

# Rental Application



This document is NOT a lease or rental agreement. This document will not be considered a valid application for residency unless it is signed by the applicant. Incomplete application forms, failure to submit an application form for every individual proposed resident, and the submission of incomplete earnest money all invalidate the application process, and any application(s) submitted containing such omissions may be rejected.

## Unit Information

Application for \_\_\_\_\_ (address of premises)

Pick One  Apartment Unit Number \_\_\_\_\_ Optional Unit Preference 1 \_\_\_\_\_ Optional Unit Preference 2 \_\_\_\_\_  
 A Private Bedroom in an Available Unit Optional Unit Details \_\_\_\_\_  
 A Shared Bedroom in an Available Unit Optional Unit Details \_\_\_\_\_

The appx. monthly installment is \$ \_\_\_\_\_ Earnest money paid is \$ \_\_\_\_\_ Preferred Occupancy Dates Are \_\_\_\_\_ through \_\_\_\_\_  
Utility charges (enter R for utilities paid by resident, O for those paid by owner) Electric \_\_\_ Heat \_\_\_ Gas \_\_\_ Water \_\_\_ Hot Water \_\_\_ Trash \_\_\_  
(If applicable) Would you also like to rent a parking lot space  Yes  No A garage space  Yes  No A moped space  Yes  No  
If allowed, would you also like to have a pet, and if so what kind and how many  Yes \_\_\_\_\_  No  
If available, do you want one lease for all roommates, or a lease where you're only responsible for you  One lease  Individual lease (fees apply)

## Personal Information

*Each co-applicant must complete a separate application.*

Full Name \_\_\_\_\_ Phone \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Date of Birth \_\_\_\_\_  
SS # (optional) \_\_\_\_\_ E-mail address \_\_\_\_\_  
Permanent/Summer Address (if applicable) \_\_\_\_\_ Apt. # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Do you prefer to be contacted by e-mail  Yes  No  
How did you hear about us/this apartment \_\_\_\_\_

## Emergency Contact Information

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Evening Phone \_\_\_\_\_

## Guarantor Information

*If you are under 18 yrs. of age, or you have chosen a property that requires a guarantor, you must have a guarantor (co-signer) on your lease. If applicable, please complete this section.*

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Employer \_\_\_\_\_ Position Held \_\_\_\_\_ E-mail \_\_\_\_\_

## Rental/Owner History

Have you ever been served a notice of intent to evict, or been evicted?  Yes  No  
Current Address \_\_\_\_\_ Apt. # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Monthly Rent/Mort. \$ \_\_\_\_\_ Owner Name \_\_\_\_\_ Owner Phone \_\_\_\_\_  
Previous Address \_\_\_\_\_ Apt. # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Monthly Rent/Mort. \$ \_\_\_\_\_ Owner Name \_\_\_\_\_ Owner Phone \_\_\_\_\_

Please complete the remaining sections on the reverse side ➔

**Other residents who are applying at the residence**

Should you choose, a Roommate Matching service is available at select communities. Please check here if you would like Roommate Matching.

1 \_\_\_\_\_ 3 \_\_\_\_\_  
2 \_\_\_\_\_ 4 \_\_\_\_\_

Who is the main contact for your group \_\_\_\_\_ Phone \_\_\_\_\_

**Employment and Income Information**

Present Employer \_\_\_\_\_ Position Held \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

Monthly Pay \$ \_\_\_\_\_ Hire Date \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Other sources of income:

