

RENTAL APPLICATION FOR RESIDENTS & OCCUPANTS



[Co-Applicants and occupants over 18 years old must complete a separate Rental Application. Spouses may submit a single application]

ABOUT YOU

Full Name: _____ Phone: (____) _____

Former Last Names (Maiden and Married): _____ Email: _____

Date of Birth: _____ Social Security No.: _____

Driver's License Number: _____ State: _____

Marital Status: ___ Single ___ Married ___ Divorced ___ Widowed ___ Separated

Are You a U.S. Citizen: ___ Yes ___ No

Name(s) of Co-Applicant(s): _____

Names of Children/Dependents/Other Occupants: _____

Does anyone in this household need the features of an accessible unit? ___ Yes ___ No

Do you or any above listed occupant smoke? ___ Yes ___ No

Name, address, telephone number and relationship of emergency contact for management to contact in the event of an emergency: _____

ABOUT YOUR SPOUSE

Full Name: _____ Phone: (____) _____

Former Last Names (Maiden and Married): _____ Email: _____

Date of Birth: _____ Social Security No.: _____

Drivers License Number and State: _____

Are You a U.S. Citizen: ___ Yes ___ No

Name, address, telephone number and relationship of emergency contact for management to contact in the event of an emergency: _____

RESIDENTIAL HISTORY FOR THE PAST 2 YEARS

Current Address: _____

City/State/Zip: _____

Length at Current Address: From ___ / ___ to ___ / ___ Reason for Moving: _____

Landlord's Name & Phone: _____ Rent amount: \$ _____

Prior Address: (if within 2 years): _____

City/State/Zip: _____

Length at Prior Address: From ___ / ___ to ___ / ___ Reason for Moving: _____

Landlord's Name & Phone: _____ Rent amount: \$ _____

YOUR EMPLOYMENT INFORMATION FOR THE PAST 2 YEARS

Name of Current Employer: _____

Address: _____

Phone:(_____) _____ How long employed? From ___/___/___ to ___/___/___

Position: _____ Full Time or Part Time? _____ Avg. # Hrs/Wk _____

Salary/Income: \$ _____ per _____ Supervisor's Name: _____

Name of Previous Employer (if within 2 years): _____

Address: _____

Phone :(_____) _____ How long employed? From ___/___/___ to ___/___/___

Position: _____ Full Time or Part Time? _____ Avg. # Hrs/Wk _____

Salary/Income: \$ _____ per _____ Supervisor's Name: _____

SPOUSE'S EMPLOYMENT INFORMATION FOR THE PAST 2 YEARS

Name of Current Employer: _____

Address: _____

Phone:(_____) _____ How long employed? From ___/___/___ to ___/___/___

Position: _____ Full Time or Part Time? _____ Avg. # Hrs/Wk _____

Salary/Income: \$ _____ per _____ Supervisor's Name: _____

Name of Previous Employer (if within 3 years): _____

Address: _____

Phone :(_____) _____ How long employed? From ___/___/___ to ___/___/___

Position: _____ Full Time or Part Time? _____ Avg. # Hrs/Wk _____

Salary/Income: \$ _____ per _____ Supervisor's Name: _____

PETS / ANIMALS

Name: _____ Type: _____ Breed: _____ Color: _____ Weight: _____ Age: _____

Name: _____ Type: _____ Breed: _____ Color: _____ Weight: _____ Age: _____

VEHICLES

Vehicle #1 – Year: _____ Make: _____ Model: _____ Color: _____

Tag Number: _____ State: _____

Vehicle #2 – Year: _____ Make: _____ Model: _____ Color: _____

Tag Number: _____ State: _____

Vehicle #3 – Year: _____ Make: _____ Model: _____ Color: _____

Tag Number: _____ State: _____

PREFERENCES:

Expected Move-in Date: _____

Size/Type/Style of Unit Preferred: _____

Desired Price Range: _____

ADDITIONAL INCOME / PRIOR HISTORY

If there is another source of income you would like us to consider, please list amount of such income and the source. Verification of such income may be required. You DO NOT have to reveal alimony, child support or separate maintenance income unless you want us to consider it in this application.

Amount: \$ _____ Source: _____

Amount: \$ _____ Source: _____

Comments: _____

FINANCIAL / CRIMINAL HISTORY

Please answer the following questions (any unanswered questions shall be considered a "yes"):

Have you ever: Filed for bankruptcy? _____ No _____ Yes

Been evicted? _____ No _____ Yes

Refused to pay rent when due? _____ No _____ Yes

If you answered "yes" to any of the above, please explain: _____

Have you, or any person who will be occupying the apartment for which you have applied, ever been:

Arrested for any misdemeanor offense or crime of any nature?

