

## **Application Instructions:**

We appreciate your interest in the rental dwelling we currently have available. Because we want to rent this dwelling to people who are considerate of their neighbors, clean in their living habits, capable of paying the rent, and prompt in paying their bills, we use a rental application to help us determine whether our applicants meet these qualifications.

In order for you to rent from us, you must complete a rental application. We want you to know how to complete the application we use, and we also want you to know what we do with your application.

When filling out the application, put something in every blank, even if you have to put “none” or “N.A.” in some blanks. Try to write so that your entries fit in the space provided. If they don’t, continue them on the backside. Take your time and look up any information called for on the application in which you are at all uncertain about. Don’t guess.

Make sure that you read the declaration just above the signature line and agree to it before you sign your name on the application. It states that the information on your application is true and correct, and it authorizes us to verify your references and your credit as they relate to your tenancy now and to your paying rent in the future.

When you have completed your application, read it over carefully to make sure that it is accurate, complete and legible. Look especially for misspellings, and transposed numbers.

Once we receive your application, we verify as much of it as we can. If you look at the last line of the application itself, you will notice all of the things we verify. We verify your social security number (SSN), your drivers license number, your current tenancy, your previous tenancy, your credit, your income, and your personal references.

We verify this information in a variety of ways. We look at your social security card for evidence of your social security number. We look at your actual driver’s license or some other official picture identification, which you use whenever you cash a check. We call your current landlord to ask whether the information you put on your application is correct about how long you’ve been at your current address, how much you are paying, and why you are moving. Then we call your previous landlord or manager and ask them the same questions about your previous tenancy.

At the same time that we order a credit report, we also order an eviction report and a bad check report. The credit report tells us whether you pay your bills on time. The eviction report tells us whether you have ever been evicted and why. The bad check report tells us if you write bad checks.

Next, we call whoever can verify your source of income to determine how much you generally receive from that source every month and how long you have been receiving it.

That’s the procedure we follow when we check applications. Now, if you suspect we might discover a “skeleton in your closet” when we check your application and you want to tell us about it before we go through all the trouble of checking you out, please feel free to do so. We’d be glad to talk with you about it. Otherwise, we will expect no surprises when we’re checking you out and hope that we will soon be doing business together as landlord and tenant.

# **RENTAL APPLICATION:**

We do business in accordance with the Federal Fair Housing Laws. It is illegal to discriminate against any person because of Race, Color, Religion, Sex, Handicap, Familial Status and National Origin.

**APARTMENT NUMBER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**RESIDENTS NAME:** \_\_\_\_\_ **SSN#:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_/\_\_\_/\_\_\_ **E-MAIL:** \_\_\_\_\_

**OTHER OCCUPANTS OF THE APARTMENT:** *Separate applications required for non-dependent occupants over age 18.*

**Name:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

## **RESIDENCE(S):**

Are you a citizen of the United States? Yes \_\_\_ No \_\_\_ (If the answer is no, please fill out the Non-U.S. Citizen Supplemental Application)

Present Address: Street City/State ZIP

Phone: \_\_\_\_\_

Move-In Date: \_\_\_/\_\_\_/\_\_\_ Move-Out Date: \_\_\_/\_\_\_/\_\_\_ Rent: \_\_\_ Own: \_\_\_\_\_

Monthly Payment: \$ \_\_\_\_\_

Landlord/Mortgagor Reference: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Street: \_\_\_\_\_ City/State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Landlord/Mortgage Reference: \_\_\_\_\_

Phone: \_\_\_\_\_

**PETS:** Do you have a pet(s) that you plan to bring to your apartment? **YES / NO (circle one)**

Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Name of pet: \_\_\_\_\_

Weight: \_\_\_\_\_ Age: \_\_\_\_\_

(Please note: No pets of any kind are permitted in the leased premises without prior written approval. Please refer to the Policies and Procedures Handbook for Pet Policies)

## **STUDENT INFORMATION:**

University/College: \_\_\_\_\_ UPCOMING Year: \_ Freshman \_ Sophomore \_ Junior \_

Senior \_ Graduate \_\_\_\_\_

## **EMPLOYMENT:**

Current Employer: \_\_\_\_\_

How Long: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Position: \_\_\_\_\_

## **CRIMINAL HISTORY:**

Have you ever been convicted of a felony that involved a threat to the health or safety of individuals or substantial harm to property?

Yes \_\_\_\_\_ No \_\_\_\_\_

State whether you have ever been charged with, plead guilty to, or been convicted of any crime other than traffic violations. If so, state the nature of the offense, the date of the offense, the

county and state in which you were charged and/or tried, the trial date, and the sentence issued if convicted.

