



**APPLICATION FOR RESIDENCY** All residents over the age of 18 (19 in Alabama) must complete a separate application for residency. All information will be reviewed and must be verifiable and correct in order for your application to be considered for approval. Please print legibly.

How did you hear about us? \_\_\_\_\_ Leasing Consultant: \_\_\_\_\_

APPLICANTS NAME \_\_\_\_\_ Social Security #: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

OTHER Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

OCCUPANTS Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

LIST VEHICLES Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Tag # \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Tag # \_\_\_\_\_

LIST PETS Pet Name: \_\_\_\_\_ Breed\* \_\_\_\_\_ Weight\* \_\_\_\_\_ Age \_\_\_\_\_

Pet Name: \_\_\_\_\_ Breed\* \_\_\_\_\_ Weight\* \_\_\_\_\_ Age \_\_\_\_\_

*Pet Deposits & Fees must be paid at the time of move-in. \*Some restrictions may apply.*

**RENTAL HISTORY:** List your resident history for the past 3 years, use back of application if needed. List most recent first:

Address: \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Landord: \_\_\_\_\_ Phone \_\_\_\_\_ Were you on the lease? \_\_\_\_\_

Rent/Mortgage Amount: \$ \_\_\_\_\_ Dates Lived there; from \_\_\_\_\_ to \_\_\_\_\_ Why leaving? \_\_\_\_\_

Address: \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Landord: \_\_\_\_\_ Phone \_\_\_\_\_ Were you on the lease? \_\_\_\_\_

Rent/Mortgage Amount: \$ \_\_\_\_\_ Dates Lived there; from \_\_\_\_\_ to \_\_\_\_\_ Why leaving? \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION:** Please list two emergency contacts

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

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

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

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

**EMPLOYMENT HISTORY:** List employment for the past two years, start with recent employer. Use back of application if needed.

Company: \_\_\_\_\_ Phone \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Hourly Rate of Pay \_\_\_\_\_ # Hours per week \_\_\_\_\_ FT, PT or Temp? \_\_\_\_\_ If Salaried, Annual Salary \_\_\_\_\_

Company: \_\_\_\_\_ Phone \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Hourly Rate of Pay \_\_\_\_\_ # Hours per week \_\_\_\_\_ FT, PT or Temp? \_\_\_\_\_ If Salaried, Annual Salary \_\_\_\_\_

If you would like us to consider any other income, list by source and amount (documentation will be required):

Other income: \_\_\_\_\_

**HAVE YOU EVER BEEN CONVICTED OF A SEXUAL FELONY?** \_\_\_\_\_

**CREDIT REFERENCES:** All applications are verified through ESS or other credit reporting service. List on the back of this application the following information: Creditors Name, Phone Number, Current Balance Owed & Minimum Monthly Payments.

Non-Refundable Application fee Paid? \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Check or Money Order # \_\_\_\_\_ Accepted by \_\_\_\_\_

Admin Fee Paid\*? \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Check or Money Order # \_\_\_\_\_ Accepted by \_\_\_\_\_

Reservation Fee Paid\*? \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Check or Money Order # \_\_\_\_\_ Accepted by \_\_\_\_\_

We accept Visa, Mastercard & Debit Cards: Application Fees, Administrative Fees, Reservations Fees, Pet Fee, Pet Deposits, Water & Pro-rated rents paid at or prior to move-in will not incur the standard \$12.50 transaction fee associated with the use of Credit & Debit Cards. After move-in all Credit Card or Debit Card transactions will be subject to a \$12.50 transaction fee. There is no transaction fee when paying in the form of Money Order, Cashier's Check or Personal Check.

Move-in Date: \_\_\_\_\_ Apt # Reserved \_\_\_\_\_ Unit Type \_\_\_\_\_ Market Rent \_\_\_\_\_ Specials? \_\_\_\_\_

An apartment will not be held without the Admin fee and Reservation Fee, to be paid in the form of Cashier's Check, Money Order, Visa or Mastercard. The Admin Fee and Reservation Fee paid above will reserve the apartment home for a maximum of 30 days. \*In the event an application is canceled after 72 hours of submitting the application for residency, the Admin Fee and Reservation Fee will be considered a non-refundable fee and will be forfeited as liquidated damages. In the event an applicant does not meet the property's qualifying criteria and the application is declined, the admin fee and reservation will be refunded. If the admin fee and reservation fee have been paid with a Credit or Debit Card we will be unable to process a credit/refund to the Credit/Debit Card – all refunds, as per the terms listed on this application, will be made through our corporate office and issued via check. In the event the applicant does not meet the property's qualifying criteria and a co-signor and/or an additional deposit is required above the amount of the reservation fee, the applicant will choose to cancel the application at the time of notification and will be refunded the Admin Fee and Reservation fee paid OR will choose to pay the additional security and have 48 hours from notification to bring in additional deposit and/or co-signors application. In the event additional deposit and/or co-signors application is not received within 48 hours, the admin fee and reservation fee paid above will be forfeited as liquidated damages. In the event an additional deposit is required and paid within 48 hours, cancellations automatically forfeit all monies as liquidated damages with no grace period. At the time of move-in the Reservation Fee will be applied and converted to a refundable Security Deposit. The Security Deposit will be refunded 30 days after move-out provided all terms of the lease agreement have been fulfilled and there are no damages to the apartment home. Failure for any reason to move in on the date noted may result in loss of rights to move-in. Your signature below authorizes management staff to verify all of the information and hold the apartment (noted above) until designated move-in date unless application is rejected. Falsification of information on the application will result in automatic denial of the application. If management becomes aware that application was falsified after move-in, management reserves the right to terminate the lease based on any falsified information. By signing this application you are accepting the terms and conditions set forth above and claim the information provided is true and accurate.

**APPLICANT SIGNATURE:** \_\_\_\_\_ Date: \_\_\_\_\_

1) Approved with a standard security deposit equal to: \$ _____	<b>NOTIFICATION PROCESS:</b> Resident Notified on (Date): _____ Time: _____ By: _____ Spoke With: _____ Confirmed Move-In Date: _____ Apartment #: _____
2) Approved with a security deposit equal to: \$ _____	
3) Approved with a valid Co-Signor	
4) Approved with a valid Co-Signor & a security deposit equal to \$ _____	
5) Denied	
Managers Signature: _____ Date: _____	

