

MANAGERS – Visual Proof of Drivers License or State I.D.: Yes No I.D. Checked by: _____

Each adult over the age of 18 must complete a separate application.

Co. ID: _____	Mgmt Company	Apt Community	Community Contact	Community Tel #	Advertising Source

CREDIT
 CREDIT/CRIMINAL/EVICTION
 COMPREHENSIVE

APPLICATION TO RENT Apartment # _____ Move-in Date _____ Rent \$ _____ Lease _____

Applicant
 Roommate w/ _____
 Cosigner
 Section 8

APPLICANT INFORMATION

(LEGAL) Last Name			First	Middle	Soc. Sec. #			Date of Birth			
Other Names Used			Driver License #/State			Email Address			Contact Phone Number		
Other Persons to Occupy Rental:	1	Full Name	Relationship	DOB	3	Full Name	Relationship	DOB			
	2	Full Name	Relationship	DOB	4	Full Name	Relationship	DOB			
Animal(s) to occupy unit: Attach separate sheet if needed	1	Name	Type	Weight	2	Name	Type	Weight			

RESIDENCE HISTORY

Present Address				City	State	Zip	From _____ To _____		Monthly Pmt \$
Landlord Name <input type="checkbox"/> Mortgage Co <input type="checkbox"/> Apartment Community <input type="checkbox"/> Relative/Friend <input type="checkbox"/> Employer/Corp Housing <input type="checkbox"/> Independent Landlord									<input type="checkbox"/> Own <input type="checkbox"/> Rent
Landlord Daytime Phone: _____ Landlord Evening Phone: _____									
Previous Address				City	State	Zip	From _____ To _____		Monthly Pmt \$
Landlord Name <input type="checkbox"/> Mortgage Co <input type="checkbox"/> Apartment Community <input type="checkbox"/> Relative/Friend <input type="checkbox"/> Employer/Corp Housing <input type="checkbox"/> Independent Landlord									<input type="checkbox"/> Own <input type="checkbox"/> Rent
Landlord Daytime Phone: _____ Landlord Evening Phone: _____									

EMPLOYMENT HISTORY

Current Employer			Monthly Salary \$	Supervisor's Name		How long? Yrs _____ Mos _____	
Address			City	State	Zip	Phone _____ Occupation/Department _____	
<input type="checkbox"/> Previous Employer <input type="checkbox"/> 2 nd job			Monthly Salary \$	Supervisor's Name		How long? Yrs _____ Mos _____	
Address			City	State	Zip	Phone _____ Occupation/Department _____	

ADDITIONAL INCOME – Additional income such as child support, alimony or separate maintenance need not be disclosed unless such additional income is to be included for qualification hereunder

Amount \$ _____ per _____ Sources _____

VEHICLE INFORMATION

Auto #1	Year	Make	Model	License State	License Number
Auto #2	Year	Make	Model	License State	License Number

EMERGENCY INFORMATION

Nearest Relative	Relationship	Address	City	State	Zip	Phone () _____
Emergency Contact	Relationship	Address	City	State	Zip	Phone () _____
Personal Reference	Relationship	Address	City	State	Zip	Phone () _____

Have you entered into a plea of guilty or no contest, or otherwise been convicted of a criminal offense, for which you were released from incarceration, probation or parole in the past seven (7) years?* Yes No

IF YES, please list the date, city, state and type of all convictions: _____
Attach separate sheet if necessary.

Are you or anyone who will be residing in the rental unit required to register as a sex offender? Yes No

Have you been asked to vacate by a current/previous landlord? Yes No

IF YES: APT NAME: _____ CITY _____ STATE _____

***Please note that a criminal conviction does not necessarily disqualify you for residency. Refer to the applicable rental criteria for more information.**

In compliance with state and federal consumer reporting law, you are hereby advised that a screening will be conducted regarding the information contained in this application. The report may contain information regarding your credit-worthiness, character, general reputation, personal characteristics and mode of living. By signing this application, you authorize Global Verification Network, whose address is PO Box 95258, Palatine, IL 60095, and whose telephone number is (877) 695-1179, to conduct the screening and to release information obtained to landlord and landlord's agents. If the application is denied or approved conditionally based upon information contained in the report, you may request and obtain a copy of the report. You have the right to dispute the accuracy of information contained in the report. You may have additional rights under both state and federal law.

I certify that to the best of my knowledge all statements are true and complete. False, fraudulent or misleading information may be grounds for denial of tenancy or subsequent eviction.

Non-Refundable Processing Fee \$ _____ Check/Money Order # _____

Applicant understands that he/she acquires no rights in an apartment until a holding deposit in the amount of \$ _____ has been paid. Applicant requests landlord to hold Unit _____ for applicant while the screening process is completed. If this application is not accepted, the holding deposit will be refunded. If the application is accepted and applicant chooses not to occupy the unit being held, applicant forfeits the holding deposit and no portion of it shall be refunded.

Signed _____
Applicant

Dated _____

Signed _____
Landlord

Position

Dated _____

I am aware that an incomplete application causes a delay in processing and may result in denial of tenancy.

