



**PLEASE TELL US ABOUT YOURSELF**

Applicant's Last Name (Jr, Sr) \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Email \_\_\_\_\_ Gender M/F \_\_\_\_\_ Marital Status (Single, Divorced, Married) \_\_\_\_\_  
 Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_ State of Issue \_\_\_\_\_  
 List people who will occupy the apartment \_\_\_\_\_  
 (Include ages if under 18. Individuals over the age of 18 will be required to complete a separate application.)  
 Have you ever been convicted of a felony or been convicted of any drug related or theft offense in the last (7) years? Yes  No   
 I found out about this apartment community through  Newspaper Ad  Property Website  Apt Guide  Drive By  Flyer  
 Billboard  Referred By \_\_\_\_\_  Other \_\_\_\_\_

**RENTAL HISTORY**

Have you ever been evicted? (Y/N) \_\_\_\_\_ Have you ever been sued for rent? (Y/N) \_\_\_\_\_ Sued for property damage? (Y/N) \_\_\_\_\_ Have you ever broken a lease? (Y/N) \_\_\_\_\_  
 Own  Rent   
 Current Address \_\_\_\_\_ Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Monthly Payment \_\_\_\_\_ Move-in Date \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Name of Manager \_\_\_\_\_ Day Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

**PREVIOUS RESIDENCE**

Own  Rent   
 Current Address \_\_\_\_\_ Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Monthly Payment \_\_\_\_\_ Move-in Date \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Name or Manager \_\_\_\_\_ Day Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

**CURRENT EMPLOYMENT**

Employer \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Name of Supervisor \_\_\_\_\_ Day Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_  
 Job Type \_\_\_\_\_ Job Title \_\_\_\_\_ Start Date \_\_\_\_\_ Income (Annual, Monthly, etc) \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Employer \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Name of Supervisor \_\_\_\_\_ Day Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_  
 Job Type \_\_\_\_\_ Job Title \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_ Annual Income \_\_\_\_\_

**EMERGENCY CONTACT**

IN CASE OF ILLNESS, ACCIDENT, EMERGENCY, PLEASE NOTIFY

Name \_\_\_\_\_ Relation \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Fax \_\_\_\_\_ Email \_\_\_\_\_

In the event of serious illness, death, or other circumstances that would make you unavailable, the emergency contact has permission to remove property from your unit and common areas  Y  N

**VEHICLE INFORMATION**

We do not allow vehicles without written permission. Vehicles not approved in writing may be towed away at owner's expense.

1. Vehicle Type (Car, Boat, Motorcycle, Truck) \_\_\_\_\_ Make (Ford, Honda, etc) \_\_\_\_\_ Model (Taurus, Civic, etc) \_\_\_\_\_  
 Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_  
 2. Vehicle Type (Car, Boat, Motorcycle, Truck) \_\_\_\_\_ Make (Ford, Honda, etc) \_\_\_\_\_ Model (Taurus, Civic, etc) \_\_\_\_\_  
 Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_

**PETS**

Type (Dog, Cat) \_\_\_\_\_ Breed \_\_\_\_\_ Size in Pounds \_\_\_\_\_ Color \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_  
 Type (Dog, Cat) \_\_\_\_\_ Breed \_\_\_\_\_ Size in Pounds \_\_\_\_\_ Color \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_

Applicant proposes to lease Apartment No. \_\_\_\_\_ beginning on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ for a period of \_\_\_\_ months for \_\_\_\_\_ DOLLARS (\$\_\_\_\_), payable in monthly installments of \_\_\_\_\_ DOLLARS (\$\_\_\_\_) in advance on the first day of each month. LESSEE agrees that a 10% late penalty will be added to the monthly installment if payment is not received on or before the fifth day of each month.

A non-refundable processing charge of \_\_\_\_\_ dollars (\$35) is payable with this application. Applicant understands that the processing charge will not be refunded under any circumstance or applied as payment or credit on any monies due lessor.

I have received pre-numbered receipt No. \_\_\_\_\_ as proof of payment of the non-refundable processing charge.

Earnest money in the amount of \_\_\_\_\_ DOLLARS (\$\_\_\_\_) is payable with the application. I agree, in the event of approval of this application, to execute a lease in accordance with the terms set forth herein. Earnest money will be refunded only if application is rejected. If applicant merely changes his/her mind about the apartment after the earnest money has been paid or otherwise fails to execute a lease, the earnest money will be retained by the Lessor as liquidated damages.

A non-refundable pet fee of \_\_\_\_\_ DOLLARS (\$\_\_\_\_) for each pet is payable upon execution of the Lease Agreement. Pets are subject to the approval of the manager. Approval must be in writing.

Electricity and gas will be furnished by the Resident. Notice in writing may be mailed to the Resident at leased premises or delivered to Resident in person. LESSOR'S failure to deliver possession of the premises at the time agreed upon shall not subject LESSOR to damages in any amount.

**PLEASE READ THE FOLLOWING CAREFULLY.**

I have read and fully understand the terms and conditions set forth in this application. I understand that this application is a part of my lease agreement especially those areas regarding earnest monies. I hereby authorize the management to make any necessary investigation as to the information contained in this application. I understand that this investigation may include, but not be limited to, a credit report, verification of employment, past rental history, and criminal background check. Information may be obtained through personal interviews with your landlord, employer, and others with whom you are acquainted. I, therefore, consent to this investigation, and I certify that all stated facts are true, and it is understood that any misrepresentation or omission may be cause for the management and/or owners to reject this application and/or terminate the lease.

I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation. I understand that Equifax \_\_\_\_\_ will compile the report and that I may obtain this information by writing directly to Equifax \_\_\_\_\_. I authorize the management to examine my criminal records and use the information as an additional basis to determine whether the application shall be approved or not approved

\_\_\_\_\_  
APARTMENTS Applicant's Signature

WITNESSED BY \_\_\_\_\_

**Following to be completed by Office:**

DATE RECEIVED \_\_\_\_\_ TIME \_\_\_\_\_

Approved  Not Approved

Signature \_\_\_\_\_ Date/Time \_\_\_\_\_

Notification to Applicant by \_\_\_\_\_ Date/Time \_\_\_\_\_