

**RENTAL APPLICATION FOR
TENANTS AND OCCUPANTS**
(Each co-tenant and each occupant 18 years old
and over must submit a separate application.)



Date when filled out: _____

APPLICANT INFORMATION

Full Name (Exactly as it appears on Driver's License or Govt. ID card)

Former Name (if applicable) _____ **Gender** (Optional) _____

Birthdate _____ **Social Security #** _____ **Driver's License #** _____ **State** _____

Government Photo ID card # _____ **Type** _____

Home Phone Number _____ **Cell Phone Number** _____ **Work Phone Number** _____

Email Address _____

Marital Status: single married widowed separated **Do you or any occupant smoke?** yes no

I am applying for the apartment located at: _____

Is there another co-applicant? yes no

Co-applicant Name _____

Email _____

Co-applicant Name _____

Email _____

Co-applicant Name _____

Email _____

Co-applicant Name _____

Email _____

Co-applicant Name _____

Email _____

OTHER OCCUPANTS

Full Name _____ **Relationship** _____

Date of Birth _____ **Social Security #** _____ **Driver's License #** _____ **State** _____

Government Photo ID card # _____

Full Name _____ **Relationship** _____

Date of Birth _____ **Social Security #** _____ **Driver's License #** _____ **State** _____

Government Photo ID card # _____

_____	_____	_____	_____
Full Name		Relationship _____	
_____	_____	_____	_____
Date of Birth	Social Security #	Driver's License #	State
_____	_____	_____	_____
Government Photo ID card #			

_____	_____	_____	_____
Full Name		Relationship _____	
_____	_____	_____	_____
Date of Birth	Social Security #	Driver's License #	State
_____	_____	_____	_____
Government Photo ID card #			

_____	_____	_____	_____
Full Name		Relationship _____	
_____	_____	_____	_____
Date of Birth	Social Security #	Driver's License #	State
_____	_____	_____	_____
Government Photo ID card #			

_____	_____	_____	_____
Full Name		Relationship _____	
_____	_____	_____	_____
Date of Birth	Social Security #	Driver's License #	State
_____	_____	_____	_____
Government Photo ID card #			

RESIDENCY INFORMATION

Current Home Address *(where you live now)*

City State Zip code

Dates: _____

From _____ **To** _____

Do you own or Rent? _____

\$ Monthly Payment _____

Apartment Name

Landlord/Lender Name

Reason for Leaving _____

Phone _____

(The following is only applicable if at current address for less than 6 months.)

Previous Home Address

City State Zip code

Dates: _____
From _____ To _____

Apartment Name

Landlord/Lender Name

Reason for Leaving _____

Phone _____

EMPLOYMENT INFORMATION

Present Employer

Work Phone _____

City State Zip code

Dates: _____
From _____ To _____

Gross Monthly Income \$ _____

Position

Phone _____

Supervisor Name _____

(The following is only applicable if at current employer for less than 6 months.)

Previous Employer

City State Zip code

Dates: _____
From _____ To _____

Work Phone _____

Position

Gross Monthly Income \$ _____

Supervisor Name _____

Phone _____

ADDITIONAL INCOME

(Income must be verified to be considered)

_____	_____	_____	_____
Type	Source		Gross Monthly Amount
_____	_____	_____	_____
Type	Source		Gross Monthly Amount

CREDIT HISTORY (if applicable)

If applicable, please explain any past credit problem:

RENTAL/CRIMINAL HISTORY

(Check only if applicable)

Have you or any occupant listed in this Application ever::

Have you been sued for property damage?_____ Have you been convicted (or received an alternative form of adjudication equivalent to conviction) of a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime? _____

Please indicate the year, location and type of each felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or sex crime other than those resolved by dismissal or acquittal._____ We may need to discuss more facts before making a decision.

You represent the answer is "no" to any item not checked above.

REFERRAL INFORMATION

How did you find us?

- Online search (Website address):
- Referral from a person. Name:
- Social Media. Which one?
- Other/Please note

EMERGENCY CONTACT

Emergency contact person over 18, who will not be living with you:

Name _____ Relationship _____

Address _____ City _____

State _____ Zip Code _____ Home Phone # _____ Cell Phone # _____

Work Phone # _____ Email Address _____

VEHICLE INFORMATION (if applicable)

List all vehicles to be parked by you or any occupant (cars, trucks, trailers, etc.).

