

Community Name: \_\_\_\_\_

Apt. Applied for: \_\_\_\_\_

Leasing Assoc.: \_\_\_\_\_

**RENTAL APPLICATION**  
PLEASE COMPLETE ALL FIELDS FRONT & BACK  
USE N/A IF NOT APPLICABLE



**APPLICANT INFORMATION- ONE APPLICATION PER ADULT APPLICANT**

APPLICANT'S NAME LAST	FIRST	M.I.	BIRTHDATE / /	SS#	DRIV. LIC. & STATE
EMAIL ADDRESS		HOME PHONE	CELL PHONE		
PRESENT ADDRESS	APT #	CITY	STATE	ZIP CODE	
HOW LONG AT THIS ADDRESS	RENT/OWN	LANDLORD/MORTGAGE CO.			
PREVIOUS ADDRESS	APT #	CITY	STATE	ZIP CODE	
HOW LONG AT THIS ADDRESS	RENT/OWN	LANDLORD/MORTGAGE CO.			
NAME OF PERSONS TO OCCUPY APARTMENT			RELATIONSHIP	DATE OF BIRTH	
_____			_____	_____	
_____			_____	_____	
_____			_____	_____	

**EMPLOYMENT**

PRESENT EMPLOYER	POSITION	PHONE NO.	NO. OF YEARS	SALARY \$	PER
EMPLOYER ADDRESS	SUPERVISOR	CITY	STATE	ZIP CODE	

**OTHER SOURCES OF INCOME**

ADDITIONAL INCOME - DESCRIBE SOURCE AND HOW TO VERIFY	\$	PER
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**PERSONAL**

VEHICLE - MAKE / MODEL (1)	LICENSE NO.	COLOR	YEAR			
VEHICLE - MAKE / MODEL (2)	LICENSE NO.	COLOR	YEAR			
IN CASE OF EMERGENCY, CONTACT:	RELATIONSHIP	ADDRESS	PHONE NO.			
NUMBER OF PETS	TYPE(S)/BREEDS	NAMES(S)	AGE(S)	WEIGHT(S)	COLOR(S)	DATE OF LAST RABIES VACCINATION(S)

**HOW DID YOU HEAR ABOUT US?**

PRIMARY SOURCE	OTHER SOURCE
IF LOCATOR/ BROKER, PLEASE LIST NAME OF AGENT AND COMPANY	
IF RESIDENT, PLEASE LIST CURRENT RESIDENT'S NAME	

**RENTAL / CRIMINAL HISTORY**

33 S. THIRD STREET APARTMENTS RESERVES THE RIGHT NOT TO LEASE TO ANY INDIVIDUAL WHO HAS BEEN EVICTED, BROKEN A PRIOR LEASE, DECLARED BANKRUPTCY, BEEN SUED FOR NON-PAYMENT OF RENT OR DAMAGE TO RENTAL PROPERTY, CONVICTED OF CERTAIN CRIMES, ARRESTED FOR CERTAIN CRIMES WHERE A TRIAL IS PENDING, OR WHO IS LISTED BY THE FBI AS A FUGITIVE OR A TERRORIST. TO DETERMINE APPLICANT'S ELIGIBILITY, PLEASE ANSWER THE FOLLOWING QUESTIONS:

HAS APPLICANT EVER BEEN EVICTED OR ASKED TO MOVE OUT? YES \_\_\_ NO \_\_\_ BROKEN A RENTAL AGREEMENT OR LEASE? YES \_\_\_ NO \_\_\_ DECLARED BANKRUPTCY? YES \_\_\_ NO \_\_\_ BEEN SUED FOR NON-PAYMENT OF RENT OR FOR DAMAGE TO RENTAL PROPERTY? YES \_\_\_ NO \_\_\_

HAS APPLICANT EVER BEEN CONVICTED OF A FELONY, ANY CRIME INVOLVING VIOLENCE, ANY CRIME INVOLVING DRUGS, DAMAGE TO PROPERTY, OR A SEXUAL OFFENSE? YES \_\_\_ NO \_\_\_ BEEN ARRESTED FOR ANY OF THE FOREGOING OFFENSES WHERE A TRIAL IS PENDING? YES \_\_\_ NO \_\_\_ IF "YES" IS MARKED FOR ANY RESPONSE, PLEASE PROVIDE FURTHER DETAILS ON THE REVERSE SIDE OF THIS APPLICATION (E.G., DATE OF CONVICTION AND TYPE OF OFFENSE). FURTHER INFORMATION MAY BE REQUIRED TO DETERMINE ELIGIBILITY FOR A RENTAL.

