

RENTAL APPLICATION

(Each co-resident, *except spouse*, must submit a *separate* application.)

Apartment Community Name: _____ Phone: _____ E-mail: _____

We do not discriminate against applicants on the basis of race, color, creed, national origin, religion, sex, sexual orientation, gender identity, familial status (includes marital status), or disability condition in any phase of the occupancy process. In addition, you may request a "Reasonable Accommodation" if you or any household member has a disability. *See Section VI on page 2.*

SECTION I APPLICANT/SPOUSE

a. Applicant's Full Name: _____ Date of Birth: _____
Social Security Number: _____ Driver's License Number & State: _____
Home Phone: _____ Work Phone: _____ Marital Status: _____
E-mail: _____

b. Spouse's Full Name: _____ Date of Birth: _____
Social Security Number: _____ Driver's License Number & State: _____

c. How many people will be occupying the unit? _____ **List name, Date of Birth, relationship and Social Security Number for all persons that will be living with you:** _____

d. Do you have any pets? Yes No How Many? _____ Type and Size: _____

e. **Have you or any member of your household ever engaged in drug-related activity, such as use, possession, distribution, trafficking, or manufacturing of an illegal drug?** Yes No If YES, explain circumstances, outcome and present status: _____

f. **Have you or any member of your household ever engaged in, been arrested, and/or convicted of any other criminal activity?** Yes No If "YES", explain circumstances, outcome and present status _____

g. **Housing Credit Properties ONLY:** Are there any current household members age 18 years or older currently attending school? Yes No If "YES": _____ full-time _____ part-time. Name of student(s): _____

h. List all **vehicles** to be parked on the premises by applicant, spouse, or other occupants (cars, trucks, motorcycles)
Make & Model _____ Year _____ License Number _____ State _____
Make & Model _____ Year _____ License Number _____ State _____

i. In case of **emergency**, notify _____ Work Phone _____ Home Phone _____
Address _____ City _____ State _____ ZIP _____
Relationship _____ In the event of serious illness or death of resident, the above named person to notify *May* *May Not* enter, remove and/or store all contents found in the dwelling, storerooms, and mailboxes. **Please Initial** _____

SECTION II RENTAL HISTORY

Please provide **TWO** years of history starting with the most current address. All dates must be consecutive without any lapse in time frame for you and your spouse. If these addresses do not cover a two-year history, please add additional addresses and contact information on a separate sheet.

a. Present address _____ City _____ State _____ ZIP _____
Move-In date _____ Name of Housing Provider _____ Phone _____

b. Previous address _____ City _____ State _____ ZIP _____
Move-In date _____ Name of Housing Provider _____ Phone _____

c. Previous address _____ City _____ State _____ ZIP _____
Move-In date _____ Name of property Owner or Manager _____ Phone _____

d. Have you or your spouse ever been evicted? Yes No Been sued for nonpayment or rent or damages to rental property? Yes No

SECTION III EMPLOYMENT/OTHER INCOME/BANK REFERENCES FOR THE HOUSEHOLD

List current employer for the applicant and applicant's spouse (if applicable). If employed with current employer for less than six (6) months, the former employer must also be listed on page 2, Section III, b and/or d.

a. Applicant's present employer _____ How Long? _____ Work Phone _____
Address _____ City _____ State _____ ZIP _____
Gross monthly salary \$ _____ Position/Occupation _____
Payroll Dept. Supervisor _____ Payroll Dept. Supervisor's Phone _____

