

# RENTAL APPLICATION Revised 7/13

Thank you for your interest in our apartments. Please complete all requested information on the front and back of this form. Each individual applicant must complete the entire application, provide proof of income (copies of each applicants last 3 check stubs), and a \$35.00 non-refundable application fee per applicant in order to avoid delay in processing.

Apartment wanted: Location: \_\_\_\_\_

Type/Size: \_\_\_\_\_ Desired Date of Occupancy: \_\_\_\_\_

May we contact you at a later date if application is approved and something becomes available? **Yes / No**

APPLICANT'S FULL NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Driver's License No./State: \_\_\_\_\_

OTHER RESIDENTS	SSN	Relationship	Age

Do You Own Furniture? \_\_\_\_\_ Pets? \_\_\_\_\_ Other Remarks: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_  
Address City State Zip Code  
Present Telephone: \_\_\_\_\_ Length of Time at Present Address: \_\_\_\_\_  
Present Landlord or Mortgage Holder: \_\_\_\_\_ Phone: \_\_\_\_\_  
Amount of Rent \$ \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_  
Address City State Zip Code  
Length of Time at Previous Address: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_  
Previous Landlord or Mortgage Holder: \_\_\_\_\_ Phone: \_\_\_\_\_  
Amount of Rent \$ \_\_\_\_\_

EMPLOYED BY: \_\_\_\_\_ How Long? \_\_\_\_\_  
Employer's Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Supervisor: \_\_\_\_\_

CO-RESIDENT'S EMPLOYER: \_\_\_\_\_ How Long? \_\_\_\_\_  
Employer's Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Have you or any occupant who will be living in this apartment ever: **(A) been evicted or asked to move out? (B) broken a rental agreement or lease contract? (C) declared bankruptcy?**  
If yes, Explain: A.) \_\_\_\_\_ B.) \_\_\_\_\_ C.) \_\_\_\_\_

Have you or any occupant who will be living in this apartment ever: **(A) been sued for non**

payment of rent? **(B)** been sued for damages to rental property? If yes, Explain:

A.) \_\_\_\_\_ B.) \_\_\_\_\_

Have you or any occupant who will be living in this apartment ever been convicted of a felony or currently under arrest or indictment in any court? Yes / No. If yes, Explain:

Number of Automobiles (including Company Cars): \_\_\_\_\_ Co-Applicant DL#/St. \_\_\_\_\_

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Tag No.: \_\_\_\_\_ State \_\_\_\_\_

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Tag No.: \_\_\_\_\_ State \_\_\_\_\_

Household Income \$ \_\_\_\_\_ Per: \_\_\_\_\_ Other Remarks \_\_\_\_\_

In case of Personal Emergency, Notify \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

I hereby make application for an apartment and certify that this information is correct. I authorize you to contact any references, or contact any individuals' corporations or entities so that the information given can be verified or checked including the necessary parties to obtain or verify my police and criminal records. I hereby authorize and request any present or former landlord, employer, school, police department, financial institution, agency or other persons having personal knowledge about me, to furnish bearer with any and all information in their possession regarding me in connection with an application for residence. I hereby authorize you personally, or Credit Retriever, a service of Trans Union to obtain and verify such information including accessing consumer reporting agencies as well as performing a criminal and eviction record search. I have been notified that a consumer report will be requested and understand that the information that Credit Retriever obtains will be used in the processing of my rental application. I hereby release and hold harmless you, Credit Retriever, affiliates, employees and agents and any other organization that provides information from any and all liabilities arising out of the use of such information in connection with Credit Retriever.

Referred By: \_\_\_\_\_

Name

Address

Applicant Print Name

Applicant Signature

Date

Co-Applicant Print Name

Co-Applicant Signature

Date

**FOR OFFICE USE ONLY - DO NOT WRITE BELOW**

Application & Fee Received By: \_\_\_\_\_ Amt: \$ \_\_\_\_\_ Date: \_\_\_\_\_

REFERENCE VERIFICATION

REMARKS

ADVANCE DEPOSITS RECEIVED

Present Landlord \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Previous Landlord \_\_\_\_\_

Description: \_\_\_\_\_

Employment \_\_\_\_\_

Application:  Approved  
 Not Approved

Co-Resident Employment \_\_\_\_\_

By: \_\_\_\_\_

Bank \_\_\_\_\_

Date: \_\_\_\_\_

Credit (1) \_\_\_\_\_

Assigned to Apt. No.: \_\_\_\_\_

Credit (2) \_\_\_\_\_

Address: \_\_\_\_\_

Credit (3) \_\_\_\_\_

Other \_\_\_\_\_