Amount \$ \_\_\_\_\_ Source \_\_\_\_\_ Confirmation name, phone # \_\_\_\_\_

Amount \$ \_\_\_\_\_ Source \_\_\_\_\_ Confirmation name, phone # \_\_\_\_\_

Amount \$ \_\_\_\_\_ Source \_\_\_\_\_ Confirmation name, phone # \_\_\_\_\_

**Credit Information**

Bank \_\_\_\_\_ Account type \_\_\_\_\_ Bank \_\_\_\_\_ Account type \_\_\_\_\_

Bank \_\_\_\_\_ Account type \_\_\_\_\_ Bank \_\_\_\_\_ Account type \_\_\_\_\_

Major credit cards \_\_\_\_\_

**PLEASE READ THE FOLLOWING CAREFULLY AND THEN SIGN THIS APPLICATION. IF APPLICANT FAILS TO SIGN, THIS DOCUMENT CANNOT BE CONSIDERED A VALID APPLICATION FOR OCCUPANCY.**

The purpose of this application is to determine whether I qualify as a resident. If my application is approved, the Owner and I shall sign a written lease. It is my intent to lease the apartment units indicated but I understand that the Owner and I have no rental agreement until the time of the lease signing.

I understand that there is no application fee, nor is there any administrative fee for completing the lease signing process provided there is no change in residents or terms from the time of the initial submission of (an) application(s) until the signing of the Lease (and guarantor copies if applicable). I also understand that there is a schedule of fees for re-writing leases, completing a second lease-signing process, or creating additional addenda to modify the Lease, either before or after the initial lease signing.

I acknowledge the following fee structure:

- 1. Credit Check .....\$15-\$20
- 2. Rewriting any Lease..... \$35
- 3. Sublet Agreements..... \$105
- 4. Individual Lease Premium ..... \$105

◆ I have paid the earnest money deposit (the equivalent of one half month's installment) indicated on this application. The earnest money deposit will be applied toward my first month's rent if the Owner enters into a lease or rental agreement with me. The remainder of the earnest money is due at the time said lease or rental agreement is signed.

◆ If this application is approved, and I fail to enter into a lease or rental agreement, the earnest money and any subsequent payments may be retained to compensate the Owner's costs and damages, subject to the Owner's duty to mitigate. A minimum \$100.00 fee plus any costs and damages to re-rent the apartment may be retained, and no earnest moneys shall be refunded unless and until the apartment is re-rented to another party and a new lease signed.

◆ If this application is rejected, or withdrawn before approval, the earnest money and any subsequent payments will be refunded to me. Requests to withdraw applications must be made either in writing or in person.

I hereby authorize the Owner, or his Representative, to investigate my credit and financial responsibility, income, rental and eviction history, and the statements made in this application, and to obtain a consumer credit report on me from a consumer reporting agency that compiles and maintains files on consumers on a nationwide basis. My performance under any lease or rental agreement that I may enter into with the Owner may be reported to such reporting agency.

I have carefully reviewed the unit information section of this application and have received any related documents as regards the habitability of the dwelling unit from the Owner, or his Representative, and I understand my financial responsibilities as regards the payment of utility billing for this unit. I was given the opportunity to review a sample lease and the Owner's rules and regulations.

Although the Owner may not have shown me the specific apartment for which I am applying, or I may not have seen the apartment at all, I fully intend to execute a Lease with the Owner for these Premises.

(FOR CITY OF MADISON APARTMENTS ONLY) I understand that within 30 days of submission of this application, I may submit a written request to the Owner to view the photographs maintained by the Owner which document the physical damages or defects that were charged to the security deposit of the previous resident(s).

I warrant and represent that I am at least 18 years of age and that all statements herein are true and correct, to the best of my knowledge.


I understand that application forms incompletely filled out, not submitting an application form for every individual proposed resident, and the submission of incomplete earnest money can all invalidate the application process and that any application(s) submitted containing such omissions may be rejected at Owner's sole option.

If your application for occupancy is denied and you wish to be notified in writing of the reason(s) for denial, you must check here.

**◆ SIGN HERE**

APPLICANT SIGNATURE \_\_\_\_\_

DATE OF APPLICATION \_\_\_\_\_

 <p>We do business in accordance with the federal fair housing law (The Fair Housing Amendments Act of 1988). It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin.</p>	OFFICE USE ONLY:
	Date _____ Time _____
	Check# _____ Initials _____