



APT. NO. _____ APT. TYPE _____
 MONTHLY RENT _____ OCCUPANCY DATE _____
 REFERRED BY _____ PRO-IN \$ _____
 RENT STARTS _____ TERMINATION DATE _____
 DATE OF APPLICATION: _____ (each co-resident must submit separate applications)

-APPLICATION FOR RESIDENCY-

Applicant's Name _____ Date of Birth _____ SS No. _____
 First Middle Last

Marital Status _____ Driver's License No. _____ State _____

Spouse's Name _____ Date of Birth _____ SS No. _____
 First Middle Last

Driver's License No. _____ Phone No. _____ Fax No. _____

Other Occupants:

Name	Age	Relationship	Name	Age	Relationship
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

RESIDENT HISTORY

Present Address _____
 Street Apt No. City State Zip

Present Landlord/Resident Manager _____
 Dates To/From Apt. Name/If Home, Mortgage Company & Loan No. Phone No.

Monthly Payment \$ _____ Reason for Moving _____

Previous Address _____
 Street Apt No. City State Zip

Previous Apt. Name of Landlord _____ Address _____ Phone No. _____ How Long? _____
 Monthly Payment \$ _____ Reason for Moving _____

Have you ever been evicted from any leased premises? _____ If yes, explain _____

EMPLOYMENT

Present Employer _____ Position _____

Business Address _____ Business Phone No. _____
 Street City State Zip

Supervisor _____ Employed Since _____ Gross Weekly Salary \$ _____

Previous Employer _____ Position _____

Business Address _____ Business Phone No. _____
 Street City State Zip

Supervisor _____ Employed Since _____ Gross Weekly Salary \$ _____

Spouse's Employer _____ Position _____

Business Address _____ Business Phone No. _____
 Street City State Zip

Supervisor _____ Employed Since _____ Gross Weekly Salary \$ _____



INCOME / NET WORTH

(Total Anticipated Income From Date of Move-In Through the Next 12 Months)

*Annual Salary (Including Fees, Tips, Commission, and Bonuses)		\$	_____
Annual Salary (Spouse)	+	\$	_____
**Additional Annual Income (Child Support, Parental Support, Etc.)	+	\$	_____
Source _____			
Total Amount of Assets (Stocks, Bonds, Savings Acct., Equity in R.E., Etc.)	\$	_____	
Income from Assets	+	\$	_____
TOTAL ANTICIPATED INCOME	=	\$	_____

*If self employed you must furnish us with a notarized statement from your CPA or attorney the amount of income you expect to receive.

**You must furnish us with a notarized statement certifying to this income.

BANK

Checking Account No. _____	Bank Name and Branch _____
Savings Account No. _____	Bank Name and Branch _____

CREDIT

Firm _____	City _____	Acct. No. _____	Mo. Payment \$ _____	Open/Closed _____
Firm _____	City _____	Acct. No. _____	Mo. Payment \$ _____	Open/Closed _____
Applicant acknowledges credit is in excellent standing and there are no delinquent balances Yes No				

VEHICLE

Year & Make _____	Color _____	License No. & State _____	Registered To _____
Year & Make _____	Color _____	License No. & State _____	Registered To _____

Give description and tag numbers of any boat, motorcycle, camper, van, etc. you may own _____

Do you own any pets? _____ If so, how many? _____ Kind _____ Weight _____ Color _____

