

# Sub-Lease Application



This document is NOT a lease or rental agreement. This document will not be considered a valid application for occupancy unless it is signed by the applicant.

\_\_\_\_\_  
Today's date

## Unit Information

The undersigned hereby makes application to sub-lease apartment number/letter \_\_\_\_\_ located at \_\_\_\_\_

The monthly rent is \$ \_\_\_\_\_ the sub-lease term begins \_\_\_\_\_ and ends \_\_\_\_\_

Utility charges (enter R for utilities paid by resident, O for utilities paid by owner):

Electricity: \_\_\_\_\_ Heat: \_\_\_\_\_ Stove Gas: \_\_\_\_\_ Water: fee Hot Water: \_\_\_\_\_ Trash: \_\_\_\_\_

If available, I would also like to rent a parking spot:  Yes  No Do you have a pet/what kind:  Yes \_\_\_\_\_  No

## Personal Information

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

Full Name \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Date of Birth \_\_\_\_\_

SS # \_\_\_\_\_ E-mail address \_\_\_\_\_

Do you prefer to be contacted by e-mail?  Yes  No

## Emergency Contact Information

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Street address of emergency contact \_\_\_\_\_ Daytime Phone ( \_\_\_\_\_ ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Evening Phone ( \_\_\_\_\_ ) \_\_\_\_\_

## Rental 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 ( \_\_\_\_\_ ) \_\_\_\_\_

## Other Residents Who Will Occupy the Residence

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

> > > Please complete the remaining sections on the reverse side.

**Employment and Income Information**

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

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

Previous 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 sub-lease this apartment but I understand that there is no rental agreement until the time of the lease signing.

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 sub-lease and the Owner's rules and regulations.

I understand that the processing fee for a sub-lease agreement is \$105, due at the time that the Sub-Lease Agreement is submitted to the Owner.

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.

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.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

