DRUCKER & FALK, LLC
REAL ESTATE

Thank you for considering us in your search for a new apartment home.

NAME OF APPLICANT _____

NAME OF CO-APPLICANT _____

DATE OF APPLICATION _____

APARTMENT RESERVED/DESIRED _____

DATE DESIRED _____

LEASE TERM DESIRED _____

*HOW DID YOU HEAR ABOUT US? _____

APPLICATION FEE PAID $_____ (non-refundable)

A HOLDING FEE IS REQUIRED TO RESERVE AN APARTMENT.

THIS FEE CAN BE RETURNED TO YOU ONLY IF THE APPLICATION IS NOT APPROVED.

UPON APPROVAL AND A SIGNED RENTAL AGREEMENT, THE HOLDING FEE SHALL BECOME THE SECURITY DEPOSIT REQUIRED BY THE RENTAL AGREEMENT.

With your best interest in mind, the following information is necessary.

APPLICANT INFORMATION

(EACH ADULT APPLICANT MUST SUBMIT A SEPARATE UPDATE FORM UNLESS MARRIED)

Applicant _____
FIRST *MIDDLE* *LAST*
Date of Birth _____ SS#_____ DL#/State_____

Spouse _____
FIRST *MIDDLE* *LAST*
Date of Birth _____ SS#_____ DL#/State_____

Other Occupants
1) _____ Relationship _____ DOB _____
2) _____ Relationship _____ DOB _____
3) _____ Relationship _____ DOB _____
4) _____ Relationship _____ DOB _____

RESIDENCY

Present Address _____

City _____ State_____ Zip _____

Occupancy Dates_____ Rent/Mortgage _____ per _____

Apt Community/Landlord _____ Landlord Phone ( ) _____

Previous Address _____

City _____ State_____ Zip _____

Occupancy Dates_____ Rent/Mortgage _____ per _____

Apt Community/Landlord _____ Landlord Phone ( ) _____

EMPLOYMENT

Applicant's Employer _____ Employer Phone ( ) _____

Occupation _____ Gross Monthly Income _____

Spouse's Employer _____ Employer Phone ( ) _____

Occupation _____ Gross Monthly Income _____

AUTOMOBILE(S)

Auto Make_____ Year _____ Color_____ State/Tag# _____
Auto Make_____ Year _____ Color_____ State/Tag# _____

If you own a recreational vehicle, please describe _____

EMERGENCY CONTACT (Contact person in case of a personal emergency – someone not living with you)

Name _____ Relationship _____

Address_____
Street City State Zip
Work Phone ( ) _____ Home Phone ( ) _____

IMPORTANT TO APPLICANT

1- Are you a pet owner? _____ Type/Breed _____ Weight_____ Age_____
No animal is allowed on the premises without prior written consent from management.

2- Do you have renter's insurance? _____ Company _____

3- A full month's rent is due at move-in. Prorated rent, if applicable, is due the first day of the following month. Move-ins the 25th or later require payment of prorated rent as well as the full month's rent.

4- The lease effective date is final. If the applicant fails to move in on that date, prorated rent will still be charged from the lease effective date.

SELECTION CRITERIA

Income: Income and employment will be verified on each applicant. Monthly income must meet the minimum requirements for the community for which the application is submitted.
Rental History: Two years of residential history will be verified on each applicant. Applicant's name must have been on the Lease/Mortgage for any reference to be valid. Rental references should reflect the applicant's ability and willingness to comply with Lease terms as well as community policies and guidelines. Lack of rental history will not be considered a negative factor.
Credit: Credit information on each applicant will be obtained through one or more Consumer Reporting Agencies. Credit history should positively reflect the applicant's ability and willingness to make payments as required by the Lease. Lack of credit history will not be considered a negative factor.
Public Records/Criminal Background: A public records search will be conducted on each adult occupant. Any one or more of the following will result in automatic denial of the application.

- All Felonies including convictions, probation, deferred adjudication, court-ordered intervention programs and pending cases.
- All Misdemeanors convictions, probation, deferred adjudication, court-ordered intervention programs and pending cases for sexual misconduct.
- All Misdemeanors including convictions, probation, deferred adjudication, court-ordered intervention programs and pending cases for the following types of misdemeanors: illegal possession, manufacture, sale, and/or distribution of a controlled substance; or involving a physical crime against a person or persons and/or another person's property with less than seven (7) years time lapse since date of sentence completion.

Occupancy Standards: Occupancy limits, determined by the community, may not be exceeded.

