



# Application to Lease

Application for \_\_\_\_\_ Unit# \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**Unmarried Co-Applicants Fill Out A Separate Application. Do not leave any blank spaces. Please use black ink**

Name \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last First MI Jr. Sr., Prior

Spouse \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last First MI Maiden

Driver's License # \_\_\_\_\_ ST \_\_\_\_\_ Spouse's Driver's License # \_\_\_\_\_ ST \_\_\_\_\_

Other \_\_\_\_\_  
Name Relationship Age SS# Name Relationship Age SS#

Occupants \_\_\_\_\_  
Name Relationship Age SS# Name Relationship Age SS#

Pets: Number \_\_\_\_\_ Type \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Why Moving? \_\_\_\_\_

Present Address \_\_\_\_\_  
Street Apt. # City State Zip Code

Present Landlord/  
Mortgage Holder \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Length of Residence: \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ Monthly Rent/Mortgage \$ \_\_\_\_\_ Mortgage Acct. # \_\_\_\_\_  
Mo. Yr. Mo. Yr.

Previous Address \_\_\_\_\_  
Street Apt. # City State Zip Code

Previous Landlord/  
Mortgage Holder \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Length of Residence: \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ Monthly Rent/Mortgage \$ \_\_\_\_\_ Mortgage Acct. # \_\_\_\_\_  
Mo. Yr. Mo. Yr.

Present Employer \_\_\_\_\_ City & St. \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Position \_\_\_\_\_ Dates Employed \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ Income \_\_\_\_\_ Per \_\_\_\_\_ Mgr. \_\_\_\_\_  
Mo. Yr. Mo. Yr.

Previous Employer \_\_\_\_\_ City & St. \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Position \_\_\_\_\_ Dates Employed \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ Income \_\_\_\_\_ Per \_\_\_\_\_ Mgr. \_\_\_\_\_  
Mo. Yr. Mo. Yr.

Spouse Present Employer \_\_\_\_\_ City & St. \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Position \_\_\_\_\_ Dates Employed \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ Income \_\_\_\_\_ Per \_\_\_\_\_ Mgr. \_\_\_\_\_  
Mo. Yr. Mo. Yr.

In Case of Emergency Notify \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_  
Name Relationship Address Phone Number

Have you ever had an eviction filed or left owing money to an owner or landlord? Applicant: Yes \_\_\_ No \_\_\_ Spouse: Yes \_\_\_ No \_\_\_

Have you applied for residency in the past 2 years, but did not move in? Applicant: Yes \_\_\_ No \_\_\_ Spouse: Yes \_\_\_ No \_\_\_

Have you ever had adjudication withheld or been convicted of crime? Applicant: Yes \_\_\_ No \_\_\_ Spouse: Yes \_\_\_ No \_\_\_

**If you have answered yes to any of the above questions please explain the circumstances regarding the situation on back of this sheet.**

**AUTHORIZATION OF RELEASE OF INFORMATION** Applicant(s) represents that all of the above information and statements on the application for rental are true and complete, and hereby authorizes an investigative consumer report including, but not limited to, residential history (rental or mortgage), employment history, criminal history records, court records, and credit records. This application must be signed before it can be processed by management **Applicant acknowledges that false or omitted information herein may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of fees or deposits and may constitute a criminal offense under the laws of this State.**

NON-REFUNDABLE APPLICATION FEE: Applicant(s) agree to pay \$55 per person, a non-refundable application processing fee.

**RESERVATION FEE AGREEMENT** - Applicant has paid a "reservation fee" of \$ \_\_\_\_\_ in consideration of taking the dwelling unit off the market while considering the approval of this application. If applicant(s) is approved and the contemplated lease is entered into, then on the day of move in the fee will be credited towards payment of the first month's rent. If the applicant(s) is approved but fails to promptly enter into the contemplated lease or fails to move in on the agreed upon date, the reservation fee will be retained by owner as liquidated damages. The reservation fee will only be refunded if the applicants cancel this application with written notice within 5 days, or if application is not approved; refunds will be sent via mail within 30 days of cancellation. This application is preliminary only and does not obligate owner or owner's agent to execute a lease or deliver possession of the proposed premises. No oral agreements have been made.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_ Spouse's Signature \_\_\_\_\_ Date \_\_\_\_\_