

APPLICANT #1 Last Name	First	Middle	BIRTHDATE	DRIVER'S LICENSE # and STATE	Soc. Sec. #
APPLICANT #2 Last Name	First	Middle	BIRTHDATE	DRIVER'S LICENSE # and STATE	Soc. Sec. #

Other Persons to occupy rental property	1	FULL NAME	RELATIONSHIP TO APPLICANT	DATE OF BIRTH	SOCIAL SECURITY NUMBER	Total # of occupants:
	2					
	3					Do you have renter's insurance ? ( ) Yes ( ) No Company:
	4					
	5					
	6					

**PART 1 RESIDENT HISTORY (2 YEARS)**

APPLICANT #1 Present Address	City	State	Zip	How Long? from _____ to _____	( ) Own ( ) Rent	Phone	Monthly Payment \$
Name of Present Landlord/Mortgage Co.	City	State	Zip	Day Phone ( )	Night Phone ( )		

**PART 2 PREVIOUS RESIDENCE HISTORY (2 YEARS)**

APPLICANT #1 Previous Address	City	State	Zip	How Long? from _____ to _____	( ) Own ( ) Rent	Phone ( )	Monthly Payment \$
Name of Present Landlord/Mortgage Co.	City	State	Zip	Day Phone ( )	Night Phone ( )		
APPLICANT #2 Previous Address	City	State	Zip	How Long? from _____ to _____	( ) Own ( ) Rent	Phone ( )	Monthly Payment \$
Name of Present Landlord/Mortgage Co.	City	State	Zip	Day Phone ( )	Night Phone ( )		

**PART 3 EMPLOYMENT HISTORY (2 YEARS)**

APPLICANT #1 Employed By	Department	Supervisor's Name/Co.	How Long? from _____ to _____
Address	City	State	Zip
Phone	Position Held/Occupation	Monthly Salary \$	
APPLICANT #2 Employed By	Department	Supervisor's Name/Co.	How Long? from _____ to _____
Address	City	State	Zip
Phone	Position Held/Occupation	Monthly Salary \$	
APPLICANT Employed By	Department	Supervisor's Name/Co.	How Long? from _____ to _____
Address	City	State	Zip
Phone	Position Held/Occupation	Monthly Salary \$	

ADDITIONAL INCOME: Additional income such as child support, alimony or separate maintenance need not be disclosed unless such Additional Income is to be included for qualification hereunder.

Source: Amount of \$ \_\_\_\_\_ per \_\_\_\_\_ Source \_\_\_\_\_

**PART 4 IMPORTANT INFORMATION**

AUTO #1 (Year, Make, Model, Color)	License Plate	State	Payment Made to:	Monthly Payment \$		
AUTO #2 (Year, Make, Model, Color)	License Plate	State	Payment Made to:	Monthly Payment \$		
Name of APPLICANT'S nearest Relative	Relationship	Address	City	State	Zip	Phone ( )
Emergency Contact	Relationship	Address	City	State	Zip	Phone ( )
Personal Reference	Relationship	Address	City	State	Zip	Phone ( )

**NON-REFUNDABLE APPLICATION FEE \$\_\_\_\_\_ per adult**

**In compliance with the State and Federal laws, this is to inform you that an investigation involving the statements made on your rental application for residency at the above mentioned apartment community is being initiated.**

**Have you or any family member or other person planning to reside in our community ever filed bankruptcy?**

YES \_\_\_\_\_ NO \_\_\_\_\_

**Have you or any family member or other person planning to reside in our community ever been convicted of any felony or misdemeanor offense?**

YES \_\_\_\_\_ NO \_\_\_\_\_

**Have you or any family member or other person planning to reside in our community ever been convicted pled guilty or "No Contest" to a sexual offense?**

YES \_\_\_\_\_ NO \_\_\_\_\_

**HAVE YOU EVER BEEN EVICTED?**

YES \_\_\_\_\_ NO \_\_\_\_\_

I/We certify that to the best of my/our knowledge all statements are true and complete. I/We further authorize \_\_\_\_\_ Apartments to obtain credit reports, character reports, verification of rental history, income history, IRS Income taxes, pension verifications, bank verifications and employment history as necessary to verify all information put forth in the above referenced application for residency. Faults, fraudulent or misleading information may be grounds for denial of residency or subsequent eviction.

