

APPLICATION CHECKLIST

Please be advised that applications cannot be processed unless they are complete & legible and all requested documents are presented. Please provide the following items along with your rental application.

- Completed and signed application for each adult (18+ years of age)
- An application fee of \$35 per applicant (paid in cash or PayPal)
- Minimum five years of rental history including contact numbers
- Income verification - must be legal and verifiable (e.g., copy of paystub showing YTD earnings, tax returns, letter of hire, etc. If self-employed, please provide last 3 months' bank statements and two years tax returns)
- Proof of present address (if present address is not on paystub or drivers' license e.g., copy of utility bill)
- Copy of Drivers License, state issued photo ID, Government ID card or Passport

Please make your application package in a single PDF, and as complete as possible for faster processing.

The following may be grounds for automatic denial of application: Evictions, non-discharged bankruptcies (24 months), foreclosures (12 months).

APPLICATION TO RENT

Each applicant over the age of 18 must complete their own application form. Individual application and screening fee of \$35 required from each adult occupant over age 18 (even if married). Applicant is completing application as a (check one) tenant or guarantor/co-signor Total number of applicants: ____

First, Middle, Last Name		Cell
Birth date (m/d/y)	Social Security No.	Driver License No.
Email		Proposed Move-in date

PROPOSED OCCUPANTS: list everyone who will live with you

Full name	Age	Occupation	Relationship
Full name	Age	Occupation	Relationship
Full name	Age	Occupation	Relationship

EMPLOYMENT

CURRENT:

PRIOR (OR 2ND OCCUPATION):

Employer		
Type of business		
Address		
Occupation/position		
Name of supervisor		
Phone # of supervisor		
Dates of employment <i>from: ____ to: ____</i>		
Income per month <i>gross/net</i>		

PRESENT ADDRESS

Address <i>include apt. #</i>	City	Zip	
Owner/Mgr.	Phone	From	To
Reason for moving	Rent amount <i>(your portion)</i>		

PREVIOUS ADDRESS

Address <i>include apt. #</i>	City	Zip	
Owner/Mgr.	Phone	From	To
Reason for moving	Rent amount <i>(your portion)</i>		

NEXT PREVIOUS ADDRESS

Address <i>include apt. #</i>	City	ZIP	
Owner/Mgr.	Phone	From	To
Reason for moving	Rent amount <i>(your portion)</i>		

CREDIT INFORMATION: please list all your financial obligations

Name of Bank or Savings & Loan		Branch or Address		Account No. (last 4 digits)		Balance	
				Checking		\$	
				Savings		\$	
Credit Accounts	Account No. (last 4 digits)	Address/City		Balance	Phone	Due Monthly	

IN CASE OF EMERGENCY NOTIFY

1 st emergency contact	Address	Phone	Relationship
2 nd emergency contact	Address	Phone	Relationship

PERSONAL REFERENCES

1 st personal reference (<i>non-family</i>)	Years known	Address	Phone	Relationship
2 nd personal reference (<i>non-family</i>)	Years known	Address	Phone	Relationship

VEHICLES

Vehicle	Make	Model	Year	Color	Lic. Plate
Vehicle	Make	Model	Year	Color	Lic. Plate

GENERAL INFORMATION

Do you have any water-filled furniture, or intend to use any water filled furniture in the apartment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted for selling, possessing, distributing or manufacturing illegal drugs or convicted of any other crime?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been evicted or named as a defendant in an eviction for non-payment of rent or any other reason?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever filed for bankruptcy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any musical instruments?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you smoke?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any pets/animals?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes", describe, and fill out a pet application	

Please explain any "Yes" answers to the following questions below:

Applicant represents that all information given on this application is true and correct. Applicant hereby authorizes verification of all references and facts, including but not limited to current and previous landlords and employers, and personal references. Applicant hereby authorizes owner/agent to obtain Unlawful Detainer, Credit Reports, Telechecks, and/or criminal background reports. Applicant agrees to furnish additional credit and/or personal references upon request. Applicant understands that incomplete or incorrect information provided in the application may cause a delay in processing which may result in denial of tenancy. In the event that a material misstatement or misrepresentation is discovered after Applicant is accepted as a Resident, and whether or not a Lease or Month to Month Rental Agreement is executed, Owner may, at Owner's sole discretion, deem such misstatement or misrepresentation to be a material and non-curable breach of any subsequent Lease or Month to Month Rental Agreement and grounds for rescission of the contract and immediate eviction. Applicant hereby waives any claim and releases from liability any person providing or obtaining said verification or additional information.

Apt. # _____ Located At: _____

The rental for which is \$ _____ Per month and upon approval of this application agrees to sign rent or lease agreement and make all payments due before occupancy.

Signature of Applicant: _____ Dated: _____ Time: _____