



APPLICATION FOR OCCUPANCY OF RESIDENTIAL LEASE

Document updated:
April 2014

PROPERTY INFORMATION

PROPERTY ADDRESS: _____
CITY: _____ COUNTY: _____ STATE: _____ ZIP CODE: _____

APPLICANT PERSONAL INFORMATION

APPLICANT NAME _____ APPLICANT TELEPHONE NUMBER _____
APPLICANT SOCIAL SECURITY NUMBER _____ APPLICANT DATE OF BIRTH _____
APPLICANT'S DRIVERS' LICENSE/GOVERNMENT ID NUMBER _____ STATE OF ISSUANCE _____ EXPIRATION DATE _____
DESIRED DATE OF OCCUPANCY _____ DESIRED LENGTH OF LEASE _____

EMPLOYMENT AND BANK REFERENCES

Please check this box if you are currently a full-time student and cannot supply current employment information.

Current Employer: _____
Employer Address: _____ City: _____ State: _____ Zip Code: _____
Employer Telephone: _____ How long?: _____ Start Date: _____
Position Title: _____ Approximate gross monthly income: \$ _____

If you have been with your current employer less than one year, please complete the following:

Previous Employer: _____
Employer Address: _____ City: _____ State: _____ Zip Code: _____
Employer Telephone: _____ How long?: _____ Start Date: _____
Position Title: _____ Approximate gross monthly income: \$ _____

Please provide a valid, enlarged copy of your current driver's license or government-issued photo ID and your two most recent paystubs or proof of income with this Application for Occupancy.

Bank Name: _____ Bank Telephone: _____
Other income: _____ (indicate source and amount)

RESIDENCE HISTORY (Minimum one year required)

Current Rent/Mortgage Payment: \$ _____ How long?: _____ Own Rent
Current Address: _____
City: _____ State: _____ Zip Code: _____
Landlord Name: _____ Landlord Telephone: _____

If owned, please provide mortgage company name and address:

Mortgage Company Name: _____ Mortgage Company Telephone: _____

Mortgage Company Address: _____

City: _____ State: _____ Zip Code: _____

If you have been at your current address less than one year, please complete the following:

Previous Address: _____ How long?: _____ Own Rent

City: _____ State: _____ Zip Code: _____

Previous Landlord Name: _____ Previous Landlord Telephone: _____

PERSONAL REFERENCES

1. Name: _____ Relation: _____

Address: _____ Telephone: _____

2. Name: _____ Relation: _____

Address: _____ Telephone: _____

3. Name: _____ Relation: _____

Address: _____ Telephone: _____

DEPENDENTS/ADDITIONAL OCCUPANTS

Number of people who will occupy the residence: _____

List of ALL occupants and birthdates – CREDIT AND CRIMINAL BACKGROUND CHECKS WILL BE RUN ON EACH PERSON 18 & OVER.

1. Name: _____ Relationship: _____ Date of Birth: _____

2. Name: _____ Relationship: _____ Date of Birth: _____

3. Name: _____ Relationship: _____ Date of Birth: _____

4. Name: _____ Relationship: _____ Date of Birth: _____

Check here and add an additional page for more occupants.

Person to notify in case of emergency and that you authorize to enter and take possession of your personal property in the event of your death, incapacitation, disability or incarceration.

Name: _____ Relationship: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Telephone: _____ Email address: _____

PETS/SERVICE ANIMALS

Will you have pets? Yes No (assistive and service animals are not considered "pets")

Description of pets (recent photo required):

1. Breed: _____ Age: _____ Gender: _____ Weight: _____

2. Breed: _____ Age: _____ Gender: _____ Weight: _____

3. Breed: _____ Age: _____ Gender: _____ Weight: _____

Will you have an assistive or service animal? Yes No (accommodation request required with application)

VEHICLE INFORMATION

Total number of vehicles (including vehicles used for employment): _____

Vehicle information:

