

# Application for Occupancy (Page 1)

## Property Information

Property Name \_\_\_\_\_ Unit Type \_\_\_\_\_ Rent \$ \_\_\_\_\_  
Leasing Rep \_\_\_\_\_ Move-In Date \_\_\_\_\_ Co-Signer for \_\_\_\_\_

## Applicant Information

Single  Married

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
Maiden or Former Names \_\_\_\_\_ SSN (Social Security Number) \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Email Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Roommates?  Yes  No Name of Roommates \_\_\_\_\_

**SPOUSE** Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
Maiden or Former Names \_\_\_\_\_  
SSN (Social Security Number) \_\_\_\_\_ Date of Birth \_\_\_\_\_

## Residential Information – Include information for the last 3 years. Use 2<sup>nd</sup> page if needed.

**PRESENT**  Rent  Own  Family Dates There \_\_\_\_\_ Rent \$ \_\_\_\_\_  
Street Address \_\_\_\_\_ Apt \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Apartment/Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_

**PRIOR**  Rent  Own  Family Dates There \_\_\_\_\_ Rent \$ \_\_\_\_\_  
Street Address \_\_\_\_\_ Apt \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Apartment/Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_

**OTHER**  Rent  Own  Family Dates There \_\_\_\_\_ Rent \$ \_\_\_\_\_  
Street Address \_\_\_\_\_ Apt \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Apartment/Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_

## Employment and Income Information

Employer \_\_\_\_\_ Position \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Start Date \_\_\_\_\_ Supervisor Name \_\_\_\_\_ Supervisor Phone \_\_\_\_\_

**PREVIOUS** Employer \_\_\_\_\_ Position \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Start Date \_\_\_\_\_ Supervisor Name \_\_\_\_\_ Supervisor Phone \_\_\_\_\_

**SPOUSE** Employer \_\_\_\_\_ Position \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Start Date \_\_\_\_\_ Supervisor Name \_\_\_\_\_ Supervisor Phone \_\_\_\_\_

**PREVIOUS** Employer \_\_\_\_\_ Position \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Start Date \_\_\_\_\_ Supervisor Name \_\_\_\_\_ Supervisor Phone \_\_\_\_\_

**OTHER INCOME** Source of Income \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_

# Application for Occupancy (Page 2)

## Applicant Information (Please enter again in case Page 1 and Page 2 get separated)

Last Name \_\_\_\_\_ First \_\_\_\_\_ SSN \_\_\_\_\_

## Additional Information

Have you ever willingly refused to pay rent? \_\_\_\_\_ If so, to whom and why? \_\_\_\_\_

Have you ever been evicted? \_\_\_\_\_ If so, to whom and why? \_\_\_\_\_

Have you ever been arrested or convicted of a crime? \_\_\_ If so, where, when and what was the charge? \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Character Reference \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Driver's License # \_\_\_\_\_ State of Issue \_\_\_\_\_

Bank \_\_\_\_\_ Checking Acct # \_\_\_\_\_

## Roommate Information - If you were **on lease** with other individual(s).

Name of Roommate(s) also on lease **Current Address** \_\_\_\_\_

Name of Roommate(s) also on lease **Prior Address** \_\_\_\_\_

Name of Roommate(s) also on lease **Other Address** \_\_\_\_\_

Failure to provide complete information, including daytime phone numbers for you and your references, will delay processing. **Incomplete applications will not be processed.**

This application must be signed by all adults who will occupy the apartment before it can be considered by the Landlord. Acceptance of this application, and any monies deposited herewith, is not binding upon Landlord until approved by Landlord in writing. If approved, all monies deposited with this application will be held as a reservation deposit to be either returned to the applicant or credited toward any deposit, which may be required of applicant at the time the rental agreement is executed. If approved and the rental unit is held for applicant for more than \_\_\_ days, then the applicant withdraws the application, all monies deposited shall be forfeited to Landlord. A non-refundable screening fee of \$35 each single/\$50 married couple will be collected to process this application.

Application Fee \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_ Amount Still Due \$ \_\_\_\_\_

By signing, the applicant recognizes that an investigative report will be prepared whereby information is obtained from credit bureaus, landlords and employers, through interviews and public records. This inquiry includes information as to your character, general reputation, credit and mode of living. This application may be disapproved as a result of any misrepresentation or insufficient information as a result of an incomplete application.



Applicant's Signature

Date

Spouse's Signature

Date