SIGNATURE OF ALL ADULTS TO APPEAR ON LEASE

I CERTIFY THE INFORMATION PROVIDED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INQUIRIES TO BE MADE BY ALL AVAILABLE MEANS TO VERIFY THE STATEMENTS ABOVE. THIS WOULD INCLUDE, BUT NOT BE LIMITED TO, CONSUMER REPORTING AGENCIES, PUBLIC RECORDS, CRIMINAL BACKGROUND CHECK, CURRENT AND PREVIOUS RENTAL REFERENCES, EMPLOYERS AND PERSONAL REFERENCES.

FALSIFICATION OF INFORMATION WILL RESULT IN DENIAL OF THE APPLICATION OR TERMINATION OF THE RENTAL AGREEMENT

1. Signature _____
   Contact Phone (___)_____ Email Address _____
2. Signature _____
   Contact Phone (___)_____ Email Address _____

FOR OFFICE USE ONLY

Apt Assigned _____ **Monthly Rent $** _____ **Monthly Pet Fee $** _____

Application Fee $_____ Dep Date _____ | Pet Dep $_____ Dep Date _____

Holding Fee $_____ Dep Date _____ | Pet Fee $_____ Dep Date _____

Community Fee $_____ Dep Date _____

Conc (if any) _____

Additional Items Requested (i.e., furniture, washer/dryer, etc.)

Item _____ $_____ (Cost) Item _____ $ _____ (Cost)

Item _____ $_____ (Cost) Item _____ $ _____ (Cost)

APPLICATION VERIFICATION CHECKLIST

Every applicant must provide a valid SS# and driver's license or government issued photo ID.

☐ Driver's License or government issued photo ID viewed for confirmation.

If any applicant is not able to provide a SS#, that person is probably a non-US citizen. In this situation, there are four (4) other government issued ID cards (listed below) that can be used to confirm identity. There are no other acceptable forms of ID. *(Refer to "Leasing to non-US citizens" in Policies & Procedures Manual for additional information and instructions)*

☐ Form I-551 (Green Card) ☐ Form I-688 ☐ I-688A ☐ Form I-94

Confirmation by: _____ (employee signature)

COMMUNITY STANDARDS & REQUIREMENTS

Initial after completion. (Attach documentation where required)

☐ Rental/Pet Reference Received ☐ Public Records/Criminal Report Received

☐ Credit Report Received ☐ Employment/Income Verification Received

Application Approved ☐ (Please check, if applicable)

Approval with Adverse Action (attach office copy of adverse action letter)

☐ Approved with additional deposit of $ _____

☐ Co-signer required Approved by: _____

Date Applicant notified: _____ Notified by: _____

Application Declined (Check, if applicable, and attach office copy of denial letter)

Reason(s) for Denial (Check below all that apply)

☐ Unfavorable credit report ☐ Unfavorable rental reference

☐ Insufficient income ☐ Exceeds occupancy standards

☐ Inaccurate information submitted ☐ Other (specify) _____

How was holding fee returned? _____ Holding Fee returned by: _____

Employee Signature

Holding fee received by: _____ Date _____

Notes: _____

Property Manager's Signature: _____ Date _____

RENTAL VERIFICATION

The individual signed below has submitted an application to _____. Please provide the information requested and fax this form back to our office at _____

Thank you for your prompt response.

Name of Applicant _____

I hereby authorize release of the information requested below for my rental address at:

_____

STREET CITY STATE ZIP

_____

Applicant's Signature Date

Dates of Residency: _____ through _____

Amount of Rent $_____ Has Lease Expired? ☐YES ☐NO

# of Late or NSF's ☐ none ☐ 1 ☐ 2 ☐ 3 ☐ 4 or more

(If 4 or more, did they occur within the last twelve months? ☐ YES ☐ NO

Has the individual complied with all community policies? ☐ YES ☐ NO

Does this individual keep an animal on the premises? ☐ YES ☐ NO

Has the animal at any time caused a problem or been a nuisance? ☐ YES ☐ NO

Eligible for re-rental ☐ YES ☐ NO

_____ _____

Date Signature

EMPLOYMENT VERIFICATION

The individual signed below has submitted an application to _____. Please provide the information requested and fax this form back to our office at _____

Thank you for your prompt response.

Name of Applicant _____

I hereby authorize release of the information requested below.

_____

Applicant's Signature Date

(TO BE COMPLETED BY EMPLOYER)

Dates of Employment: _____ through _____

Salary $_____ per _____ (year, month, week)

Is Employment Permanent? ☐ YES ☐ NO

_____

Date

_____

Signature

_____

Title/Department

_____

Company

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