

# Application for Residency

(Every additional live-in resident over the age of 18 as of the lease commencement date must submit a separate application and sign the lease)

## APPLICANT

Full Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Phone Number (\_\_\_\_\_) \_\_\_\_\_ Cell Phone Number (\_\_\_\_\_) \_\_\_\_\_ Work Phone Number (\_\_\_\_\_) \_\_\_\_\_  
*Area Code Area Code Area Code*

E-mail Address: \_\_\_\_\_ Gender \_\_\_\_\_ Marital Status \_\_\_\_\_ Smoker (Y / N) \_\_\_\_\_  
*Male/Female Circle One*

Education \_\_\_\_\_ Social Security Number \_\_\_\_\_

Proof of Identification: Type \_\_\_\_\_ Identification Number \_\_\_\_\_  
*(Examples: Driver's License, Passport, etc.)*

How did you hear about us? \_\_\_\_\_

## LIST OTHERS WHO WILL RESIDE IN APARTMENT ON A PERMANENT BASIS:

(To be used only for additional live-in residents of apartment under the age of 18 as of the lease commencement date)

Full Legal Name	Social Security Number	Relationship to Applicant	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## RESIDENCY INFORMATION (please include at least 2 years of prior residences):

**Present Address:** \_\_\_\_\_ Apt # \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
*Area Code*

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Rent or Own? \_\_\_\_\_ Dates: From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Month/Year Month/Year*

Landlord/Lender Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
*Area Code*

**Previous Address:** \_\_\_\_\_ Apt # \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
*Area Code*

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Rent or Own? \_\_\_\_\_ Dates: From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Month/Year Month/Year*

Landlord/Lender Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
*Area Code*

**Additional Previous Address:** \_\_\_\_\_ Apt # \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
*Area Code*

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Rent or Own? \_\_\_\_\_ Dates: From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Month/Year Month/Year*

Landlord/Lender Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
*Area Code*

**Additional Previous Address:** \_\_\_\_\_ Apt # \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
*Area Code*

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Rent or Own? \_\_\_\_\_ Dates: From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Month/Year Month/Year*

Landlord/Lender Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
*Area Code*



**EMPLOYMENT INFORMATION** (please include at least 2 years of employment):

**Current Employer:**

Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Area Code

Employment Date: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Title \_\_\_\_\_ Gross Annual Salary \$ \_\_\_\_\_  
Month/Year Month/Year

Supervisor Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Area Code

**EMPLOYMENT INFORMATION** (cont'd):

**Previous Employer:**

Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Area Code

Employment Date: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Title \_\_\_\_\_ Gross Annual Salary \$ \_\_\_\_\_  
Month/Year Month/Year

Supervisor Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Area Code

**OTHER INCOME:**

Type of Income	Source/Bank	Gross Annual Amount
_____	_____	\$ _____
_____	_____	\$ _____

**Relative/Emergency Contact (Not Residing With You):**

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Home Phone Number (\_\_\_\_) \_\_\_\_\_ Work Phone Number (\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Area Code Area Code  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Home Phone Number (\_\_\_\_) \_\_\_\_\_ Work Phone Number (\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Area Code Area Code  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

VEHICLES:	Make	Model	Color	License #	State	Year
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

PETS:	Name	Type	Gender	Mature Weight (lbs.)	Breed	Color	Age
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

**NOTE:** Keeping of pet or animal requires consent of management, payment of applicable fees/deposits, and execution of Pet/Animal Addendum. In specific circumstances, certain animals may be kept for limited purposes pursuant to Landlord's policies, such as animals used for individuals with disabilities and official police dogs. For further details, please refer to Landlord's pet and community policies.



*Disclosures*

The Civil Rights Act of 1968, as amended by the Fair Housing Act Amendments of 1988, prohibits discrimination in housing based on race, color, national origin, religion, sex, handicap, or familial status. The management of this property is committed to complying with the letter and spirit of the laws which provide an equal housing opportunity to all. The federal agency which administers compliance with the fair housing laws is the United States Department of Housing and Urban Development.

*Certifications for Residency Application*

**Application Fee**

I hereby agree, in the event of the approval of this application, to execute a lease in accordance with the terms set forth in this rental application and my rental liability shall commence pursuant to the terms of the lease. I agree that the \$ \_\_\_\_\_ application fee, which is comprised of \$ \_\_\_\_\_ to cover Landlord's out-of-pockets costs associated with processing the application and \$ \_\_\_\_\_ to cover Landlord's administrative and overhead costs allocable to processing of the application, accompanying this application shall be retained by Landlord to cover Landlord's various costs of evaluating my application, whether or not Landlord approves my application, or whether or not I sign a lease or take possession of an apartment home, and I agree to this amount being retained by Landlord as a reasonable estimate of the actual costs to Landlord to evaluate my application. (I also do not believe the amount of this application fee is an unfair trade practice). I understand that the application fees accompanying this application are non-refundable after I execute this application and will not be applied against the security deposit or any rent payable pursuant to the lease. Landlord and/or agent for Landlord reserve the right to reject this application and to refuse possession of the below-mentioned accommodation except for prohibitions under Disclosures above.

