

# APPLICATION FOR LEASE

Property \_\_\_\_\_ Apt. Desired \_\_\_\_\_ Move-In Date \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_  
Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_  
Home Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_ Drivers License State & # \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

## PERSONS TO OCCUPY APARTMENTS

Occupancy is limited to those specified below, and no others, without the express written permission of the management.

Full Legal Name	Date of Birth	Relationship	Social Security Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## RESIDENCE HISTORY

**Current Address** \_\_\_\_\_  
Street, city, state and zip code \_\_\_\_\_  
Length of Residency: From \_\_\_\_\_ to \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_  
Contact name \_\_\_\_\_ Phone \_\_\_\_\_  
Contact address \_\_\_\_\_

**Previous Address** \_\_\_\_\_  
Street, city, state and zip code \_\_\_\_\_  
Length of Residency: From \_\_\_\_\_ to \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_  
Contact name \_\_\_\_\_ Phone \_\_\_\_\_  
Contact address \_\_\_\_\_

## EMPLOYMENT HISTORY

**Current Employer** \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Occupation \_\_\_\_\_  
Street, city, state and zip code \_\_\_\_\_  
Dates of employment: From \_\_\_\_\_ to \_\_\_\_\_ Gross Monthly Income \$ \_\_\_\_\_  
Monthly Bonuses, etc. \$ \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
**Previous Employer** \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Occupation \_\_\_\_\_  
Street, city, state and zip code \_\_\_\_\_  
Dates of employment: From \_\_\_\_\_ to \_\_\_\_\_ Gross Monthly Income \$ \_\_\_\_\_  
Monthly Bonuses, etc. \$ \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

## ADDITIONAL SOURCE(S) OF INCOME / ASSETS

Source	Annual Amount
_____	_____
_____	_____
_____	_____

**Bank Account(s) (Indicate Branch)**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Savings  Checking   
Address \_\_\_\_\_  
Street, city, state and zip code \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Savings  Checking   
Address \_\_\_\_\_  
Street, city, state and zip code \_\_\_\_\_

## AUTO(S)

Make and Model of Car \_\_\_\_\_ Year \_\_\_\_\_ License Plate/State \_\_\_\_\_ Color \_\_\_\_\_  
Make and Model of Car \_\_\_\_\_ Year \_\_\_\_\_ License Plate/State \_\_\_\_\_ Color \_\_\_\_\_



**IN CASE OF EMERGENCY, PLEASE CONTACT**

**1<sup>st</sup> Choice**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ Evening Phone \_\_\_\_\_  
Street, city, state and zip code

**2<sup>nd</sup> Choice**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ Evening Phone \_\_\_\_\_  
Street, city, state and zip code

- I hereby apply for and offer to lease the apartment described herein for the lease term stated, at the rental and upon the terms and conditions set forth herein and in Lessor's standard lease form. I warrant that all of the representations in this application are true and correct.
- I understand that occupancy of the apartment is limited to persons listed above under "Persons to Occupy Apartment". I understand that if children are occupants of the premises it is my responsibility to supply adequate supervision at all times.

