

# RENTAL APPLICATION

Date \_\_\_\_\_ Community Name Knollwood Apartments Apt# \_\_\_\_\_ Rent Amt \$ \_\_\_\_\_

Applicant \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ S.S# \_\_\_\_\_  
Driver's License# \_\_\_\_\_ State \_\_\_\_\_ Marital Status Married Single Sex Male Female  
Spouse \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ S.S# \_\_\_\_\_  
Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Marital Status Married Single Sex Male Female

## OTHER OCCUPANTS

Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Relationship \_\_\_\_\_

## RESIDENCE HISTORY

CURRENT	PREVIOUS
Address _____	Address _____
City _____ ST _____ ZIP _____	City _____ ST _____ ZIP _____
Phone (____) _____ - _____	Phone (____) _____ - _____
Rent/Mtg \$ _____ Move in _____ Move Out _____	Rent/Mtg \$ _____ Move in _____ Move Out _____
Name Of Landlord _____	Name of Landlord _____
Phone for Landlord (____) _____ - _____	Phone for Landlord (____) _____ - _____
Reason for Leaving _____	Reason for Leaving _____

## EMPLOYMENT HISTORY

APPLICANT CURRENT	PREVIOUS
Employer _____	Employer _____
Address _____	Address _____
City _____ ST _____ ZIP _____	City _____ ST _____ ZIP _____
Phone (____) _____ - _____	Phone (____) _____ - _____
Position/Title _____	Position/ Title _____
Phone # for Personnel (____) _____ - _____	Phone # for Personnel (____) _____ - _____
Gross Monthly Income \$ _____ Start Date _____	Gross Monthly Income \$ _____ How Long? _____
Supervisor Name _____	Supervisor Name _____

SPOUSE CURRENT	PREVIOUS
Employer _____	Employer _____
Address _____	Address _____
City _____ ST _____ ZIP _____	City _____ ST _____ ZIP _____
Phone (____) _____ - _____	Phone (____) _____ - _____
Position/Title _____	Position/ Title _____
Phone # for Personnel (____) _____ - _____	Phone # for Personnel (____) _____ - _____
Gross Monthly Income \$ _____ Start Date _____	Gross Monthly Income \$ _____ How Long? _____
Supervisor Name _____	Supervisor Name _____

**Alliance Residential Management  
Statement of Rental Policy**

It is Alliance Residential Management's policy to offer equal housing for all people regardless of race, color, religion, sex, national origin, handicap status, familial status, or any other state or locally protected classifications.

Applications for apartment homes will be accepted on a first come, first serve basis and are subject to the availability of the particular of the particular apartment type requested "Available" apartments include those for which we have notice that an existing resident intends to vacate on or about a certain date. Circumstances not necessarily under management control may delay the date of availability of an apartment which management may behave would be ready for a new resident. Whether a particular apartment is available can vary significantly within several hours or days.

To be considered for approval all adults must fully complete a rental application. Any omissions errors or falsifications may result in denial of an application or term mate the right to occupy the apartment. All applications must be 18 years of age or older. Roommates must apply and qualify separately. People with a joint credit record may complete one application or apply for credit separately. All applications are subject to approval through a computerized scored review from an outside application-processing agency. Approval/Denial is based on a review of the following criteria.

**Income/ Employment:** Income relative to rent and debt is factored into a computer scoring system. Household income must be approximately three times the monthly rent. The applicant must be employed and/or provide proof of income. All sources of income must be verifiable. (Verification can include paycheck stubs, written documentation from income source, bank statement, statements for accounts, U.S tax returns, etc.) Attending school will be accepted as an alternative to being employed but applicant must still meet criteria with regards to income and credit. A cosigner may be used of a prospective resident fails to meet Income/ Employment standards or is full-time collage student (enrollment documentation must be provided.) The cosigner must meet all qualifying criteria, in addition to current housing obligations. Payment of a full lease term by certified funds may be used to waive Income/ Employment standards.

**Resident History:** Any applicant showing a rental debt or eviction will be automatically declined.

**Credit History:** A complete credit history from a credit bureau is required. The overall evaluation of credit history is performed by a computer scoring system. The evaluation is based on factors such as the number of positives and negative lines of credit and overall debt. Only credit information from the previous three years is considered. Certain types of credit lines (such as previous apartment payments) will be considered more heavily than others. No credit history will be viewed as an increased risk. No recorded will the credit bureau is interpreted a bad history.

**Criminal History:** Criminal histories will be checked on all applicants over the age of 18 years. Persons with felony convictions or persons who receive deferred adjudication for felony charges will be denied. Persons who have pending criminal litigation will not considered until that disposition has been reached. Person involved in any crimes- including misdemeanors relating to narcotics, violence, weapons, sexual offenses and/or minors will be denied.

**Occupancy:** All occupants must meet the criminal history standards as set forth in the document. The following occupancy standards will apply:

1 Bedroom: 2 persons

2 Bedroom: 4 persons

For the purposes of this occupancy policy a "family" shall consist of the following persons: One or more individuals (who have not attained the age of 18 years) being domiciled with: (1) a parent or other person having legal custody of individuals; or (2) the designee of each parent or other person having such custody with the written permission of such parent or other person. The term "family" shall also apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years. Newborn Policy: If you are pregnant or have a newborn child less than six (6) months at the time of move-in and your newborn child reached the age of twelve (12)(local or state laws exemption) months during the lease term, you may remain in the unit until your lease expires. Upon the expiration of your lease, you must do one of the following: Move into another available dwelling of the Owner that meets the above criteria; or give a written 60 day notice and vacate the premises.

