) Non-refundable \$75.00 credit check fee.
- 2) Proof of income.
- 3) Copy of social security card.
- 4) Photo I.D.

We will do our best to process your application quickly and give you an answer within a reasonable time.

To qualify for an apartment, an applicant's gross monthly income must meet or exceed three times the monthly rental rate including all other charges and have a clear credit history. Retired applicants must have sufficient income and/or savings (savings must equal three times the total dollar amount of the lease agreement) to meet the monthly income requirements listed above. A notarized statement regarding your credit history may be submitted as explanation of any unfavorable or questionable issues. However, the landlord reserves the right to reject any applicant based upon previous payment history or credit standing. Co-signers are treated as applicants and are subject to the same background and credit checks. An application for a co-signer must be filled out and submitted for approval.

In order to hold an apartment, you must complete the application, provide the necessary documentation and sign a lease. Within 3 business days, your application will be reviewed and approved or rejected. If approved, the landlord and prospective resident will sign off on the lease and have 48 hours to submit the first month's rent and a security deposit or Sure Deposit fee. **WE WILL NOT HOLD THE APARTMENT MORE THAN THREE (3) BUSINESS DAYS.**

All renters are required to provide proof of renter's insurance with liability coverage based the terms of the lease.

**CONSENT:**

I hereby consent to allow The Applied Companies through its designated agent and its employees, to obtain and verify my credit, criminal and related information for the purpose of determining whether or not to lease to me an apartment, The Applied Companies and its agent shall have a continuing right to review my credit information, rental application, criminal information, related information, payment history and occupancy history for account review purposes and for improving application methods.

Applicant: _____	Date: _____
Applicant: _____	Date: _____
Applicant: _____	Date: _____
Applicant: _____	Date: _____

# Rental Application

## THE APPLIED COMPANIES

FOR OFFICE USE ONLY

DATE \_\_\_\_\_  
PROPERTY \_\_\_\_\_  
APT. NO. \_\_\_\_\_ RENT \$ \_\_\_\_\_  
AGENT \_\_\_\_\_

Please complete all requested information on the front and back of this form. Thank you for your interest in our apartments.

Date of Application \_\_\_\_\_ Desired Date of Occupancy \_\_\_\_\_  
Type and Size of Apartment Wanted (No. of Bedrooms, etc.) \_\_\_\_\_

### PERSONAL INFORMATION

APPLICANT'S FULL NAME \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Social Security No. \_\_\_\_\_ Driver's License No./State \_\_\_\_\_  
E-mail Address \_\_\_\_\_

CO-APPLICANT'S FULL NAME \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Social Security No. \_\_\_\_\_ Driver's License No./State \_\_\_\_\_ Relationship \_\_\_\_\_  
E-mail Address \_\_\_\_\_

Full Names of All Other Residents:	Relationship to You	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____

How Many Pets Do You or Other Occupants Own? \_\_\_\_\_  
Kind of Pet, Breed, Weight and Age \_\_\_\_\_  
How Did You Hear About Our Property? \_\_\_\_\_

### RESIDENCE HISTORY

PRESENT ADDRESS \_\_\_\_\_  
Present Telephone \_\_\_\_\_ Dates From \_\_\_\_\_ To \_\_\_\_\_  
Present Landlord or Mortgage Co. \_\_\_\_\_ Telephone \_\_\_\_\_  
Monthly Payment \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_  
Dates From \_\_\_\_\_ To \_\_\_\_\_  
Previous Landlord or Mortgage Co. \_\_\_\_\_ Telephone \_\_\_\_\_  
Monthly Payment \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

### EMPLOYMENT INFORMATION

PRESENT EMPLOYER \_\_\_\_\_ Dates From \_\_\_\_\_ To \_\_\_\_\_  
Employer's Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Gross Monthly Salary \$ \_\_\_\_\_

PREVIOUS EMPLOYER \_\_\_\_\_ Dates From \_\_\_\_\_ To \_\_\_\_\_  
Employer's Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_

CO-APPLICANT'S EMPLOYER \_\_\_\_\_ Dates From \_\_\_\_\_ To \_\_\_\_\_  
Employer's Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Gross Monthly Salary \$ \_\_\_\_\_

## BANKING AND CREDIT REFERENCES

BANK NAME & BRANCH \_\_\_\_\_ Telephone \_\_\_\_\_

Checking Acct. No. \_\_\_\_\_ Savings Acct. No. \_\_\_\_\_

Loan Acct. No. \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

CREDIT REFERENCE \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Account No. \_\_\_\_\_

CREDIT REFERENCE \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Account No. \_\_\_\_\_

OTHER REFERENCE \_\_\_\_\_

Address \_\_\_\_\_

## OTHER INFORMATION

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No./State \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No./State \_\_\_\_\_

Other Car, Motorcycle, etc. \_\_\_\_\_

Total Gross Monthly Household Income \$ \_\_\_\_\_

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Telephone \_\_\_\_\_

Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Telephone \_\_\_\_\_

Comments: \_\_\_\_\_

HAVE YOU OR CO-APPLICANT EVER: Been sued for non-payment of rent?  Yes  No

Been evicted or asked to move out?  Yes  No Broken a Rental Agreement or Lease?  Yes  No

Been sued for damage to rental property?  Yes  No Declared Bankruptcy?  Yes  No

In Case of Personal Emergency, Notify \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

*I hereby make application for an apartment and certify that this information is correct. I authorize you to contact any references that I have listed. I also authorize you to obtain my consumer credit report from your credit reporting agency, which will appear as an inquiry on my file.*

APPLICANT'S SIGNATURE \_\_\_\_\_

CO-APPLICANT \_\_\_\_\_

DATE SIGNED \_\_\_\_\_

### FOR OFFICE USE ONLY — DO NOT WRITE BELOW

Date Application Received \_\_\_\_\_ Received By \_\_\_\_\_

REFERENCE VERIFICATION	REMARKS
<input type="checkbox"/> Present Landlord	
<input type="checkbox"/> Previous Landlord	
<input type="checkbox"/> Employment	
<input type="checkbox"/> Previous Employ.	
<input type="checkbox"/> Co-Applicant Employ.	
<input type="checkbox"/> Bank	
<input type="checkbox"/> Credit (1)	
<input type="checkbox"/> Credit (2)	
<input type="checkbox"/> Credit (3)	
<input type="checkbox"/> Other	

RECORD OF PAYMENTS RECEIVED		
Date	Description	Amount

THIS APPLICATION:  Approved  Not Approved

Date \_\_\_\_\_

By \_\_\_\_\_

Assigned to Apt. No. \_\_\_\_\_ Rent \$ \_\_\_\_\_

Apartment Address \_\_\_\_\_

Applicant Notified By \_\_\_\_\_

Anticipated Move-In Date \_\_\_\_\_