I/We are aware that an incomplete application causes a delay in processing and may result in denial of this application for tenancy.

In addition, applicant has paid \$\_\_\_\_\_ holding deposit to agent to hold an apartment available from date of application to date of lease initiation. In no event shall this period exceed 30 days. In the event this application is not approved by the owner or the applicant withdraws the application within 72 hours of the date of deposit, the \$\_\_\_\_\_ holding deposit shall be refunded. After that initial 72 hours period expires, it is understood that should applicant refuse to sign the lease or occupy the premises on the agreed upon date, the holding deposit is thereby forfeited. Upon occupying the premises, the \$\_\_\_\_\_ holding deposit may be applied to any amounts owing at that time, such as rent due, security deposits, etc.

It is acknowledged and agreed that during the tenancy all persons occupying the premises will be legally residing within the United States.

Signed \_\_\_\_\_ Signed \_\_\_\_\_ Dated \_\_\_\_\_  
Applicant #1 Applicant #2

Signed \_\_\_\_\_ Title \_\_\_\_\_ Dated \_\_\_\_\_  
Agent for Owner

How did you hear about our Apartments? \_\_\_\_\_

I was referred by \_\_\_\_\_ [ ] Friend [ ] Resident

If Resident, Name \_\_\_\_\_ Apt# \_\_\_\_\_



# APPLICATION QUALIFICATION FORM

Several criteria are considered while determining whether to approve a new tenant. Many of these criteria are built into a process. Checks may be made on the prospective tenant's employment or other sources of income, credit history, criminal history, rental history, references, credit sources, banks and other financial institutions, and previous employers. While not all of these are checked on each prospective tenant, you should be prepared to disclose all of the above information and have it checked and verified.

***The undersigned prospective tenants certify and warrant that:***

1. All of the prospective tenants have verifiable sources of income, verifiable past rental history, and verifiable credit and references, each occupant/tenant/resident is residing in the United States legally, and that the information above is accurate.

2. None of the prospective tenants/occupants (even minors) have ever been evicted from a premises, have a current outstanding judgment, have left a previous landlord owing money, or have left a prior rental premises under threat of eviction.

3. None of the prospective tenants/occupants (even minors) have *ever* filed for bankruptcy protection whether or not the bankruptcy was discharged or dismissed, have a current pending bankruptcy case, or have met with a bankruptcy attorney in the last two years. If any have filed or met with a bankruptcy attorney, please give details (include date of bankruptcy, attorney name, etc.):

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4. None of the above prospective tenants/occupants (even minors) have ever been convicted any crime other than a minor traffic violation, except those disclosed below (include type of criminal act, place of occurrence, date of occurrence, resulting action, and current status (probation, parole, etc.):

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5. None of the prospective tenants/occupants (even minors) have ever committed, been indicted, arrested, investigated, or otherwise detained for any criminal act (other than a minor traffic infraction); except those disclosed below (include type of criminal act, place of occurrence, date of occurrence, resulting action, and current status (probation, parole, etc.):

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***In the event Owner/Landlord proceeds with an application and it is determined that the prospective tenants have been untruthful in any of the above statements, each undersigned prospective tenant agrees to pay to Landlord the actual costs incurred in processing the application and an administrative fee of \$100.00.***

***The Undersigned represent that all of the above statements are True and Complete and hereby AUTHORIZE VERIFICATION OF SUCH INFORMATION. Authorization is given to contact any REFERENCES, BANK, PRIOR LANDLORDS, PRIOR/CURRENT EMPLOYERS, GOVERNMENTAL AGENCIES, AND FAMILY. Further authority is given to check all CREDIT AND PUBLIC RECORD INFORMATION. Applicants release ALL liability or responsibility, from all person or corporations that request or supply such information. Applicant acknowledges that FALSE information herein will constitute grounds for: (1) Rejection of an application, (2) Termination of resident's right to OCCUPANCY and eviction. False information may also constitute a serious offense under the laws of the state.***

Dated this \_\_\_\_\_

\_\_\_\_\_  
*Signature* *Print Name* *SS #*

\_\_\_\_\_  
*Signature* *Print Name* *SS #*

\_\_\_\_\_  
*Signature* *Print Name* *SS #*

