



# NEW RESIDENT APPLICATION

Earnest Money Paid \$ \_\_\_\_\_ Credit Check Fee \$ \_\_\_\_\_

### FOR OFFICE USE ONLY

Apartment Number \_\_\_\_\_ Located at \_\_\_\_\_ Garage #/Location # \_\_\_\_\_

**LEASE TERM:** Month/Year \_\_\_\_\_ Beginning on \_\_\_\_\_ Ending \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_

Sec. Dep. \$ \_\_\_\_\_ Move-in Date \_\_\_\_\_ Prorate Rent \$ \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Pet(s) \_\_\_\_\_ Pet Deposit \$ \_\_\_\_\_ Pet Charge \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

### APPLICANT INFORMATION

E-Mail: \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License # \_\_\_\_\_ Social Security # \_\_\_\_\_

#### RESIDENCY

Current Address \_\_\_\_\_ Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Current Rent \_\_\_\_\_

Landlord \_\_\_\_\_ Landlord Phone \_\_\_\_\_ Move In/Out Date \_\_\_\_\_

Previous Address \_\_\_\_\_

Landlord \_\_\_\_\_ Landlord Phone \_\_\_\_\_ Move In/Out Date \_\_\_\_\_

Home Owner  YES Mortgage Holder (Name & Address) \_\_\_\_\_

#### EMPLOYMENT

Self-Employed? YES \_\_\_ NO \_\_\_

Present Employer (Co. Name) \_\_\_\_\_ Position \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Salary per Month \$ \_\_\_\_\_

Company Address \_\_\_\_\_ Start Date? \_\_\_\_\_

Do you have additional income? (Describe) \_\_\_\_\_ \$ per month? \_\_\_\_\_

Previous Employer (Co. Name) \_\_\_\_\_ Position \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Salary per Month \$ \_\_\_\_\_

Company Address \_\_\_\_\_ Start Date? \_\_\_\_\_ End \_\_\_\_\_

### CO-APPLICANT INFORMATION

E-Mail: \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License # \_\_\_\_\_ Social Security # \_\_\_\_\_

#### RESIDENCY

Current Address \_\_\_\_\_ Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Current Rent \_\_\_\_\_

Landlord \_\_\_\_\_ Landlord Phone \_\_\_\_\_ Move In/Out Date \_\_\_\_\_

Previous Address \_\_\_\_\_

Landlord \_\_\_\_\_ Landlord Phone \_\_\_\_\_ Move In/Out Date \_\_\_\_\_

Mortgage Holder (Name & Address) \_\_\_\_\_

#### EMPLOYMENT

Self-Employed? YES \_\_\_ NO \_\_\_

Present Employer (Co. Name) \_\_\_\_\_ Position \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Salary per Month \$ \_\_\_\_\_

Company Address \_\_\_\_\_ Start Date? \_\_\_\_\_

Do you have additional income? (Describe) \_\_\_\_\_ \$ per month? \_\_\_\_\_

Previous Employer (Co. Name) \_\_\_\_\_ Position \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Salary per Month \$ \_\_\_\_\_

Company Address \_\_\_\_\_ Start Date? \_\_\_\_\_ End \_\_\_\_\_

#### LIST OF OTHER OCCUPANTS RESIDING:

Name	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

#### VEHICLE INFORMATION

Your Vehicle Make / Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Lic # \_\_\_\_\_ State \_\_\_\_\_

2<sup>nd</sup> Vehicle Make Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Lic # \_\_\_\_\_ State \_\_\_\_\_

Other Vehicles (if any) \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Lic # \_\_\_\_\_ State \_\_\_\_\_

**OTHER INFORMATION**

Do you have any pets? \_\_\_\_\_ If YES what and what breed \_\_\_\_\_  
 APPLICANT CO-APPLICANT  
 Been evicted from tenancy? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Have you even filed for bankruptcy? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ YES \_\_\_\_\_ NO  
**Do you wish to receive a written explanation of denial of tenancy?** \_\_\_\_\_ YES \_\_\_\_\_ NO

**IN CASE OF EMERGENCY**

**Applicant** Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Nearest Relative not living in household/ Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Address/City/State/Zip \_\_\_\_\_  
**Co-Applicant** Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Nearest Relative not living in household/ Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Address/City/State/Zip \_\_\_\_\_

I have paid the earnest money deposit indicated on this application. The earnest money deposit will be applied to my security deposit or my first month's rent if the Landlord enters into a Lease or Rental Agreement with me. If this application is approved, and I fail to enter into a Lease or Rental Agreement, the earnest money and any subsequent payments may be retained to compensate the Landlord's costs and damages, subject to the Landlord's duty to mitigate. The earnest money and any subsequent payments will be refunded to me by the end of business day if (1) this application is rejected, or withdrawn before approval; or (2) if the Landlord takes no action on this application by the end of the 21<sup>st</sup> day following the Landlord's receipt of earnest money.

I hereby authorize the Landlord and Manager to investigate my credit and financial responsibility, income, criminal record, rental and evictions history, and the statements made in this application, and to obtain a consumer credit report on me from a consumer reporting agency that compiles and maintains files of consumers of a nationwide basis.

Disclosure of an applicant's Social Security Number (SSN) is voluntary, and housing may not be denied solely on the applicant's decision to withhold their SSN.

I was given the opportunity to review a sample Lease and the Landlord's rules and regulations. I warrant and represent that I am at least 18 years of age and that all statements herein are true and correct, to the best of my knowledge.

\_\_\_\_\_  
 Signature of Applicant This \_\_\_\_\_ day of \_\_\_\_\_  
 \_\_\_\_\_  
 Signature of Co-Applicant This \_\_\_\_\_ day of \_\_\_\_\_

APPLICATION VERIFICATION – FOR OFFICE USE ONLY			
APPLICANT EMPLOYMENT VERIFICATION		CO-APPLICANT EMPLOYMENT VERIFICATION	
Current Employer Name _____	Previous Employer Name _____	Current Employer Name _____	Previous Employer Name _____
Phone _____	Phone _____	Phone _____	Phone _____
Dates _____	Dates _____	Dates _____	Dates _____
Salary _____	Salary _____	Salary _____	Salary _____
Position _____	Position _____	Position _____	Position _____
Full-time/Part-time _____	Full-time/Part-time _____	Full-time/Part-time _____	Full-time/Part-time _____
Verified By _____	Verified By _____	Verified By _____	Verified By _____
APPLICANT LANDLORD VERIFICATION		CO-APPLICANT LANDLORD VERIFICATION	
Current Landlord Name _____	Previous Landlord Name _____	Current Landlord Name _____	Previous Landlord Name _____
Phone _____	Phone _____	Phone _____	Phone _____
Verify Dates _____	Verify Dates _____	Verify Dates _____	Verify Dates _____
Rent on time _____	Rent on time _____	Rent on time _____	Rent on time _____
Problems/Complaints _____	Problems/Complaints _____	Problems/Complaints _____	Problems/Complaints _____
Would you Rerent? _____	Would you Rerent _____	Would you Rerent _____	Would you Rerent _____
Deposit Refunded? _____	Deposit Refunded? _____	Deposit Refunded? _____	Deposit Refunded? _____
Application Accepted _____	Denied _____	Authorized By _____	Date _____
_____		_____	
_____		_____	
_____		_____	