- 1. Make: _____ Model: _____ Year: _____ Color: _____ License Plate #: _____
- 2. Make: _____ Model: _____ Year: _____ Color: _____ License Plate #: _____
- 3. Make: _____ Model: _____ Year: _____ Color: _____ License Plate #: _____
- 4. Make: _____ Model: _____ Year: _____ Color: _____ License Plate #: _____

Description of any other vehicles (boat, trailer, truck, recreational vehicle, etc.) that you would like to keep on the property: (Prior written permission from management required before any other vehicles can be stored on the property)

CREDIT AND BACKGROUND HISTORY (answer all questions for yourself and for anyone else who will occupy the residence)

- Have you ever been evicted from another property? Yes No
- Has a notice of eviction ever been filed against you? Yes No
- Have you ever declared bankruptcy? Yes No If so, when?: _____ Discharge date: _____
- Have you had two or more late rental payments in the past year? Yes No
- Have you ever willfully or intentionally refused to pay rent when due? Yes No
- Do you currently owe any money to a current or previous landlord? Yes No
- Do you currently or have you ever used or manufactured any illegal drugs? Yes No
- Have you ever engaged in the distribution or sale of any illegal drugs? Yes No
- Have you ever been convicted, arrested or charged with any crime? Yes No
- Do you have any outstanding warrants or anticipate any warrants for your arrest? Yes No

If you answered "Yes" to any of the previous questions, please give a detailed explanation and date describing each incident:

ADDITIONAL INFORMATION

Have you or anyone in your household had, or do you presently have, problems with bed bugs or other pests? Yes No

If you answered "Yes" to this question, please explain: _____

Please provide any other information that might help the management evaluate this application:

NON-REFUNDABLE APPLICATION FEE AND HOLDING DEPOSIT

In consideration of management considering this application, I agree to pay the following:

- 1. Earnest/holding deposit of a minimum of: \$ _____; and
 - 2. Non-refundable application fee of: \$ _____
- Total Deposit/Fees submitted with application:** \$ _____

The earnest/holding deposit is refundable if my application is not approved (14 day delay required for bank clearance of check). If my application is approved, the earnest/holding deposit will be credited to the security deposit and first month's rent. If applicant withdraws this application after written notification of acceptance, the entire earnest/holding deposit will be retained in addition to the non-refundable application fee. **UNDER NO CONDITIONS WILL NON-REFUNDABLE APPLICATION FEE AND HOLDING DEPOSIT BE RETURNED FOLLOWING WRITTEN NOTIFICATIO OF ACCEPTANCE.**

CONSENT TO CONDUCT BACKGROUND CHECKS

I hereby authorize and instruct the LANDLORD to investigate the information supplied by me and to conduct inquiries concerning my income, credit and character for the purpose of verifying and qualifying for this rental and any renewals thereof. I further authorize the release of any and all information available from any reference, former owners, credit reporting agencies, departments of motor vehicles and governmental agencies. I hereby release and hold harmless all parties from liability for any damages that may result from furnishing this information to the LANDLORD and the LANDLORD'S representatives. **NOTE: The LANDLORD will not provide a copy of the actual credit report to the applicant.**

Applicant acknowledges that the LANDLORD may not be able to complete a comprehensive evaluation of this information prior to move-in. The LANDLORD reserves the right to verify application information after move-in and may convert the Lease Agreement to a month-to-month term or declare the lease irreparably breached and seek immediate eviction if false or misleading information has been provided by the applicant on this application. Applicant agrees to the terms of this Deposit to Hold agreement. This application is preliminary only and does not obligate the LANDLORD to execute a lease or deliver possession of the proposed property. LANDLORD shall comply with all federal, state and local fair housing laws and regulations.

Unless otherwise agreed, I understand that the LANDLORD and the LANDLORD'S representatives are agents of and represent the OWNER in leasing this property. FALSIFYING INFORMATION ON THIS APPLICATION IS GROUNDS FOR REJECTION.

By signing below, I acknowledge and accept the qualifying criteria and policies of the LANDLORD by which my application will be considered and approved (in the sole discretion of the LANDLORD).

Applicant Signature

Date