**Foreign Nationals:** Foreign nationals living or working in the United States must provide ether a valid Social Security Number or a valid passport with stamped identification of entry date into United States. Income will be verified with letter of intent, work visa, work petition or verification of funds in a United States Banks income cannot be verified the lease must be paid in full with United States funds. If a Social Security Number of not provided and/or no credit history exists, credit history will not be required.

**Pets:** If pets are allowed, an additional deposit of \$250.00 per pet is required of which \$125.00 is non-refundable. No exotic pets are allowed. There is a maximum of two (2) pets per apartment. Breed restrictions may apply.

Please note that these are our current rental standards, and nothing in these requirements shall constitute a guarantee or representation by our community that all residents and occupants currently residing in our community have met these requirements. These may be residents and occupants that have resided here prior to these requirements going in effect; additionally our ability to verify whether these requirements are met is limited to the information we receive from various resident reporting services. We make a reasonable effort to screen our residents and do not allow those with particular criminal history to reside on property. Even with a reasonable effort to screen our persons with criminal histories, it is still possible for a resident to move someone in with them, without our knowledge, or our source for criminal checks have incorrect, erroneous or incomplete information. We request residents report to the office any known persons with criminal histories, or persons involved in criminal activity, living on property.

I understand and accept these qualifying standards and have truthfully answered all questions. Further, I understand that falsification of rental application information will lead to denial of rental and the deposit retained as liquidated damages. I give the Apartments or its Agents permission to verify all information on the Application, including criminal history, credit history, residency, employment, and all other information.

\_\_\_\_\_  
Prospective Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prospective Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent for Owner

\_\_\_\_\_  
Date

**RENTAL/CRIMINAL HISTORY**

YES NO

Have you or your spouse ever been evicted or asked to move out? ( ) ( )  
 Have you or your spouse ever broken a lease? ( ) ( )  
 Have you or your spouse ever declared bankruptcy? ( ) ( )  
 Have you or your spouse ever been sued for non-payment of rent? ( ) ( )  
 Have you or your spouse ever been sued for damage to rental property? ( ) ( )  
 Have you or your spouse ever been convicted of a felony or misdemeanor? ( ) ( )  
 Have you or your spouse ever received deferred adjudication for a felony? ( ) ( )

**CREDIT HISTORY**

Bank Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

List Major Credit Cards \_\_\_\_\_

Other Income you want considered: Amount per month \$ \_\_\_\_\_ Please explain \_\_\_\_\_

Have you or your spouse ever owned a home? ( ) Yes ( ) NO

**VEHICLES**

List all vehicles to be parked by you, your spouse or any occupants

Make \_\_\_\_\_ Model \_\_\_\_\_ Yr \_\_\_\_\_ License # \_\_\_\_\_ ST \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Yr \_\_\_\_\_ License # \_\_\_\_\_ ST \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Yr \_\_\_\_\_ License # \_\_\_\_\_ ST \_\_\_\_\_

**OTHER INFORMATION**

Do you intend on bringing a pet into your premises? ( ) Yes ( ) NO

If so, please describe the type of pet, breed, weight, and age \_\_\_\_\_

How were you referred? (please describe) \_\_\_\_\_

**IN CASE OF EMERGENCY PLEASE CONTACT:**

Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Work Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Relationship \_\_\_\_\_

**AUTHORIZATION AND ACKNOWLEDGEMENT**

If you are seriously ill, missing or incarcerated according to an affidavit of the above person, or if you are deceased, you authorize (check one or more):  
 ( ) the above person, ( ) your spouse, and /or ( ) your parent to enter your dwelling to remove all contents, as well as your property in the mailbox, storerooms and common areas.

If you are seriously ill or injured, you authorize us to send for an ambulance at your expense. We are not legally obligated to do so.

I/We authorize **Knollwood Apartments** to verify the information by all available means. The owner is not required to re-verify or investigate preliminary findings. This is to certify that I/We are legal age (18) and that the information is true and correct to the best of my/ our knowledge and if any information is found to be untrue or misrepresented, the property owner is entitled to reject the application and retain all fees and deposits as liquidate damages for our time and expense.

Applicant's Signature \_\_\_\_\_ Spouse's Signature \_\_\_\_\_

**APPLICATION FEE**

Applicant submits herewith a non-refundable payment in the amount of **\$35** for credit check and processing charge. If application is not approved, said sum retained by management to cover the cost of processing this application. Any false information will constitute grounds for rejection of application and forfeiture of Management or his agent is hereby expressly authorized to verify the accuracy and correctness of the statement contained herein, to communicate with application's employer and creditors, and to procure such other information which management or agent may require to evaluate this application. Note: Application must be signed before be processed by management.

**GOOD FAITH**

A good faith deposit of **\$100** must accompany this application. You have **72** hour's to contact this apartment community from the time the application fee and deposit are submitted to receive a full refund of the deposit. Cancellations must be done in writing. After **72** hours the deposit will be retained if you cancel your application. \_\_\_\_\_ (Please initial) You have read and understand the cancellation policy.