**Holding Fee**

In addition to the foregoing application fee, I agree that the \$ \_\_\_\_\_ holding fee accompanying this application shall be retained by Landlord to hold the unit identified on page three of this application for occupancy by me upon approval of this application and execution of a lease. If my application is rejected for any reason other than the falsification of information by me, the holding fee shall be refunded to me. If my application is accepted, but I notify Landlord that I do not desire to lease the unit within 2 days after Landlord notifies me in person or by telephone that my application has been accepted (or 5 days after Landlord notifies me by mail of acceptance), then Landlord will refund the holding fee to me. Otherwise, Landlord shall be entitled to retain the holding fee to cover Landlord's various costs of holding such unit for me, and I agree to this amount being retained by Landlord as a reasonable estimate of the actual costs to Landlord to hold the unit for my occupancy. (I also do not believe the amount of this holding fee is an unfair trade practice). I understand that if I occupy the unit, the holding fee will be applied against the security deposit, and, if any amount of the holding fee exceeds the amount of the security deposit, such excess shall be applied against the rent payable pursuant to the lease. If Landlord returns the holding fee to me, Landlord may do so by one check delivered to only one applicant for the unit.

**Administrative Fee**

In addition to the foregoing application fee and holding fee, I agree that the \$ \_\_\_\_\_ administrative fee accompanying this application shall be retained by Landlord to cover Landlord's various costs of processing my occupancy of the unit. If my application is rejected for any reason other than the falsification of information by me, the administrative fee shall be refunded to me. If my application is accepted, but I notify Landlord that I do not desire to lease the unit within 2 days after Landlord notifies me in person or by telephone that my application has been accepted (or 5 days after Landlord notifies me by mail of acceptance), then Landlord will refund the administrative fee to me. Otherwise, Landlord shall be entitled to retain the administrative fee to cover Landlord's various costs of processing such unit for occupancy by me, and I agree to this amount being retained by Landlord as a reasonable estimate of the actual costs to Landlord to process such unit for my occupancy. (I also do not believe the amount of this administrative fee is an unfair trade practice). I understand that if I occupy the unit, the administrative fee will not be applied against the security deposit or any rent payable pursuant to the lease, but rather shall be retained by Landlord for the costs of processing my application. If Landlord returns the administrative fee to more than one applicant for the unit, then, at the option of Landlord, Landlord may do so by one check jointly payable to all applicants but delivered to only one applicant for the unit.

**Any unanswered "yes" or "no" question shall result in the denial of your application.**

Have you or any member of your household ever been convicted of or pled guilty or "no contest" or had an adjudication withheld to any felony?

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

Have you or any member of your household ever been convicted of or pled guilty or "no contest" or had an adjudication withheld to a sexual offense?

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

Have you or any member of your household ever been listed on a registry of sexual offenders?

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

Have you or any member of your household ever been convicted of or pled guilty or "no contest" or had an adjudication withheld to any drug-related criminal offense?

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

Are you or any member of your household a Specially Designated National or other Blocked Person designated by the United States government as a person who commits or supports terrorism or is involved in international narcotics trafficking?

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

If yes to any of the above questions, please explain, providing the location, date and nature of the offense:

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I have read the foregoing, certify that the information herein is TRUE and CORRECT, that this application is submitted for the purpose of inducing approval of this application on my behalf.

By signing this application, I authorize Landlord or agent for Landlord to verify any information contained herein. Any "yes" response to the personal and criminal history questions above, or any false statement on the application, will lead to the rejection of my application and/or immediate termination of my lease. Further, if I subsequently am involved in conduct which would result in a "yes" response to any of the questions set forth above (even after I sign the lease and take possession of the apartment home), I understand that Landlord may terminate the Lease.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Management Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR COMMUNITY ADMINISTRATIVE PURPOSES:**

Check if on Wait List      Wait List Expiration Date (*if needed*) \_\_\_\_\_

Community # \_\_\_\_\_ Community Name: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_ Unit # \_\_\_\_\_ Requested Move-In Date \_\_\_\_\_

