



**VEHICLE**

Year & Make \_\_\_\_\_ Color \_\_\_\_\_ License No. & State \_\_\_\_\_ Registered To \_\_\_\_\_  
 Year & Make \_\_\_\_\_ Color \_\_\_\_\_ License No. & State \_\_\_\_\_ Registered To \_\_\_\_\_  
 Give description and tag numbers of any boat, motorcycle, camper, van, etc. you may own \_\_\_\_\_  
 Do you own any pets? \_\_\_\_\_ If so, how many? \_\_\_\_\_ Kind \_\_\_\_\_ Weight \_\_\_\_\_ Color \_\_\_\_\_  
 Emergency Contact \_\_\_\_\_  
 Name \_\_\_\_\_ Relationship? \_\_\_\_\_  
 Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Applicant has submitted the sum of \$ \_\_\_\_\_ which is non-refundable for credit check processing charge of the application. Such sum is not a rental payment or security deposit, and will be retained by the owner or its agent to cover the application's processing cost. Applicant hereby represents that all the above statements are true and correct and are made to induce owner and its agents to lease or rent an apartment. Owner and its agents are hereby authorized and given the right to verify by reasonable means the application, including, without limitation, ordering credit and criminal reports, and authorized to exercise in its sole discretion as to whether to reject the application and/or to terminate any lease which may be entered into between the parties, pursuant to this application, whether during the term of said lease or any extensions or renewals thereof, if the applicant has made any false or misleading statements or misrepresentations in this application. It is understood and agreed between the parties that in the event this application for said apartment is rejected by the owner or its agents then the said sum so received hereinbelow shall be returned to applicant without interest. It is further understood and agreed that in the event said application is approved and accepted by the owner or its agents, then said amount received below shall be applied to that security deposit and administrative fee so called for in the lease entered into between the parties. It is further understood and agreed between the parties that in the event that said application is approved and accepted by the owner or its agent and applicant refuses to enter into a lease agreement for the period of time as called for in applicant's application, then the sum so received herein shall be retained by the owner or its agents to serve as liquidated damages it will suffer by reason of applicants failing to enter into residency of the above stated apartment, but the acceptance or rejection of applicant shall remain within the sole discretion of owner and its agents. If owner or its agents cannot deliver possession of the premises to the Applicant at the commencement of the term, all deposits/fees less application fee paid to owner shall be refunded to Applicant.

Applicant has delivered the sum of \$ \_\_\_\_\_ for deposit and application to the security deposit and administrative fee for the above stated unit.  
 Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_ Leasing Agent Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Spouse's Signature \_\_\_\_\_ Date \_\_\_\_\_ Property Name \_\_\_\_\_

**-APPLICATION VERIFICATION-**

FOR OFFICE USE ONLY:

Verified by \_\_\_\_\_  
 Date Verified \_\_\_\_\_

**RESIDENCE HISTORY**

Name of Landlord	Payment History	Rent Amount	Length of Occupancy	Any Complaints	Notice Given?	Deposit Refunded	Apartment Condition	Person Giving Information	By

**EMPLOYMENT CHECK**

Employer	Date Started	Date Ended	Salary	Satisfaction	Reason for Leaving	Title	Person Giving Information	By

**SPOUSE'S EMPLOYMENT**

Employer	Date Started	Date Ended	Salary	Satisfaction	Reason for Leaving	Title	Person Giving Information	By

**BANK'S REFERENCES**

Date Opened	Rating	Range	Person Giving Information	By

**CREDIT REFERENCES**

Firm Name	Rating	Balance	Person Giving Information	By

**CREDIT BUREAU INFORMATION**

Date Reported	Date Opened	High Credit	Current Balance	Past Due Amount	Rating	By



THIS PORTION OF APPLICATION IS FOR OFFICE USE ONLY  
 CALCULATION OF ELIGIBLE INCOME – Only for those residents with assets

(a) Total Anticipated Annual Income (From Front of Form) \$ \_\_\_\_\_ (a)

Total Amount of Assets \$ \_\_\_\_\_

(b) For Lower Income Applicants when Total Assets are less than \$5000 go to (c) .  
 If the Assets are greater than \$5000, enter 5.5% of the assets here., then go to (c). + \$ \_\_\_\_\_ (b)

OR

(c) Enter amount of income expected during the next 12 months from the assets, and enter here + \$ \_\_\_\_\_ (c)  
 (Lower and eligible applicants) \_\_\_\_\_

(d) Take the larger figure of either (b) or (c), and add to the amount shown in (a).  
 Then , enter new total here. GRAND TOTAL = \$ \_\_\_\_\_ (d)

(e) When the Resident first gave us his/her anticipated annual income figure. Did s/he include any of  
 her/his "Asset Income"? If so, subtract the amount he already told us about from the Grand Total. - \$ \_\_\_\_\_ (e)  
 \_\_\_\_\_

(f) Enter Revised Grand Total in this space. = \$ \_\_\_\_\_ (f)

Completed by: \_\_\_\_\_

Application Approved: Date \_\_\_\_\_ Manager Signature \_\_\_\_\_  
 Application Disapproved: Date \_\_\_\_\_ Manager Signature \_\_\_\_\_

Date Applicant Notified of Approval or Denial: \_\_\_\_\_

If this application was disapproved, was the applicant given the name and address of the person or the reporting agency that verified the application?

Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_ Manager's Signature \_\_\_\_\_

If this application was disapproved, what was the basis for refusal?

- Unfavorable credit report
- Unfavorable report from previous landlord
- Unfavorable employment references
- Incorrect Information submitted on application
- Number of Occupants
- Number or size of pets
- Other (specify) \_\_\_\_\_

APPLICANT CONVERSATION LOG: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

