



PROPERTY NAME / NUMBER \_\_\_\_\_  
 UNIT NUMBER \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 DATE UNIT WANTED \_\_\_\_\_ UNIT RENT \$ \_\_\_\_\_ SCREENING CHARGE \$ \_\_\_\_\_  
 OWNER / AGENT \_\_\_\_\_ PHONE \_\_\_\_\_  
 STREET ADDRESS \_\_\_\_\_  
 SMOKING POLICY:  SMOKING ALLOWED - ENTIRE PREMISES  SMOKING PROHIBITED - ENTIRE PREMISES  
 SMOKING ALLOWED IN LIMITED AREAS (ASK MANAGEMENT FOR DETAILS)

APPLICANT

**APPLICANT FULL LEGAL NAME** \_\_\_\_\_ **EMAIL** \_\_\_\_\_  
 PREVIOUS NAMES, ALIASES OR NICKNAMES USED \_\_\_\_\_  
 DATE OF BIRTH \_\_\_\_\_ SOC. SECURITY # \_\_\_\_\_ DRIVER'S LICENSE # / STATE \_\_\_\_\_  
 APPLICANT PHONE (\_\_\_\_\_) \_\_\_\_\_ CELL (\_\_\_\_\_) \_\_\_\_\_  
 PRESENT STREET ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ DATE YOU MOVED IN \_\_\_\_\_  
**CURRENT LANDLORD NAME** \_\_\_\_\_ **LANDLORD PHONE** (\_\_\_\_\_) \_\_\_\_\_  
 STREET ADDRESS (OR APARTMENT NAME) \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**APPLICANT FORMER STREET ADDRESS** \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
**FORMER LANDLORD NAME** \_\_\_\_\_ **LANDLORD PHONE** (\_\_\_\_\_) \_\_\_\_\_  
 STREET ADDRESS (OR APARTMENT NAME) \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
**OTHER STATES AND COUNTIES YOU HAVE LIVED IN DURING THE PAST 5 YEARS** \_\_\_\_\_

**PRESENT EMPLOYER** \_\_\_\_\_ **PHONE** (\_\_\_\_\_) \_\_\_\_\_  
 STREET ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 POSITION \_\_\_\_\_ HOW LONG? (DATE HIRED) \_\_\_\_\_  
 GROSS PAY \$ \_\_\_\_\_ OTHER INCOME \$ \_\_\_\_\_ SOURCE \_\_\_\_\_  
**PREVIOUS EMPLOYER** \_\_\_\_\_ **PHONE** (\_\_\_\_\_) \_\_\_\_\_  
 STREET ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 POSITION \_\_\_\_\_ HOW LONG? \_\_\_\_\_

**THE FOLLOWING INFORMATION IS SUBJECT TO CHANGE PRIOR TO EXECUTION OF RENTAL AGREEMENT.**

RENT  
  
INITIAL

THE FOLLOWING ARE MAXIMUM AMOUNTS. THE ACTUAL AMOUNT CHARGED WILL DEPEND ON UNIT SIZE, SCREENING RESULTS, AND OTHER FACTORS.

UNIT RENT \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

DEPOSITS

SECURITY DEP. MINIMUM \$ \_\_\_\_\_  
 SECURITY DEP. MAXIMUM \$ \_\_\_\_\_  
 (DEPENDS ON SCREENING RESULTS AND UNIT SIZE)  
 OTHER \_\_\_\_\_ \$ \_\_\_\_\_  
 OTHER \_\_\_\_\_ \$ \_\_\_\_\_  
 OTHER \_\_\_\_\_ \$ \_\_\_\_\_  
 OTHER \_\_\_\_\_ \$ \_\_\_\_\_  
 OTHER \_\_\_\_\_ \$ \_\_\_\_\_

FEES

LATE RENT PAYMENT FEE \$ \_\_\_\_\_  
 LEASE BREAK FEE  
 (NOT TO EXCEED 1½ X RENT)  
 (1½ X MONTHLY STATED RENT IF BLANK) \$ \_\_\_\_\_  
 DISHONORED CHECK FEE OF \$25 + BANK CHARGES  
 SMOKE ALARM/CARBON MONOXIDE  
 ALARM TAMPERING FEE \$ \_\_\_\_\_  
 NON-COMPLIANCE FEE\* \$ \_\_\_\_\_  
 1. LATE PAYMENT OF UTILITY  
 2. FAILURE TO CLEAN PET WASTE  
 3. FAILURE TO CLEAN GARBAGE/RUBBISH  
 4. PARKING VIOLATIONS OR IMPROPER USE OF VEHICLES  
**\*NOT TO EXCEED \$50 PER NON-COMPLIANCE**

APPLICANT'S INITIALS \_\_\_\_\_

REFERENCES

BANK \_\_\_\_\_ BANK \_\_\_\_\_

HAVE YOU ESTABLISHED RETAIL CREDIT?  YES  NO

RELATIVE / PARENT \_\_\_\_\_ PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_ PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

ADDRESS \_\_\_\_\_

HAVE YOU EVER BEEN EVICTED?  YES  NO IF YES, DATE \_\_\_\_\_

**HAVE YOU OR ANY OTHER PERSON WHO WILL BE OCCUPYING THE UNIT EVER BEEN CONVICTED OF, OR PLED GUILTY OR NO CONTEST TO, ANY FELONY OR MISDEMEANOR?**  YES  NO IF YES, WHO \_\_\_\_\_ WHERE \_\_\_\_\_ WHEN \_\_\_\_\_

