

Please complete one application for each occupant and/or co-signer over the age of 18. COMPLETE ALL INFORMATION, IF NOT APPLICABLE PLEASE WRITE N/A.

Date Name Date of Birth Social Security Present Address City State Zip Home Phone # Cell # Work # Email:

Own or Rent? Current Landlord/Mortgage Company Phone # Rent/Mortgage Amount \$ How long at this address Reason Moving

How did you hear about us: Previous Address (last 7 years):

1. Landlord/Mortgage Co. 2. Landlord/Mortgage Co.

Driver's License # State of Issue Year/Make of Vehicle Vehicle Tag # State Marital Status Spouse's Name Occupants under age 18: Name(s) Age(s)

Present Employer (if not employed, see below): Company Address Phone # Position How long Salary Supervisor

Previous employer (last 3 years) 1. Address Phone # 2. Address Phone #

Other Income: Source Monthly Amount How long Student: School Address Phone # Course of Study Name of Student Advisor

Financial References: Bank Address Type of Account

This question must be answered: Have you ever been convicted of a felony?

IN CASE OF EMERGENCY (Please fill out information for both contacts completely):

- 1. Address Relationship Phone # 2. Address Relationship Phone #

Cancellation/Payment Policy: The applicant shall be entitled to receive a refund of the initial deposit provided this application is cancelled within 3 business days (to include Saturday) of the receipt of the application by our office. If not cancelled within 3 business days, all deposit monies will be retained as liquidated damages for withdrawing the apartment from the rental market. If the application is denied for any reason, applicant will receive the deposit refund. Any refund, regardless of type of payment, will be refunded within 15 business days from receipt of the application. If applicant is approved, a full security deposit and/or additional rent will be required within 5 business days of approval. If applicant cancels apartment after Landlord's receipt of the security deposit /additional rent, applicant will forfeit all monies paid. Applicant also understands that they must pay a \$35.00 processing fee for the purposes of verifying all information contained in this application and for processing all paperwork involved in the transaction. This processing fee is per application and is NOT REFUNDABLE under any circumstances. Applicant understands that the security deposit, additional rent and all final balances must be paid by certified check or money order, no personal checks or cash will be accepted. Applicant understands that all outstanding balances must be paid in full and the lease must be signed with all required signatures before the applicant will receive the keys on the agreed upon date of move in.

DISCLOSURES:

- 1. Applicant verifies by signing this application they have received a Lead-Paint Information Booklet. 2. Applicant verifies by signing this application they understand that the Leasing Representative taking this application is acting solely as an agent of the owner/landlord.

Applicant's signature below authorizes landlord to verify all information in this application with, but not limited to, all employers, schools, landlords, mortgage holders, banks or other creditors as well as obtain a complete credit and/or criminal report from an authorized reporting agency. By signing this application, applicant hereby verifies that they are the person which they are representing themselves to be and all of the above information is true and accurate. Falsifying information will result in immediate denial of this application or termination of lease. Applicant understands all of the information explained above and agrees to its content.

Signature Date

FAX COPY VALID AS ORIGINAL

***** OFFICE USE

ONLY: Leasing Agent Bldg. Apt. # # of Occupants Lease start Lease end Move in date Rent Security Deposit LMR Prorate App fee(s) Pet fee Misc. Charges Total Charges Due Deposit Paid Date Paid Total Balance Due