

RENTAL APPLICATION

(Each co-resident, except spouse, must submit a separate application)

Date _____ How were you referred to us? _____

PART I APPLICANT

- a. Applicant's Full Name _____ Date of Birth _____
Social Security Number _____ Drivers License Number & State _____ E-mail _____
Home Phone _____ Work Phone _____ Marital Status (check one) Single Married Divorced Separated
- b. Spouse's Full Name _____ Date of Birth _____
Social Security Number _____ Drivers License Number & State _____
- c. How many people will be occupying the dwelling unit? _____ List name, age, relationship of all persons to be living with you.

- d. Do you have any pets? Yes No How many? _____ Type and Size _____
- e. Have you or your spouse ever declared bankruptcy? Yes No Have you or your spouse ever been convicted of a felony? Yes No
- f. List all vehicles to be parked on the premises by applicant, spouse or other occupants (cars, trucks, motorcycles, recreational vehicles, trailers, boats).
Make & Model _____ Year _____ License number _____ State _____
Make & Model _____ Year _____ License number _____ State _____
- g. In case of emergency, notify _____ Work Phone _____ Home Phone _____
Address _____ City _____ State _____ Zip _____
Relationship _____ In the event of serious illness or death of resident, the above named person
to notify may or may not enter, remove and/or store all contents found in the dwelling, storerooms, common areas and mail boxes. Please Initial _____

PART II RENTAL HISTORY

- a. Present address _____ City _____ State _____ Zip _____
Move in date _____ Name of property owner or manager _____ Phone _____
- b. Previous address _____ City _____ State _____ Zip _____
Move out date _____ Name of property owner or manager _____ Phone _____
- c. Have you or your spouse ever been evicted? Yes No Been sued for nonpayment of rent or damages to rental property? Yes No

PART III EMPLOYMENT / OTHER INCOME

- a. Applicant's present employer _____ How Long? _____ Work phone _____
Address _____ City _____ State _____ Zip _____
Gross monthly salary \$ _____ Position held / occupation _____
Supervisor's name _____ Supervisor's phone _____
- b. Applicant's previous employer _____ How Long? _____ Work phone _____
Address _____ City _____ State _____ Zip _____
Supervisor's name _____ Supervisor's phone _____
- c. Spouse's present employer _____ How Long? _____ Work phone _____
Address _____ City _____ State _____ Zip _____
Gross monthly salary \$ _____ Position held / occupation _____
Supervisor's name _____ Supervisor's phone _____
- d. Spouse's previous employer _____ How Long? _____ Work phone _____
Address _____ City _____ State _____ Zip _____
Supervisor's name _____ Supervisor's phone _____
- e. Disclosure of additional income, such as child support, alimony, separate maintenance, etc., is mandatory if applying for government regulated affordable housing. Otherwise disclosure is voluntary, if you wish to have it considered in determining if you qualify.
Amount of \$ _____ per _____ Source: _____

PART IV BANK AND CREDIT REFERENCES

- a. Name of Bank _____ Checking acct. No. _____ Savings Acct. No. _____
Name of Bank _____ Checking acct. No. _____ Savings Acct. No. _____
- b. Credit reference _____ Account number _____
Credit reference _____ Account number _____

PART V**CORRECT INFORMATION**

The undersigned persons represent that all the above statements are true and complete and hereby authorize verification of such information via credit reports, rental history reports, release of information by employer (present and former) and other means. Failure to answer any of the above inquiries shall entitle owner to reject this application. False information given above shall entitle owner to (1) reject this application, (2) retain the application fee(s) and deposit(s) as liquidated damages for the owner's time and expenses of processing this application, and (3) terminate resident's right of occupancy. False information may also constitute a serious criminal offense under the laws of this state. In any lawsuit relating to this application, application agreement or rights under statute or government regulations, the prevailing party is entitled to recover attorney's fees and all other costs of litigation from the non-prevailing party. The owner reserves the right to report information about payment performance to consumer credit reporting agencies.

See page 2 for CONTEMPLATED RENTAL AGREEMENT INFORMATION and APPLICATION AGREEMENT
Page 2 must also be signed in event of APPLICATION AGREEMENT

Signature of Applicant

Signature of Spouse

PART VI**CONTEMPLATED RENTAL AGREEMENT INFORMATION**

Property Name _____ Unit No. _____ Unit Type (BRs and baths) _____

Street Address _____ City/State/Zip _____

Beginning date of rental agreement _____ ending date of rental agreement _____

Total security deposit(s) for all purposes \$ _____ Monthly rent for dwelling unit \$ _____ Other monthly charges \$ _____

Prorated for first month \$ _____ Monthly rental due date _____ Late charge date _____

Initial late charge \$ _____ Daily late charge \$ _____ Returned check charge \$ _____

Rent to be paid at (check one) onsite manager's office or at _____

Utilities to be paid by owner (check) electricity gas water sewage garbage cable tv

