



# RENTAL APPLICATION



APARTMENT #	LEASE TERM
MARKET RATE	RENTAL RATE
ROOMMATE	MOVE IN DATE
SPECIALS/CONCESSIONS	CONSULTANT

**APPLICANT INFORMATION** (If applicant is accepted as a resident, this application is to become part of the rental agreement)

APPLICANT'S NAME	LAST	FIRST	M.I.	BIRTHDATE	SS#	DRIV. LIC. & STATE
SPOUSE'S NAME	LAST	FIRST	M.I.	BIRTHDATE	SS#	DRIV. LIC. & STATE
HOME PHONE NUMBER	FAX NUMBER		CELL NUMBER		EMAIL ADDRESS	
PRESENT ADDRESS	CITY/COUNTY		STATE	ZIP CODE	HOW LONG?	MONTHLY RENT / MORTGAGE
LANDLORD / MORTGAGE CO. NAME	LANDLORD / MORTGAGE CO. ADDRESS (Including Street, City, Zip)					TELEPHONE NUMBER
PREVIOUS ADDRESS (if at current address < 2 yrs.)	CITY		STATE	ZIP CODE	HOW LONG?	MONTHLY RENT / MORTGAGE
LANDLORD / MORTGAGE CO. NAME	LANDLORD / MORTGAGE CO. ADDRESS (Including Street, City, Zip)					TELEPHONE NUMBER
NAME OF PERSONS (OTHER THAN APPLICANT) TO OCCUPY APT.	RELATIONSHIP TO APPLICANT			DATE OF BIRTH	SS#	

**EMPLOYMENT**

PRESENT EMPLOYER	POSITION	PHONE NO.	NO. OF YEARS	SALARY \$	PER
EMPLOYER ADDRESS	CITY	STATE	ZIP	SUPERVISOR	
PREVIOUS EMPLOYER (if at current employer < 6 months)	POSITION	PHONE NO.	NO. OF YEARS	SALARY \$	PER
SPOUSE'S EMPLOYER	POSITION	PHONE NO.	NO. OF YEARS	SALARY \$	PER
SPOUSE'S EMPLOYER ADDRESS	CITY	STATE	ZIP	SUPERVISOR	

**OTHER SOURCES OF INCOME** - Describe additional sources of income & how to verify

SOURCE	\$	PER	HOW TO VERIFY
SOURCE	\$	PER	HOW TO VERIFY

**PERSONAL**

# OF LICENSED NON-REC. VEHICLES TO BE PARKED ON COMMUNITY:	SPECIFY ANY MOTORCYCLES, BOATS, TRAILERS, CAMPERS YOU HAVE		
VEHICLES-TYPE (1)	LICENSE PLATE NUMBER	COLOR	YEAR
(2)			
EMERGENCY CONTACT - Nearest relative not living w / you	RELATIONSHIP	ADDRESS	PHONE NO.
DO YOU HAVE A PET? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what type? _____			
HAVE YOU OR ANY OCCUPANT LISTED ON THIS APPLICATION EVER (CIRCLE YES (Y) OR NO (N))			
<ul style="list-style-type: none"> <li>● Been evicted or been asked to move Y N    ● Broken a rental agreement Y N    ● Declared Bankruptcy Y N    ● Been sued for rent Y N    ● Been sued for property damage Y N</li> <li>● Been arrested for a felony, misdemeanor, or sex-related crime that was resolved by conviction, probation, deferred adjudication, court-ordered community supervision, or pretrial diversion** Y N</li> <li>● Have you ever been arrested and convicted of a crime Y N If yes, what crime? _____</li> </ul>			
HOW DID YOU HEAR ABOUT/FIND OUT ABOUT OUR COMMUNITY?			

I hereby submit \$ \_\_\_\_\_ as a nonrefundable application fee for apartment number \_\_\_\_\_, plus \$ \_\_\_\_\_ as a nonrefundable administrative fee. In addition to these fees, I hereby submit \$ \_\_\_\_\_ as a refundable security deposit. I understand the application fee is nonrefundable at anytime. If management accepts my application, it will reserve the apartment for 72 hours. If management rejects my application, the administrative fee and security deposits will be refunded. Administrative fee and deposit will be refunded if applicant cancels within 72 hours of notification of approval. Otherwise, if applicant fails to occupy apartment on agreed upon date except for the hold over of prior resident, management will retain all fees and deposits.

I acknowledge that all information stated on the Application is true. I understand that this Application is subject to the review and approval of Management, and I understand that Management has the sole discretion to decide if I can lease this apartment. I hereby consent to allow Steven D. Bell Company, through its designated agents and employees, to obtain my credit information, to review my occupancy history, payment history and criminal history, and to verify the income stated on this application in order to process my application.

X \_\_\_\_\_  
Applicant Signature Date

X \_\_\_\_\_  
Steven D. Bell & Company Associate Signature

X \_\_\_\_\_  
Spouse's Signature Date

\_\_\_\_\_  
Time and Date of Application

<b>ONESITE RESULT</b>	Date Processed: _____	Processed By: _____
	Manager Approval: _____	Date Approved: _____
	GREEN LIGHT	Notify Applicant of pre-approval and continue with proof of income and resident rental history.
	YELLOW LIGHT	Give OneSite Result Letter to Applicant. Proceed with Resident History. If results are good, charge deposit of one (1) month's rent and/or secure sure deposit bond.
	RED LIGHT	Inform Applicant of denial. Mail Applicant the OneSite Denial Letter.

**☐ APPLICATION SIGNED BY ALL APPLICANTS**

Manager's Approval \_\_\_\_\_

***Guarantor / Co-Signer***

Must meet Credit and Criminal Background requirements. Gross monthly income must equal six (6) times monthly rent. Guarantor's application must be run separately from the Applicant's application.

***Proof of Income***

- ▶ Currently Employed: Provide consecutive and most recent pay stubs for the last four weeks
- ▶ Self-Employed/Unemployed/Retired: Provide documentation of sources of income, including assets, to be considered. Prior year tax returns are recommended.
- ▶ Assets: Monthly rent times the income requirement times 12 months must equal total assets

***Criminal Background***

A criminal background check will be conducted for each Applicant. The criminal search will be run for all addresses at which the Applicant(s) has resided over the previous 24 months. The application will be rejected for any of the following reported criminal related reasons that have occurred within the ten (10) years prior to the application date:

- ▶ Felony conviction
- ▶ Any terrorist related conviction
- ▶ Any illegal drug related conviction
- ▶ Any prostitution related conviction
- ▶ Any sex related conviction
- ▶ Any cruelty to animals related conviction
- ▶ Misdemeanor conviction involving crime against persons or property
- ▶ Any of the above related charges resulting in "Adjudication Withheld" and/or "Deferred Adjudication"
- ▶ Active status on probation or parole resulting from any of the above

***Resident History***

Verify all Applicants for the past 24 months. Up to four late or two NSF's (within a 24 month period) are allowed.