Emergency Contact _____

Name _____ Relationship? _____

Address _____ Phone No. _____

Applicant has submitted the sum of \$ _____ which is non-refundable for credit check processing charge of the application. Such sum is not a rental payment or security deposit, and will be retained by the owner or its agent to cover the application's processing cost. Applicant hereby represents that all the above statements are true and correct and are made to induce owner and its agents to lease or rent an apartment. Owner and its agents are hereby authorized and given the right to verify by reasonable means the application, including, without limitation, ordering credit and criminal reports, and authorized to exercise in its sole discretion as to whether to reject the application and/or to terminate any lease which may be entered into between the parties, pursuant to this application, whether during the term of said lease or any extensions or renewals thereof, if the applicant has made any false or misleading statements or misrepresentations in this application. It is understood and agreed between the parties that in the event this application for said apartment is rejected by the owner or its agents then the said sum so received hereinbelow shall be returned to applicant without interest. It is further understood and agreed that in the event said application is approved and accepted by the owner or its agents, then said amount received below shall be applied to that security deposit and administrative fee so called for in the lease entered into between the parties. It is further understood and agreed between the parties that in the event that said application is approved and accepted by the owner or its agent and applicant refuses to enter into a lease agreement for the period of time as called for in applicant's application, then the sum so received herein shall be retained by the owner or its agents to serve as liquidated damages it will suffer by reason of applicants failing to enter into residency of the above stated apartment, but the acceptance or rejection of applicant shall remain within the sole discretion of owner and its agents. If owner or its agents cannot deliver possession of the premises to the Applicant at the commencement of the term, all deposits/fees less application fee paid to owner shall be refunded to Applicant.

Applicant has delivered the sum of \$ _____ for deposit and application to the security deposit and administrative fee for the above stated unit.

Applicant's Signature _____ Date _____ Leasing Agent Signature _____ Date _____

Spouse's Signature _____ Date _____ Property Name _____



-APPLICATION VERIFICATION-

FOR OFFICE USE ONLY:

Verified by _____
Date Verified _____

RESIDENCE HISTORY

Name of Landlord	Payment History	Rent Amount	Length of Occupancy	Any Complaints	Notice Given?	Deposit Refunded	Apartment Condition	Person Giving Information	By

EMPLOYMENT CHECK

Employer	Date Started	Date Ended	Salary	Satisfaction	Reason for Leaving	Title	Person Giving Information	By

SPOUSE'S EMPLOYMENT

Employer	Date Started	Date Ended	Salary	Satisfaction	Reason for Leaving	Title	Person Giving Information	By

BANK'S REFERENCES

Date Opened	Rating	Range	Person Giving Information	By

CREDIT REFERENCES

Firm Name	Rating	Balance	Person Giving Information	By

CREDIT BUREAU INFORMATION

Date Reported	Date Opened	High Credit	Current Balance	Past Due Amount	Rating	By

THIS PORTION OF APPLICATION IS FOR OFFICE USE ONLY
CALCULATION OF ELIGIBLE INCOME – Only for those residents with assets

- (a) Total Anticipated Annual Income (From Front of Form) \$ _____ (a)
- Total Amount of Assets \$ _____
- (b) For Lower Income Applicants when Total Assets are less than \$5000 go to (c).
If the Assets are greater than \$5000, enter 5.5% of the assets here., then go to (c). + \$ _____ (b)
- OR
- (c) Enter amount of income expected during the next 12 months from the assets, and enter here (Lower and eligible applicants) + \$ _____ (c)
- =====
- (d) Take the larger figure of either (b) or (c), and add to the amount shown in (a).
Then, enter new total here. GRAND TOTAL = \$ _____ (d)
- (e) When the Resident first gave us his/her anticipated annual income figure. Did s/he include any of her/his "Asset Income"? If so, subtract the amount he already told us about from the Grand Total. - \$ _____ (e)
- =====
- (f) Enter Revised Grand Total in this space. = \$ _____ (f)

Completed by: _____

Application Approved: Date _____ Manager Signature _____

Application Disapproved: Date _____ Manager Signature _____

Date Applicant Notified of Approval or Denial: _____



If this application was disapproved, was the applicant given the name and address of the person or the reporting agency that verified the application?

Yes _____ No _____ Date _____ Manager's Signature _____

If this application was disapproved, what was the basis for refusal?

Unfavorable credit report

Number of Occupants

Unfavorable report from previous landlord

Number or size of pets

Unfavorable employment references

Other (specify) _____

Incorrect Information submitted on application

APPLICANT CONVERSATION LOG: _____

