

Applicant Name and Apartment type:

Occupancy Agreement Application
All information contained herein will remain Confidential

APPLICANT Personal Data

Full Name (First, Middle, Last) _____ Birthdate _____

Social Security No. _____ Drivers License No. _____ State _____

Your Current Address

Street _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ email _____

How long at present address _____ # of Bedrooms _____ Monthly Payment\$ _____ Own Rent Live with Family

Landlord, management company or Mortgage Holder _____ Phone _____

Street _____ City _____ State _____ Zip _____

Your Prior Address

Street _____ City _____ State _____ Zip _____

How long at this address _____ # of Bedrooms _____ Monthly Payment\$ _____ Own Rent Live with Family

Landlord, management company or Mortgage Holder _____ Phone _____

Street _____ City _____ State _____ Zip _____

Applicant's Marital Status: Married Separated Unmarried (including single, divorced and widowed)

Applicant's Education Level: Less than High School High School diploma Some Colleg Bachelors Degree Advanced Degree

SPOUSE Personal Data(with same last name and address, if different separate application required)

Full Name (First, Middle, Last) _____ Birthdate _____

Social Security No. _____ Drivers License No. _____ State _____ Email: _____

Spouse's Education Level: Less than High School High School diploma Some Colleg Bachelors Degree Advanced Degree

LIST OTHER OCCUPANTS Name:						
RELATIONSHIP						
AGE						

Pets: Type/Size/Breed

Vehicles	Make	Year	License Number	State	Payment/Month	Financed By
1.						
2.						

Please provide TWO emergency contacts (relatives living in the area are good choices):

1. Name _____ Relationship to you _____

Street _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ email _____

2. Name _____ Relationship to you _____

Street _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ email _____

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Employment/Financial:	APPLICANT	SPOUSE
PRESENT EMPLOYER		
ADDRESS		
TELEPHONE		
POSITION		
IMMEDIATE SUPERVISOR		
DATE OF HIRE		
GROSS ANNUAL INCOME		
SAVINGS		
RETIREMENT/SOCIAL SECURITY		
TOTAL INCOME		
PREVIOUS EMPLOYER		
ADDRESS		
TELEPHONE		
POSITION		
IMMEDIATE SUPERVISOR		
DATE OF HIRE		
DATE LAST WORKED		
PREVIOUS ANNUAL INCOME		

REFERENCES

Credit: Bank Name: _____ Address _____ City _____ State _____ zip _____
 Checking acct#: _____ Savings Acct# _____

OPEN CREDIT ACCOUNTS:

FIRM	ACCOUNT NUMBER	OUTSTANDING BALANCE	MONTHLY PAYMENT
		\$	\$
		\$	\$

Please provide TWO personal references (such as teacher, public official, minister, but not a previous employer or relative)

1. Name _____ Relationship to you _____
 Street _____ City _____ State _____ Zip _____
 Home Phone _____ Cell Phone _____ email _____
2. Name _____ Relationship to you _____
 Street _____ City _____ State _____ Zip _____
 Home Phone _____ Cell Phone _____ email _____

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AUTHORIZATION FOR BACKGROUND CHECKS

IN CONNECTION WITH YOUR APARTMENT APPLICATION A CONSUMER OR CREDIT REPORTING AGENCY MAY BE ASKED TO MAKE AN INVESTIGATIVE CONSUMER, CRIMINAL OR CREDIT REPORT ON YOU. APPLICANT(S) UNDERSTAND AND HEREBY AUTHORIZE AGENT/OWNER AND ANY CONSUMER OR CREDIT REPORTING AGENCY OR BUREAU EMPLOYED BY IT TO INVESTIGATE APPLICANT'S CHARACTER, GENERAL REPUTATION, CRIMINAL HISTORY, MODE OF LIVING, CREDIT AND FINANCIAL RESPONSIBILITY AND STATEMENTS MADE WITH THE APPLICATION AND TO INQUIRE AND CHECK WITH PERSONS AND REFERENCES NAMED HEREIN AND ALSO AUTHORIZE(S) SUCH BACKGROUND REPORTING AGENCY OR BUREAU TO MAKE A CONSUMER, CRIMINAL OR CREDIT REPORT IN CONNECTION THEREWITH.

AGREEMENT AND CAVEAT

APPLICANT(S) HEREBY MAKE APPLICATION FOR LEASE OF THE APARTMENT AT THE TERMS DESCRIBED ABOVE AND REMIT THE RESERVATION FEE AND PROCESSING CHARGE FOR CHECKING AND REVIEWING CREDIT.

IMPORTANT

- A. THE RESERVATION FEE IS TO BE REFUNDED TO THE APPLICANT UNLESS THE APPLICATION IS APPROVED. APPLICANTS AGREE THAT THE RESERVATION FEE IS NOT PART OF THE SECURITY DEPOSIT AND CANNOT BE APPLIED TO THE SECURITY DEPOSIT AT MOVE-IN.
- B. THE PROCESSING/APPLICATION FEE IS NOT REFUNDABLE.

