



**APPLICANT INFORMATION**

Full Legal Name: First Middle Last Suffix  
\_\_\_\_\_  
Former last name(s): \_\_\_\_\_  
Current Street Address  
\_\_\_\_\_  
City, ST Zip  
\_\_\_\_\_

**SPOUSE INFORMATION**

Full Legal Name: First Middle Last Suffix  
\_\_\_\_\_  
Former last name(s): \_\_\_\_\_  
Current Street Address  
\_\_\_\_\_  
City, ST Zip  
\_\_\_\_\_

**WORK INFORMATION**

Present Employer and Industry  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State Zip  
\_\_\_\_\_  
Gross Monthly Income  
\_\_\_\_\_  
Other Additional Monthly Income  
\_\_\_\_\_

**RENTAL & CRIMINAL HISTORY**

Have you, your spouse, or any occupant listed in this application ever: been evicted or asked to move out? moved out of a dwelling before the end of the lease term without the owner's consent? declared bankruptcy? been sued for rent? been sued for property damage? been charged, detained, or arrested for a felony or sex crime that was resolved by conviction, probation, deferred adjudication, court-ordered community supervision, or pretrial diversion? been charged, detained, or arrested for a felony or sex crime that has not been resolved by any method? Please indicate below the year, location and type of each felony and sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. *You represent the answer "no" to any item not checked.*

**AUTHORIZATION**

I or we authorize JPI Property Management Services to verify the above information by all available means. JPI Property Management Services is not required to reverify or investigate preliminary findings. I or we declare that the above statements made in the application are true and correct and that any information contained in the application which is false, misleading, or inaccurate shall be cause for rejection of the application and, if a lease has been entered into, shall constitute material breach of the lease, entitling JPI Property Management Services to terminate my or our tenancy. Our privacy policy is available upon request.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Spouse's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANT IDENTIFICATION**

Are you a U.S. Citizen: Yes No  
Social Security Number \_\_\_\_\_  
 Drivers License # \_\_\_\_\_ State \_\_\_\_\_  
or  State issued ID card \_\_\_\_\_ State \_\_\_\_\_  
Date of Birth (mm/dd/yyyy): \_\_\_\_\_  
Marital Status: single married divorced widowed separated  
Gender  Male  Female  
Physical Description: Height \_\_\_\_\_ Weight \_\_\_\_\_  
Eye color \_\_\_\_\_ Hair color \_\_\_\_\_  
How did you hear about us? \_\_\_\_\_

**SPOUSE IDENTIFICATION**

Are you a U.S. Citizen: Yes No  
Social Security Number \_\_\_\_\_  
 Drivers License # \_\_\_\_\_ State \_\_\_\_\_  
or  State issued ID card \_\_\_\_\_ State \_\_\_\_\_  
Date of Birth (mm/dd/yyyy): \_\_\_\_\_  
Gender  Male  Female  
Physical Description: Height \_\_\_\_\_ Weight \_\_\_\_\_  
Eye color \_\_\_\_\_ Hair color \_\_\_\_\_

**SPOUSE WORK INFORMATION**

Present Employer and Industry  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State Zip  
\_\_\_\_\_  
Gross Monthly Income  
\_\_\_\_\_  
Other Additional Monthly Income  
\_\_\_\_\_

Applicant Name: \_\_\_\_\_

**CONTACT INFORMATION**

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**SPOUSE CONTACT INFORMATION**

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**OTHER OCCUPANTS:** *Full names of all person under age 18 and other adults who will occupy the unit without signing the lease.*

Name: \_\_\_\_\_ SSN or govt. ID card # : \_\_\_\_\_ Birthdate: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ SSN or govt. ID card # : \_\_\_\_\_ Birthdate: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ SSN or govt. ID card # : \_\_\_\_\_ Birthdate: \_\_\_\_\_ Relationship: \_\_\_\_\_

**HOUSEHOLD PET INFORMATION**

Do you or any occupant have any pets:  Yes  No

Kind, weight, breed, age, and name: \_\_\_\_\_

Kind, weight, breed, age, and name: \_\_\_\_\_

**HOUSEHOLD VEHICLE INFORMATION**

Color, make and model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

Color, make and model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

Color, make and model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

**HOUSEHOLD EMERGENCY CONTACT INFORMATION**

First Middle Last

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Current Street Address \_\_\_\_\_

If you die or are seriously ill, missing, or in a jail or penitentiary according to an affidavit of [check one or more]:  the above person,  your spouse, or  your parent or child, we may allow such person(s) to enter your dwelling to remove all contents, as well as your property in the mailbox, storerooms, and common areas. *If no box is checked, any of the above are authorized at our option.* If you are seriously ill or injured, you authorize us to send for an ambulance at your expense. We are not obligated to do so.

City, ST Zip \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**APPLICATION AGREEMENT**

**1. Application Fee (nonrefundable).** You have delivered to our representative a nonrefundable application fee in the amount indicated in item 12 below, and this payment partially defrays the cost of administrative paperwork.

**2. Application Deposit (may or may not be refundable).** In addition to any application fee, you have delivered to our representative an application deposit in the amount indicated in paragraph 12. The application deposit is not a security deposit. However, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR it will be refunded under paragraph 8 if you are not approved; OR it will be retained by us a liquidated damages if you fail to sign or attempt to withdraw under paragraphs 5 or 6.

**3. Approval when Lease Contract is signed in advance** If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.

**4. Approval when Lease Contract isn't yet signed.** If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.

**5. If you fail to sign the Lease Contract after approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and terminate all further obligations under this agreement.

**6. If you withdraw before approval.** You and any co-applicants may not withdraw your application or the application deposit. If, before signing the Lease Contract, you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.

**7. Completed Application.** An Application will not be considered "completed" and will not be processed until all of the following have been provided to us (unless checked):  a separate Application has been fully filled out and signed by you and each co-applicant;  an application fee has been paid to us;  an application deposit has been paid to us. If no item is checked, all are necessary for the Application to be considered completed.

**8. Nonapproval in seven days.** We will notify you whether you've been approved within seven days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within seven days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval.

**9. Refund after Non approval.** If you or any co-applicant is disapproved or deemed disapproved under paragraph 8, we'll refund all application deposits within \_\_\_\_ days (not to exceed 30 days; 30 days if left blank) of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.

**10. Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 5, 8, and 9 falls on a Saturday, Sunday or a state or federal holiday, the deadline will be extended to the end of the next business day.

**11. Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.

**12. Receipt.** Application fee (non-refundable): \$ \_\_\_\_\_

Application deposit (may or may not be refundable): \$ \_\_\_\_\_

Administrative fee (refundable only if not approved): \$ \_\_\_\_\_

Total of above fees and application deposit: \$ \_\_\_\_\_

Total of amount of money we've received to this date: \$ \_\_\_\_\_

**13. Signature.** Our representative's signature is consent only to the above application agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.

**Acknowledgment.** You declare that all your statements on this application are true and complete. You authorize us to verify same through any means, including consumer reporting agencies and other rental housing owners. If you fail to answer any question or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations. Fax signatures are legally binding.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner's Representative: \_\_\_\_\_ Date: \_\_\_\_\_