SECTION III-continued

EMPLOYMENT/OTHER INCOME/BANK REFERENCES FOR THE HOUSEHOLD

b. Applicant's former employer _____ How Long? _____ Work Phone _____
 Address _____ City _____ State _____ ZIP _____
 Gross monthly salary \$ _____ Position/Occupation _____
 Payroll Dept. Supervisor _____ Payroll Dept. Supervisor's Phone _____

c. Spouse's present employer _____ How Long? _____ Work Phone _____
 Address _____ City _____ State _____ ZIP _____
 Gross monthly salary \$ _____ Position/Occupation _____
 Payroll Dept. Supervisor _____ Payroll Dept. Supervisor's Phone _____

d. Spouse's former employer _____ How Long? _____ Work Phone _____
 Address _____ City _____ State _____ ZIP _____
 Gross monthly salary \$ _____ Position/Occupation _____
 Payroll Dept. Supervisor _____ Payroll Dept. Supervisor's Phone _____

e. **Other income: Such as child support, alimony, TANF, Social Security, pension, Veteran's, family support, cash assistance, etc.**
 Amount \$ _____ per _____ Source _____

f. Are you or any household members currently serving in a branch of the armed services? (active duty, reserves, National Guard, etc.) Yes No

g. Name of Bank _____ Checking Acct. Bal. \$ _____ Savings Acct. Bal. \$ _____
 Name of Bank _____ Checking Acct. No. _____ Savings Acct. No. _____
Other assets – Source _____ Type of Account _____ Balance \$ _____

SECTION IV

REASONABLE ACCOMMODATION

If you or a member of your household has a disability and you believe that you might need or want a reasonable accommodation, you may request it at any time during or after admission to the property. This is up to you. If you prefer not to discuss your situation with Management... that is your right. Please check the appropriate box below.

___ **YES**, I wish to request a reasonable accommodations (use Forms RS-9 and RS-10).

___ **NO**, reasonable accommodations are not needed.

Applicant Initials: _____

___ **I wish not** to discuss the situation with Management.

Co-Applicant Initials: _____

An Applicant household that has a member with a disability must still be able to meet essential obligations of tenancy. They must be able and willing to pay rent, to care for their apartment, to report required information to Management, avoid disturbing their neighbors, etc. However, there is no requirement that they be able to do these things without assistance.

SECTION V

CERTIFICATION & CONSENT STATEMENT

Apartment Community Name: _____ Phone: _____ E-Mail: _____

The undersigned persons represent that all the above statements are true and complete and hereby authorize verification of such information via credit reports, criminal reports, rental history reports, release of information by employer(s) and other means. Failure to answer any of the above inquiries shall entitle owner to reject application. False information given above shall entitle owner to (1) reject this application, (2) retain the application fee(s) and deposit(s) as liquidated damage for the owner's time and expenses of processing this application, and (3) terminate resident's right of occupancy. False information may also constitute a serious criminal offense under the laws of this state. In any lawsuit relating to this application, application agreement or rights under statute or government regulations, the prevailing party is entitled to recover attorney's fees and all other costs of litigation from the non-prevailing party. The owner reserves the right to report information about payment performance to consumer credit reporting agencies.

_____ Signature of Applicant	_____ Date	_____ Signature of Spouse	_____ Date
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SECTION VI

APPLICATION AGREEMENT

The Owner (acting in person or through his representatives) and the Applicant (including all co-applicants) agree as follows:

1. **CONTROLLING AGREEMENT.** This Agreement shall control the relationship between the parties until the Owner has accepted the Applicant, both parties have signed the Rental Agreement, the Applicant has paid all amounts that the Applicants is required to pay prior to move-in under the Rental Agreement *and* the Applicant has moved into the unit.
2. **APPLICATION TO RENT.** The Applicant hereby applies to rent the Unit in accordance with the terms and conditions contained in Owner's customary form of Rental Agreement.
3. **APPLICATION FEE. (Not Refundable).** Applicant agrees to pay a non-refundable Application Fee (if required by Owner) in the amount set forth below which partially defrays Owner's administrative cost in processing this Application.
4. **APPLICATION DEPOSIT. (May or may not be Refundable).** In addition to the Application Fee (if any), Applicant agrees to pay an Application Deposit in the amount set forth below. *The Application Deposit is not a Rental Deposit.* The Application Deposit may or may not be refundable, as set forth in the following paragraphs.