_____ No _____ Yes

Arrested for any felony offense or crime of any nature?

_____ No _____ Yes

Convicted of, or plead guilty or "no contest" to any felony or misdemeanor offense or crime?

_____ No _____ Yes

Convicted of, or plead guilty or "no contest" to any sexual offense or crime?

_____ No _____ Yes

Convicted of, or plead guilty or "no contest" to any crime involving illegal drugs?

_____ No _____ Yes

Convicted of, or plead guilty or "no contest" to any crime involving violence or the threat of violence?

_____ No _____ Yes

If you answered "yes" to any of the above, please explain and provide the location, date, and nature of the crime or offense. Also, please provide any documentation you have regarding the incident(s) (i.e. arrest report, court records, probation documentation, etc.). Please note we may need to discuss more facts before making a decision: _____

APPLICANT UNDERSTANDS AND AGREES TO THE FOLLOWING:

Applicant(s) understands that there is a **NON-REFUNDABLE \$ 100.00** Application Fee for every applicant that must be paid to the Landlord at the time this Rental Application is submitted.

If Applicant is self-employed, he/she agrees to furnish to the Landlord (and/or the Landlord's agents) a copy of Applicant's federal tax returns for the past (2) two years as income verification. Applicant agrees that all claimed income must be supported by verifiable documentation. Any claimed income which cannot be verified will not be credited for approval purposes.

Applicant understands that he/she cannot take possession of an apartment until a full lease is properly executed by all parties, the rent is paid for the first full rental period, any additional deposits are paid, proof of utilities are received, and a credit, rental history, employment history, and criminal background check is/are completed and approved by the Landlord. Applicant further fully understands that if this application for tenancy is approved but Applicant fails to (a) execute a rental agreement or (b) rescinds the application **after 72 hours** of submission, that Applicant will **forfeit** any and all deposits up to the sum equal to one month's rent as liquidated damages to Landlord for holding an apartment and/or rental property for Applicant.

By signing below, Applicant hereby authorizes the Landlord (and/or the Landlord's agents), utilizing the information contained herein, to [1] verify Applicant's residential history and related information, [2] verify Applicant's employment history and related information, [3] verify Applicant's additional sources of income (if any), [4] obtain a copy of Applicant's consumer credit report, and [5] perform a criminal background check, all of which must be acceptable to Landlord. Applicant hereby authorizes all persons and/or business entities with any information relevant to the foregoing authorization to release to the Landlord all such relevant information, and Applicant hereby releases the Landlord and any person or business entity providing information hereunder from any claims, damages, or/or consequences resulting from the release of such information. Applicant, upon written request or upon a denial of Applicant's Rental Application, will be provided the source and substance of all information obtained by the Landlord pursuant to the foregoing authorization. If your credit history reflects negative payment history, bankruptcy, eviction, or other negative payment history, you may be required to pay an additional security deposit as determined by management and/or landlord.

I/we, the undersigned Applicant(s), warrant that the information and statements provided in this Rental Application are both accurate and complete and that I/we have neither misrepresented nor excluded any relevant information. I/we understand that any defect in the foregoing warranty is grounds for denial of this Rental Application or, in the event a lease has been executed between Applicant and the Landlord, termination of said lease. I/we further warrant and represent that I/we have fully read and understand this Rental Application and the additional provided admission guidelines.

Signature of Applicant

Date

Signature of Applicant

Date

Signature of Representative

Date



ELEGANT SOPHISTICATED LUXURIOUS

RENTAL VERIFICATION

Fax # _____ Attn: _____

_____ has applied for residency with the Village at Southern Oaks. As part of the application process, written verification of residential history must be obtained.

Applicant's Signature

Date

Resided at the following address: _____

Dates of rental: from _____ to _____ Monthly rental amount: \$ _____

Late: _____ # NSF's : _____ # Occupants: _____ # Pet(s): _____

Lease Fulfilled: Yes No

Does this applicant owe any outstanding balances? _____

Was the applicant asked to move out by management? _____

Was the applicant given any lease violation notices in writing? _____

If so, please indicate the kind of lease violations : _____

Condition of apartment upon vacating: _____

If lease was not fulfilled please explain why: _____

Any notices, disturbances, or other comments? _____

Has this applicant ever given you, your staff, or other residents a difficult time? Yes No
If yes please explain: _____

If qualified, would you re-rent to this individual? Yes No

Authorized Signature

Title

Date

Please return by fax to Village at Southern Oaks at 850-941-4250. Thank you in advance for your prompt attention to this matter.