

**APPLICATION FOR RESIDENCY**

**PLEASE FILL OUT COMPLETELY – THANK YOU**

Please tell us about yourself

<b>Applicant</b> Last	First	Middle	Maiden	Date of Birth	SS#	Drivers License # & State
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**Marital Status:** \_\_\_\_\_ Present Phone No. \_\_\_\_\_ 9am – 5pm Contact Number & Extension \_\_\_\_\_

**Have you ever had an eviction filed against you: Yes \_\_\_ No \_\_\_** PETS: Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Weight: \_\_\_\_\_  
**Please explain on back** **SMOKER: \_\_\_\_\_ NON SMOKER \_\_\_\_\_**

<b>Present Address</b>	Street #	Name	Apt #	City	State	Rent/Mortgage Payments	Own _____ Rent _____	Since / /
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<b>Landlord Mtg. Co.</b>	Name	Address	City	State	Zip	Phone: ( )
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<b>Previous Address:</b>	Street #	Name	Apt #	City	State	Rent/Mortgage Payments	Own _____ Rent _____	Since / /
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**Have you ever been convicted of a felony: Yes \_\_\_\_\_ No \_\_\_\_\_** If yes explain: \_\_\_\_\_

**TELL US ABOUT YOUR JOB: MONTHLY INCOME:**

<b>Present Employer</b>	Name	Full Address	Phone ( )
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<b>Position:</b>	Employer:	From:	To:
	Supervisor:	/ /	/ /

<b>Previous Employer</b>	Name	Full Address	Phone ( )
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<b>Position:</b>	Employer:	From:	To:
	Supervisor:	/ /	/ /

**PLEASE GIVE US THE FOLLOWING INFORMATION**

<b>Emergency Contact:</b>	Name:	Address:	Phone: ( )
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<b>Automobile # 1</b>	Year:	Make:	Make:	Color:	Tag #:	<b>Automobile # 2</b>	Year:	Make:	Make:	Color:	Tag #:
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<b>Children</b>	Name	Age	Name	Age	Name	Age	Name	Age
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<b>Bank Ref:</b>	Name:	Address	City	State
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Applicant represents that all of the statements and representations are true and complete, and hereby, authorizes verification of the above information, references and credit records. Applicant understands that a investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records may be made. Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, will void a lease/ rental agreement if any and/or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms if any. Applicant authorizes verification of all information by the Landlord and or Management company. Applicant has the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this Investigation.

**NON REFUNDABLE APPLICATION FEE** – Applicant(s) has paid to Landlord and/or Management company herewith the sum of \$ \_\_\_\_\_ as a **NON REFUNDABLE APPLICATION FEE** for costs, expenses and fees in processing the application. **PROPERTY DEPOSIT AGREEMENT** applicant has deposited an **“PROPERTY DEPOSIT”** of \$ \_\_\_\_\_ in consideration for taking the dwelling off the market while the application is being processed. If applicant is approved by Landlord and/or Management and the lease is entered into and possession of the property is taken, the **“PROPERTY DEPOSIT” shall be applied toward the security/damage deposit.** If the applicant is approved, but fails to enter into the lease within 3 days of verbal and/or written approval and/or take possession after lease signing, **the full “PROPERTY DEPOSIT” shall be forfeited to the Landlord or Management in addition to any penalties as provided in the lease if the lease has been signed by the applicant.** The **“PROPERTY DEPOSIT” shall be refunded only if applicant is not approved.** Keys will be furnished only after lease and other rental documents have been properly executed by all parties and only after applicable rentals and security deposits have been paid. This application is preliminary only, in no way implies that a particular rental unit shall be available and in no way obligates landlord or management to execute a lease or deliver possession of the proposed premises.

I authorize a credit and background check including criminal history and civil records, Title VIII of the Civil Rights Act of 1996 makes discrimination based on race, color, religion, sex, or national origin illegal in connection with the rental of most housing. The Federal Agency which administers compliance with this law is: Department of Housing and Dev., 1100 Commerce St. Dallas, TX 75202, & Dept of Housing & Urban Dev., 1371 Peachtree St., N.E., Atlanta, GA

I HAVE READ & AGREED TO THE PROVISIONS AS STATED	SECURITY DEPOSIT: _____	OFFICE USE ONLY
	1ST MONTH RENT: _____	
	LAST MONTH: _____	
	PET DEPOSIT: _____	
	BALANCE DUE: _____	Apartment #: _____
Applicant's Signature _____	Date _____	Agent Initial: _____