Total number of occupants _____ Names of all residents who will sign rental agreement _____

Names of all other occupants who will not be signing rental agreement (children, parents, brother, etc.) _____

Additional Provisions _____

PART VII**APPLICATION AGREEMENT**

The Owner (acting person or through his representatives) and the Applicant (including all co-applicants) agree as follows:

- 1. CONTROLLING AGREEMENT.** This Agreement shall control the relationship between the parties until the Owner has accepted the Applicant, both parties have signed the Rental Agreement, the Applicant has paid all amounts that the Applicant is required to pay prior to move-in under the Rental Agreement *and* the Applicant has moved into the unit
- 2. APPLICATION TO RENT.** The Applicant hereby applies to rent the Unit accordance with the terms and conditions contained in Owner's customary form of Rental Agreement.
- 3. APPLICATION FEE. (Not Refundable).** Applicant agrees to pay a non-refundable Application Fee (if required by Owner) in the amount set forth below which partially defrays Owner's administrative costs in processing this Application.
- 4. APPLICATION DEPOSIT. (May or may not be Refundable).** In addition to the Application Fee (if any), Applicant agrees to pay an Application Deposit in the amount set forth below. *The Application Deposit is not a Rental Deposit.* The Application Deposit may or may not be refundable, as set forth in the following Paragraphs.
- 5. APPROVAL OF APPLICANT.** As soon as Owner approves Applicant, the Owner shall notify Applicant of such approval. Both parties shall promptly sign the Rental Agreement, if they have not already done so, and Applicant shall pay all remaining amounts that the Applicant is required to pay prior to move-in. As soon as Applicant moves into the Unit, the Owner shall credit the Application deposit to the amount of the Deposit required by the Rental Agreement.
- 6. REFUND UPON NON-APPROVAL.** If the Owner does not approve the Applicant, the Owner shall refund the Application Deposit within _____ days.
- 7. FORFEITURE OF APPLICATION DEPOSIT.** The Applicant shall forfeit the Application Deposit for any of the following: (a) if the Applicant does not sign the Rental Agreement within _____ days after the notification that the Applicant has been approved; or (b) if the Applicant does not pay all additional amount that the Applicant is required to pay at least _____ days prior to move-in; or (c) if the Applicant fails or refuses to move into the Unit on the scheduled day. Upon the happening of any of these events (unless Applicant cancels as provided in Paragraph 8 below), the applicant shall forfeit the Application Deposit, the Owner shall be entitled to keep the Application Deposit as liquidated damages for the time that the Owner kept the Unit off the market and for Owner's administrative expenses and other costs, all agreements between the parties shall be terminated and neither party shall have any further obligation to the other.
- 8. RIGHT OF CANCELLATION.** At any time within _____ days of the date that Applicant signs the Application Agreement, the Applicant shall have the right to cancel this Application by written notice. Upon such cancellation, the Owner shall refund the Application Deposit within the time provided in Paragraph 6.
- 9. KEYS.** Applicant shall not be entitled to receive keys to the Unit until the occupancy date contained in the Rental Agreement, the Applicant and the Owner have signed the Rental Agreement, and the Applicant has paid all rents, deposits, and other amounts that are required by the Rental Agreement.
- 10. NOTICES.** If there is more than one Applicant or if the Applicant is married, notice by the Owner to any one Applicant or Applicant's spouse shall be notice to all Applicants and notice by any one Applicant or Applicant's spouse to Owner shall be notice from all Applicants. All notices to Owner shall be in writing and delivered or mailed to the place that this Application was accepted.
- 11. NO NOTICE FROM OWNER.** If Applicant has not received notice of approval or non-approval within _____ days of the date of this Application, Applicants shall contact Owner to determine the status of the Application. Failure of Owner to contact Applicant shall not indicate either approval or non-approval.

12. RECEIPT OF APPLICATION FEE AND APPLICATION DEPOSIT. Owner hereby acknowledges the receipt of the following on or before the date of Owner's signature below:

Application Fee (Non refundable)	\$ _____
Application Deposit (May or may not be refundable)	\$ _____
Total received by Owner	\$ _____

Signature of Applicant _____ Date _____

Signature of Applicant's Spouse _____ Date _____

Signature of Owner's Representative _____ Date _____

Signature by Owner's Representative is consent to above Application Agreement only. It does not bind Owner to accept Applicant as a Resident or to sign the proposed Rental Agreement.

(For Office Use Only)

1. Date applicant and co-applicants were notified of () approval or () non-approval _____
2. Notification was by () telephone, () letter, copy attached, or () in person.
3. Names of persons to whom above notice was actually given (applicant and all co-applicants are to be notified) _____
4. Name of owner's representative who notified above persons _____
5. Deadline for applicant and all co-applicants to sign rental agreement (if not already signed) _____
6. Date written notice of cancellation was received from applicant () or any co-applicant () _____ Date application deposit refunded _____