

# Application for Occupancy (Page 1)

## Property Information

Property Name: \_\_\_\_\_ Unit Type \_\_\_\_\_ Co-Signer Needed \_\_\_ Rent \$ \_\_\_\_\_  
Leasing Rep \_\_\_\_\_ Move-In Date \_\_\_\_\_ Desired Lease End Date \_\_\_\_\_

How did you hear about us?  Newspaper  Commercial  Phone Book  Internet  Other: \_\_\_\_\_

## Applicant Information Single Married Part-time Student Full-time Student

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Maiden or Former Names \_\_\_\_\_

SSN (Social Security Number) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Roommates?  Yes  No Name of Roommates #1 \_\_\_\_\_

#2 \_\_\_\_\_ #3 \_\_\_\_\_

**SPOUSE** Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Maiden or Former Names \_\_\_\_\_ Contact Phone # \_\_\_\_\_

SSN (Social Security Number) \_\_\_\_\_ Date of Birth \_\_\_\_\_

**CHILDREN**  Yes  No Will your children live at the property which you are applying?  Yes  No

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_

## Residential Information – Include information for the last 3 years. Use 2<sup>nd</sup> page if needed.

**PRESENT**  Rent  Own  Family Dates There \_\_\_\_\_ Rent \$ \_\_\_\_\_

Street Address \_\_\_\_\_ Apt \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Apartment/Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_

**PRIOR**  Rent  Own  Family Dates There \_\_\_\_\_ Rent \$ \_\_\_\_\_

Street Address \_\_\_\_\_ Apt \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Apartment/Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_

**OTHER**  Rent  Own  Family Dates There \_\_\_\_\_ Rent \$ \_\_\_\_\_

Street Address \_\_\_\_\_ Apt \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Apartment/Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_

## Employment and Income Information

Employer \_\_\_\_\_ Position \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Start Date \_\_\_\_\_ Supervisor Name \_\_\_\_\_ Supervisor Phone \_\_\_\_\_

**SPOUSE** Employer \_\_\_\_\_ Position \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Start Date \_\_\_\_\_ Supervisor Name \_\_\_\_\_ Supervisor Phone \_\_\_\_\_

## OTHER INCOME

Source of Income \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_

# Application for Occupancy (Page 2)

## Applicant Information (Please enter again in case Page 1 and Page 2 get separated)

Last Name \_\_\_\_\_ First \_\_\_\_\_ SSN \_\_\_\_\_

## Additional Information

Have you ever willingly refused to pay rent? \_\_\_\_\_ If so, to whom and why? \_\_\_\_\_

Have you ever been evicted? \_\_\_\_\_ If so, to whom and why? \_\_\_\_\_

Have you ever been arrested or convicted of a crime? \_\_\_ If so, where, when and what was the charge? \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Character Reference \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Character Reference \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Driver's License # \_\_\_\_\_ State of Issue \_\_\_\_\_

Bank \_\_\_\_\_

Make of Vehicle: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ Plate#/State: \_\_\_\_\_ / \_\_\_\_\_

**Do you have a pet?** Y N **If Yes:** What type(cat, dog)? \_\_\_\_\_ What breed(if known) \_\_\_\_\_

How many pets? \_\_\_\_\_ Pet weight (s): \_\_\_\_\_ Age: \_\_\_\_\_ Is it on your current lease? Y N

## Roommate Information History - If you were on lease with other individual(s).

Name of Roommate(s) also on lease **Current Address** \_\_\_\_\_

Name of Roommate(s) also on lease **Prior Address** \_\_\_\_\_

Name of Roommate(s) also on lease **Other Address** \_\_\_\_\_

Failure to provide complete information, including daytime phone numbers for you and your references, will delay processing. **Incomplete applications will not be processed.**

**Applications will not be processed until the application fee is paid in full.**

This application must be signed by all adults who will occupy the apartment before it can be considered by the Landlord. Acceptance of this application, and any monies deposited herewith, is not binding upon Landlord until notified by Landlord. If approved, a security deposit is required to reserve a unit for the applicant.

**A non-refundable screening fee of \$35.00 per individual and \$45.00 per married couple will be collected at this time to process this application. A \$10.00 application fee is required for Cosigners.**

By signing, the applicant recognizes that an investigative report will be prepared whereby information is obtained from credit bureaus, landlords and employers, through interviews and public records. This inquiry includes information as to your character, general reputation, credit and mode of living. This application may be disapproved as a result of any misrepresentation or insufficient information as a result of an incomplete application.



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

Date \_\_\_\_\_

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

Date \_\_\_\_\_



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