

## Rental Application

### APARTMENT INFORMATION

Address 1629 Jefferson Street

Monthly Rent \$ \_\_\_\_\_

Lease Term: Noon 8/16/2012 – 9:00 A.M. 8/14/2013

Interested in parking: Yes / No  
(Separate lease is required.)

Utilities Tenant is responsible to pay directly to service provider: heat, *electric, cooking gas, internet, cable*

Utilities Tenant is responsible to pay to Landlord: *water and sewer - \$15/month/person*

### RESIDENT INFORMATION

Applicant Full Legal Name \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Email Address \_\_\_\_\_

### GUARANTOR INFORMATION (Required if monthly wages are less than 3x monthly rent)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Employer \_\_\_\_\_ Email \_\_\_\_\_

### EMPLOYMENT INFORMATION

Company \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_  
(Street) (City) (State) (Zip)

Supervisor' Name \_\_\_\_\_ Hire Date \_\_\_\_\_ Monthly Income \_\_\_\_\_

### RENTAL HISTORY

Current Address \_\_\_\_\_

Lease Dates From \_\_\_\_\_ To \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_

Current Landlord \_\_\_\_\_ Phone \_\_\_\_\_

Previous Address \_\_\_\_\_

Lease Dates From \_\_\_\_\_ To \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Phone \_\_\_\_\_

**It is agreed and understood that by submitting this application, I understand and agree with the following terms:**

1. This application is not a rental agreement, contract or lease. It is subject to approval of owner or managing agent
2. Apartments are rented on a first come, first serve basis.
3. Monthly rent increases \$100/month for each roommate that exceeds the number of bedrooms.
4. All applications for an apartment must be submitted together with payment totaling the equivalent of one month's rent for the security deposit.
5. If applicant withdraws applications prior to lease signing or application is denied, a \$100 application fee per applicant will be deducted from the deposit before it is returned.
6. If application is approved and a lease is signed, and applicant later decides not to execute the lease, Landlord will attempt to mitigate applicant's damages. Only after the apartment is re-rented will Landlord refund any monies paid, minus costs, including future lost rent. Applicant is responsible for all rental payments due under the terms of the contract until the apartment is re-rented.
7. Landlord retains the option to reject applications in the event of any of the following:
  - a. Applicant supplied information can not be verified within 5 business days from Landlord's receipt of applications. (Security deposit would be refunded within 10 business days from rejection notification minus \$100 fee per applicant)
  - b. All applicants have not signed all necessary lease documents within 3 business days of applicant's notification from Landlord of application approval. (Security deposit would be refunded within 10 business days minus \$100 fee per applicant)
8. Landlord retains the option to declare lease null and void if any of the following documents are not signed and returned to Landlord within 10 business days of Guarantor's receipt:
  - a. Lease Guarantee
  - b. Apartment Payment Plan
  - c. First Months Rent
9. The following fees will be charged for any modifications of lease documents:
  - a. Any lease changes in timeframe between approval and lease signing \$50
  - b. Rewrite Lease and Attachments \$300
  - c. Rewrite Apartment Payment Plan \$25/per plan
10. No renewing or transferring tenants will be released from a signed lease. If roommate changes occur, it will only be allowable by sublet. Original transferring or renewing tenant will remain liable for the lease.
11. This application gives authorization for investigation of information listed herein.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Rental Agent: \_\_\_\_\_

Security Deposit Payment By: \_\_\_\_\_ with check # \_\_\_\_\_ in the amt of \$ \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Withdrawn: \_\_\_\_\_