

**TENANCY APPLICATION**

*For office use only:*

APPROVAL YES \_\_\_ NO \_\_\_ BY:

APT.# \_\_\_\_\_ DATE \_\_\_\_\_ MOVE IN \_\_\_\_\_

RENTAL \$ \_\_\_\_\_ APP. TAKEN BY \_\_\_\_\_

LEASE FROM \_\_\_\_\_ TO \_\_\_\_\_

PAID APPLICATION FEE \_\_\_\_\_ PAID DEPOSIT \_\_\_\_\_ ON (DATE) \_\_\_\_\_

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**APPLICANT # 1**

PLEASE PRINT CLEARLY

Married \_\_\_ Single \_\_\_ Other \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Social Security # \_\_\_\_\_

Drivers Lic# and state \_\_\_\_\_ Home Phone # (\_\_\_\_) \_\_\_\_\_

Address (no P.O. Box) \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

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

City/State/Zip \_\_\_\_\_

Presently I Own \_\_\_\_\_ Rent \_\_\_\_\_ Monthly Payment \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Landlord's Name \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Work Phone # (\_\_\_\_) \_\_\_\_\_ Extension \_\_\_\_\_

How long have you been employed here? \_\_\_\_\_ Present Salary \$ \_\_\_\_\_ per \_\_\_\_\_

OTHER INCOME \_\_\_\_\_

Credit Card & Bank info w/ account #s 1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

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**APPLICANT # 2**

PLEASE PRINT CLEARLY

Married \_\_\_ Single \_\_\_ Other \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Social Security # \_\_\_\_\_

Drivers Lic# and state \_\_\_\_\_ Home Phone #

(\_\_\_\_) \_\_\_\_\_

Address (no P.O. Box) \_\_\_\_\_ Cell Phone #

(\_\_\_\_) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

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

City/State/Zip \_\_\_\_\_

Presently I Own \_\_\_\_\_ Rent \_\_\_\_\_ Monthly Payment \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Landlord's Name \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

Employer \_\_\_\_\_

Employer's address \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Work Phone # (\_\_\_\_) \_\_\_\_\_ Extension \_\_\_\_\_

How long have you been employed here ? \_\_\_\_\_ Present Salary \$ \_\_\_\_\_ per \_\_\_\_\_

OTHER INCOME \_\_\_\_\_

Credit Card & Bank info w/ account #s 1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

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**Number of people to occupy apartment** Adults \_\_\_\_\_ Children \_\_\_\_\_

Child's name \_\_\_\_\_ age \_\_\_\_\_

Child's name \_\_\_\_\_ age \_\_\_\_\_

Child's name \_\_\_\_\_ age \_\_\_\_\_

**Important: Only those persons specifically identified on this application and on the lease agreement will be permitted to occupy the apartment.**

How did you find out about the apartment community?

Newspaper \_\_\_\_\_ Website \_\_\_\_\_ Which one? \_\_\_\_\_

Signs \_\_\_\_\_ Friends \_\_\_\_\_ Who ? \_\_\_\_\_ Other \_\_\_\_\_

Number of Motor Vehicles \_\_\_\_\_ Make/Model/Plate #1 \_\_\_\_\_

Make/Model/Plate #2 \_\_\_\_\_

Name of nearest relatives-applicant #1 \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

Name of nearest relatives-applicant #2 \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

Have you ever been evicted or requested to vacate any premises rented or leased for or to you? \_\_\_\_\_

Do you intend to furnish your own refrigerator? \_\_\_\_\_

It is understood that all statements are true and consent is given by the applicant(s) to the Landlord or its agent to verify the above facts, and is hereby authorized to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating the application. The applicant(s) understand(s) that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. The applicant(s) understand(s) that subsequent consumer reports may be obtained and utilized under this authorization in connection with an update, renewal, extension or collection with respect or in connection with the rental or lease of a residence for which application was made. The applicant(s) expressly release(s) the Landlord, its agents and all its affiliated entities and any procurer or furnisher of information, from any liability whatsoever in the use, procurement, or furnishing of such information, and understand that this application information may be provided to various local, state and/or federal government agencies, including, without limitation, various law enforcement agencies. The applicant(s) agree(s) to hold harmless the Landlord and its agents from any and all claims which may result from such inquires. It is also understood that this application is merely for consideration and is not to be construed as permission to occupy the premises.

**The application fee is nonrefundable. Once approved, the deposit is nonrefundable. After the application is approved, the prospective tenant(s) must execute a one-year lease and pay the first full month's rent, 1 1/2 months' security deposit, and a certificate of occupancy charge.**

**ABSOLUTELY NO WATERBEDS, WASHING MACHINES, DRYERS, DOGS or NON-HOUSE CATS.**

Amount due within five calendar days after credit approval:

First month rent	_____
(1 1/2 x Rent)Security deposit	_____
Certificate of occupancy	<u>40.00</u>
Minus Deposit	_____

**THIS TOTAL TOTAL DUE \$ \_\_\_\_\_**

**MUST BE PAID BY  
CERTIFIED CHECK,  
BANK CHECK, OR  
MONEY ORDER.  
NO CASH ACCEPTED.**

***Total amount due 3 working days after approval of application,  
at which time the lease will be signed.***

\*\*\*\*\*  
Accepted and agreed:

\_\_\_\_\_  
Applicant #1 signature date

\_\_\_\_\_  
Applicant #2 signature date

Once the application is approved, the deposit becomes non-refundable under any circumstances.