

Application For Apartment Occupancy Agreement

Complex & Unit Wanted:		Rent Amt.:	Date wanted:
Garage: yes/no		Lease Term:	Specials:
Applicants Full Name:			Phone #:
Drivers License #:	SSN:	Birth date:	
Present Address:			
City:	State:	Zip:	
How Long At Present Address?	Rent?	Notice Given?	
Reason For Moving?			
DO YOU HAVE ANY ANIMALS?		WHAT KIND?	
List your residence for the last three years. (List your most current first and oldest last.)			
Address	Landlord	Phone #	Date In / Out
1.			
2.			
3.			
Legal Names For All Who Will Occupy This Apartment:		Age	Relationship
1.			
2.			
3.			
EMPLOYMENT:			
Employer Name:		Address:	
City:	State:	Zip:	Phone #:
Your monthly income? \$	Supervisor:	Length of Employment:	
Other income? \$	Source?	Total Income:	\$
REFERENCES:			
Bank Name/Branch:	Account #:	Phone #:	
Personal Reference:	Name:	Phone #:	
AUTOMOBILE			
Make & Model:	Lic. Plate #:	Year:	Color:
In Case Of Emergency Notify:	Name:	Relationship?	
Address:		Phone #	
Have you ever been convicted of a crime?	Explanation:		
Have you ever had an unlawful Detainer or Eviction Filed?	Explanation:		

*I hereby make application for an apartment and certify that this information is correct.
I authorize you to contact any references that I may have listed. Any misrepresentation will disqualify applicant.*

**I also hereby acknowledge payment of \$ 400.00 as a holding and performance deposit.
This deposit is NON-REFUNDABLE if I decide to cancel this application.**

Applicant's Signature

Today's Date:

Received By:

Today's Date:

AUTHORIZATION FOR RELEASE OF INFORMATION

I authorize and direct any Federal, State, or local agency, organization, business or individual to release all information or materials needed to complete and verify my application for housing. These verifications include, but are not limited to, Prior Residences and Rental Activity, Employment, Income and Assets, Credit History and Criminal Activity.

I understand and agree that my application can be denied based upon failure to meet any one of these guidelines

- Income must meet or exceed 2.5 times the rent.
- The credit report must meet or exceed a score of 600 without excess derogatory account history, including but not limited to, open collections, bankruptcy and judgements.
- All prior rental references must be provided and in satisfactory status. (Home ownership can be used as a reference)
- Criminal reports containing convictions that would otherwise jeopardize the health, safety and welfare of others will be denied.

If for any reason the applicant is unable to accept the occupancy applied for, the deposit will not be refunded.

If the application is denied, the deposit will be refunded in full.

I agree and understand to the terms as outlined above. I also agree that a photocopy of this authorization may be used for the purpose stated above.

Applicant Signature

Date

- A specific apartment will not be held unless a deposit is received with the application
- All household members 18 years of age or older must fill out an application.



Rental Qualification Criteria

Applications can be denied based upon failure to meet any one of these guidelines.

- Gross income must meet or exceed 2½ times the rent.
- Your credit score must meet or exceed 600 without excess derogatory account history, including but not limited to, open collections, bankruptcy, and judgments.
- All prior rental references must be provided and in satisfactory status. (Home ownership can be used as sub sequential reference.)
- Applicants cannot have criminal reports containing convictions that would otherwise jeopardize the health, safety, and welfare of others. Including, but not limited to, convictions of:

Murder, manslaughter, criminal vehicular homicide or injury, assault (1st, 2nd, or 3rd degree), robbery (aggravated or simple), false imprisonment, theft, burglary (1st or 2nd degree), terrorist threats, harassment or stalking (non-felony), kidnapping, criminal sexual conduct (1st, 2nd, 3rd, or 4th degree), drug related criminal activity, prostitution, or gang activity.

- Occupancy guidelines based upon the design and structure of the buildings are as follows:

Efficiency – 2 person maximum
1 bedroom – 2 person maximum
2 bedroom – 3 person maximum
3 bedroom – 4 person maximum

- \$400 minimum performance deposit is required. (\$200 per adult).

If for any reason the applicant is unable to accept the occupancy applied for, the deposit will not be refunded.

If the applicant is not accepted, the deposit will be refunded in full.

Applicant Signature

Date