APPLICANT(S) WARRANT THAT ALL MATTERS SET FORTH IN THIS APPLICATION ARE TRUE AND COMPLETE. IF AGENT(S) APPROVE THIS APPLICATION (APPROVAL SHALL OCCUR ON THE DAY AGENT(S) DELIVER TO APPLICANT(S) PERSONALLY OR DEPOSIT IN THE MAIL NOTICE OF THE APPROVED APPLICATION OR DELIVER NOTICE OF ACCEPTANCE ELECTRONICALLY BY TEXT OR E-MAIL.

IF APPLICANT(S) ARE DENIED, ANY RESERVATION FEE PAID WILL BE REFUNDED TO THE APPLICANT WITHIN 30 DAYS.

IF APPLICANT(S) ARE APPROVED, EXECUTE LEASE, REMIT "TOTAL DUE IF APPLICATION APPROVED" AND TAKE POSSESSION OF APARTMENT ON THE LEASE START DATE THE RESERVATION FEE WILL BE APPLIED AGAINST RENT DUE UNDER THE LEASE TERMS.

IF APPLICANT(S) CANCEL APPLICATION, FAIL OR REFUSE TO DELIVER EXECUTED LEASE AGREEMENT AND "TOTAL DUE IF APPLICATION APPROVED" TO AGENT(S) BY _____, THE RESERVATION FEE IS TO BE RETAINED BY AGENT(S) AS LIQUIDATED DAMAGES, AND AGENT(S) ARE UNDER NO OBLIGATION TO ENTER INTO A LEASE WITH THE APPLICANT.

IF APPLICANT(S) CANCEL AFTER ACCEPTANCE, EXECUTION OF LEASE AND REMITTANCE OF "TOTAL DUE IF APPLICATION APPROVED" BUT BEFORE THE LEASE START DATE, THE TOTAL AMOUNT PAID (INCLUDING RESERVATION FEE AND FIRST MONTHS RENT) IS TO BE RETAINED BY THE AGENT(S) AS LIQUIDATED DAMAGES. ANY SECURITY DEPOSIT PAID WILL BE APPLIED TO RENT ON A PRORATED DAILY BASIS UNTIL THE APARTMENT IS RE-RENTED, OR THE SECURITY DEPOSIT HAS BEEN FULLY APPLIED WHICHEVER OCCURS FIRST. IF THE APARTMENT IS RE-RENTED, ANY UNAPPLIED PORTION OF THE SECURITY DEPOSIT WILL BE REFUNDED WITHIN 30 DAYS OF THE START OF THE REPLACEMENT LEASE START DATE.

IF AGENT(S) CAN NOT GIVE POSSESSION OF THE RESERVED APARTMENT OR ANOTHER APARTMENT ACCEPTABLE TO THE APPLICANT(S) AS OF THE LEASE START DATE, AGENT(S) WILL REFUND THE RESERVATION FEE, AND ANY AMOUNTS PAID OF "TOTAL DUE IF APPLICATION APPROVED" TO THE APPLICANT WITHIN 30 DAYS.

REGARDLESS, THERE SHALL BE NO FURTHER LIABILITY ON AGENTS PART OR THAT OF THE APPLICANT WITH RESPECT TO THE LEASE OR THIS APPLICATION.

AGENT WILL HAVE NO OBLIGATION TO PREPARE, EXECUTE OR DELIVER A LEASE TO APPLICANT(S) UNLESS AND UNTIL AGENT(S) HAS APPROVED THIS APPLICATION IN WRITING. THE DELIVERY TO APPLICANT(S) OF A LEASE FORM (WHETHER OR NOT THE LEASE FORM CONTAINS THE ABOVE TERMS) WITHOUT THE DELIVERY OF WRITTEN APPLICANT APPROVAL SHALL NOT BE CONSIDERED APPROVAL OF THE APPLICATION, OR LEGALLY BINDING.

APPLICANT SIGNATURE _____ DATE _____

APPLICANT SIGNATURE _____ DATE _____

APPLICATION TAKEN BY _____ DATE _____

EARNEST MONEY:	\$	PET FEE(min \$100)	\$
PROCESSING CHARGE	\$	RENT FULL MONTH	\$
TOTAL PAID	\$	RENT NEXT MONTHS PRORATED MOVE-IN	\$
		SECURITY DEPOSIT (min. \$150)	\$
EM Ctrl _____		LESS EARNEST MONEY DEPOSIT	(\$)
App Ctrl _____		TOTAL DUE IF APPLICATION APPROVED	\$

Dear: _____

WE ARE HAPPY TO INFORM YOU THAT YOUR APPLICATION HAS BEEN APPROVED. WITHIN ONE DAY PLEASE EXECUTE AND DELIVER ALL COPIES OF THE LEASE TO US AD REMIT SIMULTANEOUSLY "THE TOTAL DUE OF"\$ _____

Dear: _____

WE ARE SORRY TO INFORM YOU THAT YOUR APPLICATION HAS NOT BEEN APPROVED. ENCLOSED PLEASE FIND A CHECK EQUIVALENT TO YOUR EARNEST MONEY

DEPOSIT\$ _____ .AGENT: _____

DATE: _____ .