WHAT \_\_\_\_\_

OTHER OCCUPANTS

NAME	DATE OF BIRTH	VEHICLES	MAKE	MODEL	STATE	LICENSE PLATE #
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

OTHER

**ANIMALS** (SUBJECT TO APPROVAL BY MANAGEMENT) NUMBER & TYPE: \_\_\_\_\_

DO YOU INTEND TO USE:  WATERBED  AQUARIUM  MUSICAL INSTRUMENT \_\_\_\_\_

DO YOU HAVE RENTER'S INSURANCE?  YES  NO

APPROVAL

Why are you vacating your present place of residence? \_\_\_\_\_

Have you given legal notice where you now live?  YES  NO How did you hear about our property? \_\_\_\_\_

Owner/Agent has charged a screening charge as set forth above. Owner/Agent may obtain a consumer credit report and/or an Investigative Consumer Report which may include the checking of the applicant's credit, income, employment, rental history, and criminal court records and may include information as to his/her character, general reputation, personal characteristics, and mode of living. You have the right to request additional disclosures provided under Section 606 (b) of the Fair Credit Reporting Act, and a written summary of your rights pursuant to Section 609(c). You have the right to dispute the accuracy of the information provided to the Owner/Agent by the screening company or the credit reporting agency as well as complete and accurate disclosure of the nature and scope of the investigation.

**SCREENING COMPANY OR CREDIT REPORTING AGENCY**

COMPANY NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

If the application is approved, applicant will have 48 hours from the time of notification to either execute a rental agreement and make all deposits required thereunder or make a deposit to hold the unit and execute an agreement to execute a rental agreement which will provide for the forfeiture of the deposit if applicant fails to occupy the unit. If applicant fails to timely take the steps required above, he/she will be deemed to have refused the unit and the next application for the unit will be processed.

**GOOD FAITH ESTIMATE**

Approximate number of units currently available, or which will in the foreseeable future be available, of the size and in the area requested by applicant: \_\_\_\_\_ unit(s).

Approximate number of applications previously accepted and currently under consideration for those units: \_\_\_\_\_ application(s).

If the blanks above are not filled in, then there is at least one unit available and there are no applications ahead of yours currently under consideration.

*I certify that the above information is correct and complete and hereby authorize you to do a credit check and make any inquiries you feel necessary to evaluate my tenancy and credit standing. I understand that giving incomplete or false information is grounds for rejection of this application. I understand that if any information supplied on this application is later found to be false, this is grounds for termination of tenancy. I have received and read the Owner/Agent's rental criteria.*

APPLICANT  \_\_\_\_\_ DATE \_\_\_\_\_  PICTURE I.D. VERIFIED BY \_\_\_\_\_  
(INITIALS)

OWNER/AGENT  \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_ TIME RECEIVED \_\_\_\_\_

OWNER/AGENT NOTES \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# RENTAL CRITERIA FOR RESIDENCY

(Applicable only if Owner/Agent does not have custom criteria.)

## OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet for clothing.)
2. Two persons are allowed per bedroom.

## GENERAL STATEMENTS

1. Positive identification with a picture will be required.
2. Each applicant will be required to qualify individually or as per specific criteria areas.
3. Inaccurate or falsified information will be grounds for denial of the application.
4. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, eviction shall result.
5. Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the complex, or the property of others, will be denied tenancy.

## INCOME CRITERIA

1. Monthly income should be equal to three times stated rent, and must be from a verifiable, legal source.

## EMPLOYMENT CRITERIA

1. Twelve months of verifiable employment will be required if used as source of income.
2. Self-employed applicants will be verified through state corporation commission, and may be required to submit the previous year's tax returns.

## RENTAL CRITERIA

1. Twelve months of verifiable contractual rental history from a current third party landlord or home ownership is required.
2. Three years of eviction-free history is required.
3. Three or more 72-hour notices within one year will result in denial of the application.
4. Three or more dishonored checks within one year will result in denial of the application.
5. Rental history reflecting past due and unpaid rent will result in denial of the application.

## CREDIT CRITERIA

1. Negative or adverse debt showing on consumer credit report may require additional security deposits.
2. Three or more unpaid collections (not related to medical expenses) will result in denial of the application.

## READY TO RENT GRADUATES

If applicant fails to meet any criteria related to credit, evictions and/or landlord history, and applicant has received a certificate indicating satisfactory completion of a tenant training program such as "Ready to Rent," Owner/Agent will consider whether the course content, instructor comments and any other information supplied by applicant is sufficient to demonstrate that the applicant will successfully live in the complex in compliance with the rental agreement. Based on this information, Owner/Agent may waive the credit, eviction and/or landlord history screening criteria for this applicant.

## CRIMINAL CONVICTION CRITERIA

Upon receipt of the rental application and screening fee, Owner/Agent will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no contest to, any crime.

Any of the following shall be grounds for denial of the rental application:

- a) A conviction, guilty plea or no contest plea for any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery or possession with intent to sell), or Class A felony burglary or Class A felony robbery; or
- b) A conviction, guilty plea or no contest plea, where the date of disposition, release or parole has occurred within the last seven years, for: any other felony charges; or
- c) A conviction, guilty plea or no contest plea, where the date of disposition, release or parole has occurred within the last seven years, for: any misdemeanor or gross misdemeanor involving assault, intimidation, property damage, or weapons charges or that is sex-related or drug-related (sale, manufacture, delivery or possession with intent to sell); or
- d) A conviction, guilty plea or no contest plea, where the date of disposition, release or parole has occurred within the last three years, for: any B or C misdemeanor in the above categories or those involving criminal trespass I, theft, dishonesty, or prostitution.

Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.

APPLICANT'S INITIALS \_\_\_\_\_