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• If you do not provide an answer to the foregoing question, it will be presumed that your answer is "NO".

**EMERGENCY CONTACT:**

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Name Street City /State Zip

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Phone (with area code) \_\_\_\_\_ Relationship \_\_\_\_\_  
Email Address \_\_\_\_\_

**IMPORTANT TO APPLICANT:**

1. RENTAL RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE PENDING FULL LEASE EXECUTION.
2. NO PETS OF ANY KIND ARE PERMITTED IN THE LEASED PREMISES WITHOUT WRITTEN AUTHORIZATION FROM MANAGEMENT AND WITHOUT APPROPRIATE FEES PAID IN FULL.
3. A NON-REFUNDABLE \$25 APPLICATION FEE PER APPLICANT IS HEREBY ACCEPTED TO COVER THE EXPENSES INCURRED IN VERIFYING THE INFORMATION FURNISHED BY APPLICANT ON THE APPLICATION. INQUIRIES ARE MADE TO OBTAIN INFORMATION REGARDING APPLICANT'S CREDIT HISTORY, RENTAL AND/OR MORTGAGE HISTORY, AND STUDENT OR EMPLOYMENT STATUS.
4. I CERTIFY THAT I AM ABOVE LEGAL AGE AND THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I HEREBY AUTHORIZE OWNER OR AGENT TO VERIFY ANY AND ALL INFORMATION AS MAY BE DEEMED NECESSARY FOR APPROVAL OR REJECTION OF THIS APPLICATION. I UNDERSTAND THAT ANY LEASE AGREEMENT MADE ON THE BASIS OF THE ABOVE INFORMATION MAY BE TERMINATED AT ANY TIME AT OWNER/AGENT'S OPTION IF THE INFORMATION IS FOUND TO BE FALSE.
5. I DO HEREBY AUTHORIZE ROBERT O'CONNOR TO MAKE ORAL AND/OR WRITTEN DISCLOSURE OF MY TENANT RECORDS PRIOR TO, DURING, OR SUBSEQUENT TO THE LANDLORD/RESIDENT RELATIONSHIP TO THOSE PARTIES WHO CONTACT THE MANAGEMENT SEEKING VERIFICATION IN THE ORDINARY COURSE OF BUSINESS FOR LEGITIMATE PURPOSES AS SO DETERMINED BY THE MANAGEMENT.
6. LANDLORD MAY USE CREDIT REPORTS AS A MEANS TO GATHER INFORMATION IN THE EVENT OF DEFAULT BY RESIDENT.
7. I HEREBY AUTHORIZE ROBERT OCONNOR TO REQUEST A COPY OF MY CRIMINAL HISTORY RECORD AT ANY TIME DURING THE APPLICATION PROCESS OR MY RESIDENCY.
8. I/WE UNDERSTAND THAT ANY MISREPRESENTATION ON THIS APPLICATION, WHETHER INTENTIONAL OR NEGLIGENT OR BY SIMPLE OVERSIGHT, SHALL BE CONSIDERED A MATERIAL BREACH OF THE APPLICATION AND OF ANY LEASE AGREEMENT ENTERED INTO SUBSEQUENT HERETO, AND I/WE UNDERSTAND AND

ACKNOWLEDGE THAT THE APPLICATION MAY BE REJECTED AND/OR THE LEASE AGREEMENT MAY BE TERMINATED AS A RESULT OF ANY SUCH MISREPRESENTATION MADE HEREIN.

9. ANYONE 18 YEARS OF AGE AND OLDER MUST SIGN THE LEASE AGREEMENT.

10. IN LIEU OF AN ORIGINAL SIGNATURE, LANDLORD WILL ACCEPT VALID AND LEGITIMATE ELECTRONIC AND/OR FACSIMILE SIGNATURE OF THE RESIDENT. IN SO DOING, RESIDENT HEREBY ACKNOWLEDGES HIS/HER ENDORSEMENT AND ACCEPTANCE OF THIS APPLICATION, AND HE/SHE WAIVES ANY CHALLENGE TO VALIDITY OF THIS AGREEMENT BASED ON RESIDENT'S ENDORSEMENT BY ELECTRONIC AND/OR FACSIMILE SIGNATURE.

**REASONABLE ACCOMODATIONS:**

Do you require any additional reasonable accommodations to be made by management prior to occupancy in order to fully utilize the facilities available? If so, please explain in the space provided.

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- All requests for reasonable accommodations must be approved by management prior to the accommodation being made. Please consult management for further details.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_ / \_\_\_ / \_\_\_\_\_