_____	_____	_____
Make	Model	Color
Year	License Plate #	State
_____	_____	_____
Make	Model	Color
Year	License Plate #	State
_____	_____	_____
Make	Model	Color
_____	_____	_____
Make	Model	Color

_____	_____	_____
Year	License Plate #	State

_____	_____	_____
Make	Model	Color
_____	_____	_____
Year	License Plate #	State

PET INFORMATION (if applicable)

CAT _____

DOG _____

Name _____ Type _____ Breed _____

Gender M ___ F ___ Weight _____ Color _____

Age _____ Assistance Animal Status: **yes** ___ **no** ___

APPLICATION AGREEMENT

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease. While some of the information below may not yet apply to your situation, there are some provisions that may become applicable prior to signing a Lease. In order to continue with this application, you'll need to review the Application Agreement carefully and acknowledge that you accept its terms.

- 1. Lease Information.** The Lease contemplated by the parties will be the current Lease. Special information and conditions must be explicitly noted on the Lease.
- 2. Approval When Lease Is Signed in Advance.** If you and all co-applicants have already signed the Lease when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease, and then credit the application deposit of all applicants toward the required security deposit.
- 3. Approval When Lease Isn't Yet Signed.** If you and all co-applicants have not signed the Lease when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
- 4. If you Fail to Sign Lease After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. *If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.*
- 5. If You Withdraw Before Approval.** *If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the apartment unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.*
- 6. Approval/Non-Approval.** We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.
- 7. Refund after Non-Approval.** If you or any co-applicant is disapproved or deemed disapproved under Paragraph 6, we'll refund all application deposits within 30 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
- 8. Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 4, 6, or 7 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.

APPLICATION AGREEMENT (CONTINUED)

- 9. **Keys or Access Devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the Lease and other rental documents; and (2) all applicable rents and security deposits have been paid in full.
- 10. **Application Submission.** Submission of a rental application does not guarantee approval or acceptance. It does not bind us to accept the applicant or to sign a Lease.

DISCLOSURES

- 1. **Application Fee (Non-Refundable).** You agree to pay to our representative the non-refundable application fee in the amount indicated in paragraph 3. *Payment of the application fee does not guarantee that your application will be accepted.* The application fee partially defrays the cost of administrative paperwork. *It is non-refundable.*
- 2. **Application Deposit (may or may not be refundable).** In addition to any application fee(s), you agree to pay to our representative an application deposit in the amount indicated in paragraph 3. *The application deposit is not a security deposit.* The application deposit will be credited toward the required security deposit when the Lease has been signed by all parties; OR, it will be refunded under paragraph 7 of the Application Agreement if your application is not approved; OR, it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraphs 4 or 5 of the Application Agreement.
- 3. **Fees Due. Your Rental Application will not be processed until we receive your completed Rental Application (and the completed Rental Application of all co-applicants, if applicable) and the following fees:**
 - 1. Application fee (non-refundable): **\$ 20.00**
 - 2. Application deposit **N/A**
- 4. **Completed Application.** Your Rental Application for Tenants and Occupants will not be considered "completed" and will not be processed until we receive the following documentation and fees:
 - 1. Your completed Rental Application;
 - 2. Completed Rental Applications for each co-applicant (if applicable);
 - 3. Application fees for all applicants.
- 5. **Notice to or from Co-Applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.

AUTHORIZATION AND ACKNOWLEDGMENT

AUTHORIZATION I authorize
HP Coolidge Rt. 376, LLC

Signature _____

(name of owner/or complex) to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

Payment Authorization I authorize
HP Coolidge Rt. 376, LLC

Signature _____

(name of owner/agent) to collect payment of the application fee and application deposit in the amounts specified under paragraph 3 of the Disclosures.

Non-Sufficient Funds and Dishonored Payments.

If a check from an applicant is returned to us by a bank or other entity for any reason, if any credit card or debit card payment from applicant to us is rejected, or if we are unable, through no fault of our own or our bank, to successfully process any ACH debit, credit card, or debit card transaction, then:

- (i) Applicant shall pay to us the NSF Charge; and
- (ii) We reserve the right to refer the matter for criminal prosecution

ACKNOWLEDGMENT

You declare that all your statements in this Application are true and complete. You authorize us to verify the same through any means. If you fail to answer any question(s) or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease, the rules, and financial obligations.

Applicant's Signature Required**

Date**

FOR OFFICE USE ONLY

_____ **Unit # or type**

Apt. name or apartment address (street, city)

_____ **Phone**

Person accepting application

Phone

_____ **Phone**

Person processing application

Phone

Applicant or Co-applicant was notified by **telephone letter email**, or **in person** of **acceptance** or **non-acceptance** on :

(Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)

Name of person(s) who were notified (at least one applicant must be notified if multiple applicants):

Name(s) _____

Name of owner's representative who notified above person(s) _____

ADDITIONAL COMMENTS

NOTES/ OFFICE USE ONLY

Apartment # _____ Rent _____ Date of Move-in _____

APPROVED

DENIED

