

# EXCELSIOR

*The Excelsior Group*

## Application for Apartment Occupancy Agreement

Date: \_\_\_\_\_ Community Name: \_\_\_\_\_ Building No.: \_\_\_\_\_ Unit No.: \_\_\_\_\_

Full Month Rent: \$ \_\_\_\_\_ Expected Move-In Date: \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ / Move-In Fee: \$ \_\_\_\_\_ Paid  Check # \_\_\_\_\_ Date \_\_\_\_\_ Leasing Consultant \_\_\_\_\_

Application Processing Fee: \$ \_\_\_\_\_ Paid  Check # \_\_\_\_\_ Date \_\_\_\_\_

The application processing fee is non-refundable should this application for rental be accepted or not. Unmarried applicants please complete separate applications. The Excelsior Group accepts this pre-lease deposit of \$ \_\_\_\_\_ and move-in fee of \$ \_\_\_\_\_. These will be held until the rental application is approved, at which time they will be applied to the security deposit and move-in fee, as stated in the lease agreement.

Complete Legal Name of Applicant(s)	Birth Date	Driver's License #	Social Security #
1)			
2)			
<b>Present Address</b>			
		Apt. #	Home Phone
City	State	Zip Code	How Long?
Present Management or Mortgage Co.		Monthly Payment	Phone
<b>Previous Address</b>			
		Apt. #	Home Phone
City	State	Zip Code	How Long?
Previous Management or Mortgage Co.		Monthly Payment	Phone
<b>List Additional Occupants (Names)</b>		<b>Relationship</b>	<b>Age</b>
<b>Source of Income (If employed, list employer name)</b>			
1) Employer	Annual Salary	Position	Phone
Address		Supervisor's Name	Dates
Previous Employer		Phone	Dates
Address		Reason for Leaving	
2) Employer	Annual Salary	Position	Phone
Address		Supervisor's Name	Dates
Previous Employer		Phone	Dates
Address		Reason for Leaving	
<b>Additional Sources of Income</b>			
Source			Amount
Source			Amount

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Auto(s)			
Make and Model	Year	License Plate #	Color
Make and Model	Year	License Plate #	Color
References			
Name of nearest relative		Address	Phone
Name of personal reference		Address	Phone

- PETS  Yes  No Type \_\_\_\_\_ Breed \_\_\_\_\_ Number \_\_\_\_\_
- I/We authorize The Excelsior Group to do a complete investigation of all information provided within my application for residency. I/We have personally filled in and/or reviewed all information contained within the application. I/We understand failure to complete these documents completely and truthfully may result in denial and/or forfeit of deposit. A complete investigation may include any or all of the following: Credit Report, Verification of Employment and Income, Criminal Record Search, Rental History References (including MPHA), Unlawful Detainer/Eviction Investigation, and Personal Interviews with all provided references. The source of the information may come from, but is not limited to: credit bureaus; banks and other depository institutions; current and former employers; federal or state records including State Employment Security Agency records, county or state criminal records as follows, or other sources as required. It is understood that a photocopy or facsimile copy of this form will serve as authorization. I/We understand that I/We have a right to make a written request within 30 days to receive information pertaining to this report if I/We are not accepted based upon information contained in the report. I/We authorize The Excelsior Group to produce to the credit granter Federal and State records of employment and income history, including State Employment Security Agency records. This authorization is for this transaction only, and continues in effect for one (1) year unless limited by state law, in which case the authorization continues in effect for the maximum period, not to exceed one (1) year.
- Should applicant(s) desire to cancel this application, the security deposit will be retained as partial payment of the first month's rent unless the application is ultimately denied by The Excelsior Group.
- If management does not notify applicant(s) to the contrary within five working days (ten working days for out of state applications), this application will be considered accepted, in which case it is understood that said apartment is being held for applicant(s) and made ready for occupancy. If applicant(s) do not take possession of said apartment on date specified, the first month's rent is due and payable. In this event applicant(s) security deposit will apply against the rent due.
- The payment of a Deposit holds the apartment for the Applicant subject only to the Applicant successfully being screened and accepted for occupancy. By paying the Deposit, Applicant is asking Owner to take the apartment off the market and to lose the opportunity to market and/or rent the apartment to others. If Applicant changes his or her mind about the apartment, the Deposit will be applied as Liquidated Damages to Owner's loss of marketing time and will not be refunded to the Applicant.
  - Your Deposit will also be retained by Owner, and not refunded, if (1) the Rental Application is not accepted because it contains false or misleading information or (2) you sign the lease, but fail to fulfill the terms of the lease.
  - The Deposit will be returned to the Applicant by mail within seven (7) days of Owner rejecting the Rental Application for reasons other than Applicant supplying false or misleading information.

\_\_\_\_\_  
Signature Applicant #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Applicant #2

\_\_\_\_\_  
Date