SECTION VI- continued

APPLICATION AGREEMENT

5. APPROVAL OF APPLICANT. As soon as Owner approves Applicant, the Owner shall notify Applicant of such approval. Both parties shall promptly sign the Rental Agreement, if they have not already done so, and Applicant shall pay all remaining amounts that the Applicant is required to pay prior to move-in. As soon as Applicant moves into the Unit, the Owner shall credit the Application Deposit to the amount of the Deposit required by the Rental Agreement.
6. REFUND UPON NON-APPROVAL. If the Owner does not approve the Applicant, the Owner shall refund the Application Deposit within **thirty (30) days**.
7. FORFEITURE OF APPLICATION DEPOSIT. The Applicant shall forfeit the Application Deposit for any of the following: (a) if the Applicant does not sign the Rental Agreement within **three (3) days** after notification that the Applicant has been approved; or (b) if the Applicant does not pay all additional amounts that the Applicant is required to pay at least **one (1) day** prior to move-in; or (c) if the Applicant fails or refuses to move into the Unit on the scheduled day. Upon the happening of any of these events (unless Applicant cancels as provided in Paragraph 8 below), the Applicant shall forfeit the Application Deposit, the Owner shall be entitled to keep the Application Deposit as liquidation damages for the time that the Owner kept the Unit off the market and for Owner's administrative expenses and other costs, all agreements between the parties shall be terminated and neither party shall have any further obligation to the other.
8. RIGHT OF CANCELLATION. At any time within **seven (7) days** of the date that the Applicant signs this Application Agreement, the Applicant shall have the right to cancel this Application by written notice. Upon such cancellation, the Owner shall refund the Application Deposit within the time provided in Paragraph 6.
9. KEYS. Applicant shall not be entitled to receive keys to the Unit until the occupancy date contained in the Rental Agreement, the Applicant and the Owner have signed the Rental Agreement, and the Applicant has paid all rents, deposits, and other amounts that are required by the Rental Agreement.
10. NOTICES. If there is more than one Applicant or if the Applicant is married, notice by the Owner to any one Applicant or Applicant's spouse shall be notice to all Applicants and notice by any one Applicant or Applicant's spouse to Owner shall be notice from all Applicants. All notices to Owner shall be in writing and delivered or mailed to the place that this Application was accepted.
11. NO NOTICE FROM OWNER. If Applicant has not received notice of approval or non-approval within **three (3) days** of the date of the Application, Applicant shall contact Owner to determine the status of the Application. Failure of Owner to contact Applicant shall not indicate either approval or non-approval.
12. RECEIPT OF APPLICATION FEE AND APPLICATION DEPOSIT. Owner hereby acknowledges the receipt of the following on or before the date of the Owner's signature below:

Application Fee (Non Refundable)	\$ _____
Application Deposit (May or may not be refundable)	\$ _____
Total received by Owner/Owner's Agent	\$ _____

Signature of Applicant _____ Date _____

Signature of Applicant's Spouse _____ Date _____

Signature of Owner's Representative _____ Date _____

Signature by Owner's Representative is consent to above Application Agreement only. It does not bind Owner to accept Applicant as a Resident or to sign the proposed Rental Agreement.

SECTION VII CONTEMPLATED RENTAL AGREEMENT INFORMATION (Optional Management Use Only)

Property Name _____ Unit No. _____ Unit Type (BRs and baths) _____
 Street Address _____ City _____ State _____ ZIP _____
 Beginning date of rental agreement _____ ending date of rental agreement _____
 Total security deposit(s) for all purposes \$ _____ Monthly rent for dwelling unit \$ _____ Other monthly charges \$ _____
 Prorated for first month \$ _____ Monthly rental due date _____ Late charge date _____
 Initial late charge \$ _____ Daily late charge \$ _____ Returned check charge _____
 Rent to be paid at (check one) onsite manager's office or at _____
 Utilities to be paid by owner (check all that apply) electricity gas water sewage garbage cable TV
 Total number of occupants _____ Names of all residents who will sign rental agreement _____

 Names of all other occupants who will **not** be signing the rental agreement (children, sister, brother, etc.) _____
 Additional Provisions _____

Signature of Owner/Owner's Agent completing this Section (VII):

 Signature Date