

# Efficiency Apartment Rental Application



## Office Use Only

Copy of valid DL     3 consecutive paystubs     Application Fee Paid (\$50)

Date \_\_\_\_\_ Deposit \$ \_\_\_\_\_

Apt # \_\_\_\_\_ Bldg. # \_\_\_\_\_ Rent \$ \_\_\_\_\_ Terms (M/W) \_\_\_\_\_

Est. Move-in Date \_\_\_\_\_

\*Each co-resident over 17 years of age must submit a separate application

## Personal Information

Full Legal Name \_\_\_\_\_ Phone # \_\_\_\_\_

Birth Date \_\_\_\_\_ Social Security # \_\_\_\_\_

Email address (necessary for background check) \_\_\_\_\_

DL # or Gov't ID # and State Issued \_\_\_\_\_

\*Must provide 2 years verifiable residence

Current Address \_\_\_\_\_ How Long \_\_\_\_\_

(City, State, Zip) \_\_\_\_\_

Previous Address \_\_\_\_\_ How Long \_\_\_\_\_

(City, State, Zip) \_\_\_\_\_

## Other Occupants:

How many people will be occupying the Rental Unit? Adult's \_\_\_\_\_ Children \_\_\_\_\_

Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Relationship \_\_\_\_\_

(All occupants 18yrs. and older must complete a separate rental application)

## Employment

Present Employer \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

(City, State, Zip) \_\_\_\_\_

Position \_\_\_\_\_ Time at this job \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Phone # \_\_\_\_\_

Salary \$ \_\_\_\_\_ (Weekly/Monthly/Yearly) \_\_\_\_\_

Additional Income/Source \_\_\_\_\_

## References:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

## Personal History

Are there any medical conditions we should be aware of? \_\_\_\_\_

Do you smoke? \_\_\_\_\_ Do you drink? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

Have you ever been evicted or asked to move out? \_\_\_\_\_

Have you been sued for damage to rental property? \_\_\_\_\_

Have you broken a rental agreement or apartment lease? \_\_\_\_\_

Explanation for above: \_\_\_\_\_

## Insurance

Do you have or will you be obtaining renters insurance? \_\_\_\_\_

If yes:

Carrier/Agent \_\_\_\_\_ Phone # \_\_\_\_\_

If no:

I understand that the property's insurance coverage does not and cannot protect any personal belongings against burglary, vandalism, fire, smoke and other perils. I also understand that by not having personal liability insurance I may be liable to third parties and to the property owner for certain perils which are covered by renters insurance. **It is strongly recommended that all tenants secure insurance.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

The undersigned warrants and represents the information on this rental application to be true and correct. I hereby leave \$\_\_\_\_\_ (cash) with Management in connection with this application. I acknowledge that this \$\_\_\_\_\_ (cash) is a non-refundable fee for processing this application. If approved I will leave a \$\_\_\_\_\_ (cash) good faith deposit to hold unit. If my application is accepted, I understand this good faith deposit portion will be applied toward payment of my security deposit. If for any reason Management decides to decline my application, or the rental process has not been completed with full rent and security paid in full within one week, Management will refund the good faith deposit portion to me in full and cancel rental agreement.

By signing this application, I verify that the statements in this application are true and correct. I authorize the use of the information and contacts provided to complete a credit, reference, and/or background check. I understand that false or lack of information may result in the rejection of this application.

## Signatures:

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

Owner's Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

## Disclosures

**Equal Housing:** We do business in accordance with the Fair Housing Act. We do not discriminate on the basis of race, color, religion, national origin, sex, familial status, marital status, ancestry, sexual orientation, lawful sources of income, or handicap, disability or any other basis protected by applicable state or local fair housing laws.

Each prospective resident that is 18 years or older must complete and sign a separate application and disclosure and sign the lease. Applications are to be completed in full; applications containing untrue, incorrect, or misleading information will be declined.

**Credit History:** Credit Reports will be run on each applicant and will be considered in the overall credit worthiness of the application. All judgments/public records, liens, foreclosures, and bankruptcy must be explained with documentation provided. Prospective residents with no credit history will be accepted provided they meet all other qualifications.

Any legal proceedings/evictions filed by previous landlords or mortgage companies will result in our declining the application for residency. If the applicant has unsatisfactory rental history (late payment, and multiple delinquent payments) the applicant will be declined.

**Employment History:** Applicant must currently be employed and provide proof of employment or be able to provide letter signed by the employer and on company letterhead that will begin within 30 days of lease date. Self-employed applicants must provide the most current annual tax return and a statement from your accountant indicating the amount of annual net income or salary you expect to receive over the next twelve months. Retired applicants must provide documents regarding source of income, e.g. social security, pension, savings. Copies of these documents will be maintained in the Lease file.

**Occupancy Guidelines:** Governed by state, city, and local ordinances. The standard occupancy guidelines will be a maximum of two (2) residents per bedroom. Residents under the age of 18 months will not be considered in the occupancy guidelines. Maximum number of occupants shall be three (3) residents.

### **The following must accompany ALL applications:**

1. Three (3) consecutive recent pay-stubs, documentation of source of income, or signed job offer letter on company letterhead. (Copies to be maintained in resident file).
2. A copy of applicant's valid driver's license, age of majority card, military ID, or state issued Photo ID card.

\*Management reserves the right to deny any application that cannot be verified.

I hereby state I have read, understood, and received the Disclosures and procedures for the rental application for Hil-Mar Lodge.

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