

Lease Application

Application Status	Dates: Initial	Approved	Denied	Cancelled	Property
New Rental	Co-Signer	Sublet	HH Addition	Unit Style Applied For	Unit #

A False or willfully omitted statement herein will be grounds for cancellation of your lease at the option of your landlord.

Important Notice To All Of Our Applicants

Do not complete this application unless you are willing to sign a lease, pay full earnest deposit and all other fees. Failure to comply with every one of the following conditions at the time your lease is entered into or at the time of any subsequent renewal thereof automatically voids lease at landlord's option.

Application Conditions:

1. Applicant, on oath, warrants and represents that he is negotiating this transaction in good faith and is a bonafide applicant.
2. Lease must be signed by all occupants 18 years or older.
3. This application shall survive the signing of the lease and shall become a part thereof.
4. No pets are permitted without written approval.
5. Applicant agrees to allow landlord to select the location of the type of apartment unit desired for all similarly priced units.
6. Applicant agrees to allow landlord to process all information needed regarding credit and criminal background.

Please Print and Answer All Questions

1. Applicant(s) Current Information

Primary Applicant Name	Address (Street, City, State, Zip Code)	Yrs	Home Phone	Monthly Rent	Date of Birth	Social Security No
1.						
Spouse Name						
2.						

2. Previous Address (if less than 5-years at current address)

Primary Applicant Name	Address (Street, City, State, Zip Code)	Yrs	Home Phone	Monthly Rent	Date of Birth	Social Security No
1.						
Spouse Name						
2.						

3. Other Occupants - List the names of all other persons to occupy apartment.

(An occupant is any person who will reside in the apartment for more than a two-week period or for more than 48 days during a calendar year)

Name _____	Relationship _____	Birth Date _____	SS# _____
Name _____	Relationship _____	Birth Date _____	SS# _____
Name _____	Relationship _____	Birth Date _____	SS# _____
Name _____	Relationship _____	Birth Date _____	SS# _____
Name _____	Relationship _____	Birth Date _____	SS# _____

4. Driver's License

[X] _____	Verified _____ #2 _____	Verified _____
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5. Your Residence: Your Landlord's Name & Address for Residence(s) listed above

Present Landlord	Address	Phone #	Fax #	How Long?
Previous Landlord	Address	Phone #	Fax #	How Long?

6. Occupation of Primary Applicant

Name & Address of Firm	Your Supervisor	Business Phone	Verified: _____
	Position:	How Long Employed?	
	Annual Income:		

7. Occupation of Spouse Applicant

Name & Address of Firm	Your Supervisor	Business Phone	Verified: _____
	Position:	How Long Employed?	
	Annual Income:		

8. Previous Employment of Primary Applicant (if less than 4 years on present job)

Name & Address of Firm	Your Supervisor	Business Phone	Verified: _____
	Position:	How Long Employed?	
	Annual Income:		

9. Previous employment of Spouse Applicant (if less than 4 years on present job)

Name & Address of Firm	Your Supervisor	Business Phone	Verified _____
	Position:	How Long Employed?	
	Annual Income:		

10. Other Income (indicate amount and source)

Source	Amount	Telephone #	Reference	Verified

11. References (Financial References)

Name	Address	Account Number
Bank		
Bank		
Charge Account		
Charge Account		

12. Name & Address of Nearest Relatives:

Name _____	Relationship _____
Address & Phone # _____	
Name _____	Relationship _____
Address & Phone # _____	
IN CASE OF EMERGENCY:	
Name _____	Relationship _____
Address & Phone # _____	

Have you (any applicant/occupant) ever been convicted of a Sexual Offense? Yes ___ No ___
 Have you (any applicant/occupant) ever been evicted for Non-Payment of rent or otherwise failure to meet your lease obligations? Yes ___ No ___
 Have you (any applicant/occupant) ever plead guilty to a felony or misdemeanor other than a traffic violation? Yes ___ No ___
 If Yes: Describe the felony or misdemeanor you plead guilty to or were convicted of: _____

Agreement

- It is understood that the applicant(s) cannot take possession of the premises until the application is investigated and is accepted by the Landlord, the first month's rent and all fees are paid and the lease is finally signed by the parties. In case the references or lease are not acceptable the payment(s) made will be refunded less the application fees. Refunds will be made within 14 days after rejection. If personal check was utilized for this transaction, refund will be within 21 days.
- The undersigned hereby acknowledge and agree that Landlord may make inquiry of any individuals noted herein
- If applicant cancels after signing the application all monies paid will be forfeited.
- All monies must be paid 14 days before scheduled move in date.

Office Use Only:

Accounts Receivable:	
Application Fee	
Non-Refundable Move In Fee	
Non-Refundable Credit Risk Qualification Fee	
Prorated Rent for the month of	
Prorated Rental Discount for the month of	
Rent (not prorated) for the month of	
Rental Discount (not prorated) for the month of	
Parking Fee for the month of	
Non-Refundable Pet Fee	
Pet Fee for the month of	
Storage Fee for the month of	
A/C Fee	
Subtotal	
Less Amount Paid (Date paid: _____ Check #: _____)	
Total Due at Move In (Please remember, all monies must be due 14 days prior to your move in date by cashier's check or money order)	

Contract Summary:

Application Date	Apt Type:	/ Unit #:
Lease Starts		
Lease Ends		
M/I Date		
Market Rent		
Rent Adj. (if any)		
Net Rent		
Incentives		
Special Requests		

Leasing Agent _____ Date _____

I (We) Have Read, Fully Understand and Approved Of This Application

Resident(s)

Primary Applicant _____ Date _____

Spouse Applicant _____ Date _____

Occupant _____ Date _____

Occupant _____ Date _____

Occupant _____ Date _____

Occupant _____ Date _____