<b>A. SECURITY DEPOSIT</b>		<b>B. NON-REFUNDABLE FEE</b>	
3.  _____  Applicant's Initials	Simultaneously with the execution of the application I am making a deposit in a sum of \$ _____ plus \$ _____ charge for an investigative report, it being understood that the charge for the investigative report is not refundable. Upon execution of the lease by me it is understood that this deposit will be retained by the Lessor and applied to the Security Deposit under the terms and conditions contained in the lease. It is further understood that at the time I execute the lease on the premises I will pay the first month's rental and the balance of the Security Deposit. I understand that a covenant of the lease requires rental payments on or before the first day of each and every month in advance.  If the applicant fails to provide the necessary documents to complete the background check within three (3) business days, the applicant automatically forfeits the reservation fee as liquid damages.	3.  _____  Applicant's Initials	Simultaneously with the execution of the application I am paying a non-refundable Administrative Fee of \$ _____ plus \$ _____ charge for an investigative report, it being understood that the charge for the investigative report is not refundable under any circumstances. The non-refundable Administrative Fee will be used to cover administrative costs associated with my arrival and departure from the property. This fee; however, is neither being charged nor received by the Landlord for the purpose of being considered as a Tenant for this dwelling unit. This fee is mandatory and this addendum to lease is hereby incorporated by reference into the underlying lease signed by Lessor and Landlord's representative. It is further understood that at the time I execute the lease on the premises I will pay the remainder of the first month's rent and the security deposit. I understand that a covenant of the lease requires rental payments on or before the first day of each and every month in advance.
4.  _____  Applicant's Initials	I understand that the Lessor may retain said deposit as liquidated damages for its costs and expenses, and not as a penalty, if any of the representations made herein are false. I further agree that my deposit is non-refundable (except for the provision of paragraph 5 herein) and the deposit will be retained if I do not execute a lease for the apartment described herein (or any other apartment mutually agreed upon). The Lessee must execute the lease within 7 days of application acceptance.	4.  _____  Applicant's Initials	I understand and agree that the application payment is non-refundable, except as provided in paragraph 5 below, and that the application payment will be retained as liquidated damages for its costs and expenses and not as a penalty, if this application is approved and accepted by Lessor and I do not execute and deliver to Lessor a lease for the apartment described herein (or any other apartment mutually agreed upon) immediately following such approval and acceptance, or if any of the representations made by me are herein are false. Lessee must execute lease within 7 days of application's acceptance or the apartment may be rented to another party and the payment will not be refunded.

- I understand that I acquire no rights on any apartment until I sign a lease in the form submitted to me; until all monies are paid to the Lessor as set forth above; and the lease is executed by the Lessor. I understand that Lessor will refund said deposit to me if the apartment specified (or any other apartment mutually agreed upon) is not available, or if this application is rejected by the Lessor for any reason.
- As is customary in the business, I understand that routine inquiries may be made with respect to my tenancy. In compliance with the Fair Credit Reporting Act, I understand that an investigative consumer report will be made which may include information as to my character, general reputation, personal characteristics, and mode of living. The nature and scope of the investigation requested may include information obtained through personal interviews concerning residence verification, marital status, number of dependents, employment, occupation, habits, reputation, and mode of living. In addition, a criminal background check will be conducted.
- I understand that my Application may be rejected if during the investigation there are found to be judgements, lien(s), or a bankruptcy in my personal credit history or criminal conduct in my personal background. In addition, I understand and agree that if any information provided by me in this Application shall be determined by the Lessor, in your sole discretion, to be false or misleading, this Application may be rejected or, if a Lease shall have been executed, my Lease may be terminated by you in your sole discretion.
- I agree to submit to Lessor a valid, government issued photo identification for all occupants which will be photocopied and made part of this application when application is approved.
- Waterbeds and/or Pets are not allowed without prior written authorization.  
 Do you have a waterbed? Yes  No   
 Do you have a pet? Yes  No  Type \_\_\_\_\_ Size \_\_\_\_\_
- Prior criminal conduct is grounds for rejection of this Lease. Have you been convicted of a felony? Yes  No   
 Have you or any occupant been convicted of any crimes related to sexual activity? Yes  No   
 Have you or any occupant ever been convicted of a misdemeanor? Yes  No   
 Are there any criminal charges currently pending against you or any occupant? Yes  No   
 If you answered "Yes" to any of these questions, please describe the convictions or pending charges below.

- Security Deposits are only refunded in the name of the person(s) noted on the lease as leaseholders.
- The applicants are being evaluated as a whole. If any of the applicants should change, a new application will then need to be completed and approved.

\_\_\_\_\_  
 Applicant's Signature                      Date

Disapproved Date.  \_\_\_\_\_

Approved Date  \_\_\_\_\_

\_\_\_\_\_  
 Applicant's Signature                      Date

\_\_\_\_\_  
 Manager's Signature

\_\_\_\_\_  
 Leasing Agent's Signature              Date