**CONSENT**

APPLICANT HEREBY CONSENTS TO ALLOW 33 S. THIRD STREET APARTMENTS, THROUGH ITS DESIGNATED AGENT AND EMPLOYEES, TO OBTAIN CREDIT INFORMATION, CRIMINAL HISTORY (INCLUDING A CONFIRMATION THAT THE APPLICANT IS NOT LISTED ON THE FBI'S "MOST WANTED FUGITIVES" AND "MOST WANTED TERRORISTS" LISTS) AND RELATED INFORMATION REGARDING THE APPLICANT FOR THE PURPOSE OF DETERMINING WHETHER OR NOT TO ENTER INTO AN APARTMENT LEASE WITH APPLICANT. APPLICANT UNDERSTANDS THAT, SHOULD APPLICANT LEASE AN APARTMENT, 33 S. THIRD STREET APARTMENTS AND ITS AGENT SHALL HAVE A CONTINUING RIGHT TO REVIEW APPLICANT'S CREDIT INFORMATION, RENTAL APPLICATION, PAYMENT HISTORY, OCCUPANCY HISTORY, CRIMINAL BACKGROUND HISTORY AND RELATED INFORMATION FOR ACCOUNT REVIEW PURPOSES AND FOR IMPROVING APPLICATION METHODS. APPLICANT UNDERSTANDS THAT PROVIDING FALSE, FRAUDULENT OR MISLEADING INFORMATION IS GROUNDS FOR DENIAL OF RESIDENCY OR TERMINATION OF APPLICANT'S RIGHT OF OCCUPANCY.

**ACKNOWLEDGEMENT**

WHILE MANAGEMENT'S POLICY IS TO OBTAIN A STANDARD CRIMINAL BACKGROUND CHECK, PERFORMED BY A NATIONAL SCREENING COMPANY, ON ALL APPLICANTS, MANAGEMENT CANNOT GUARANTEE THAT A BACKGROUND CHECK HAS BEEN PERFORMED ON ALL RESIDENTS. NOR IS MANAGEMENT ABLE TO GUARANTEE THE ACCURACY OR COMPLETENESS OF THE INFORMATION OBTAINED FROM THE SCREENING COMPANY OR THAT THE LACK OF A CRIMINAL RECORD GUARANTEES THE SAFETY OF ALL RESIDENTS. APPLICANT UNDERSTANDS THAT THE MANAGEMENT COMPANY AND OWNER ARE RELYING ON THE INFORMATION IN THIS APPLICATION AND ITS ACCURACY. THE LEASE MAY BE CANCELED IF THE APPLICANT HAS MADE ANY MISLEADING OR FALSE STATEMENTS IN THIS APPLICATION.

**TO BE FILLED IN BY MANAGEMENT (PROVISIONS STATED IN LEASE SHALL CONTROL)**

CONTEMPLATED MONTHLY CHARGES (DUE THE 1ST OF EACH MONTH)		CONTEMPLATED MOVE IN DEPOSITS, RENTS AND FEES (DUE AT TIME OF APPLICATION OR MOVE IN)	
BASE RENT	\$ _____	REFUNDABLE SECURITY DEPOSIT	\$ _____
PET RENT	\$ _____	ADDITIONAL REFUNDABLE SECURITY DEPOSIT	\$ _____
OTHER RENT	\$ _____	OTHER _____	\$ _____
OTHER _____	\$ _____	NON-REFUNDABLE PET SANITATION FEE	\$ _____
OTHER _____	\$ _____	APPLICATION FEE	\$ _____
		NON-REFUNDABLE MOVE IN FEE	\$ _____
<b>CONCESSIONS GIVEN</b>		NON-REFUNDABLE COMMON AREA AMENITY RENT	\$ _____
ONE-TIME / UPFRONT	\$ _____	OTHER _____	\$ _____
MONTHLY	\$ _____	OTHER _____	\$ _____
<b>TOTAL DUE</b>		<b>TOTAL DEPOSITS DUE</b>	\$ _____
<b>MONTHLY*</b>	\$ _____	<b>TOTAL FEES DUE</b>	\$ _____
LEASE DATES: BEGIN _____ END _____		<b>PRO-RATED RENT DUE BY MOVE IN DATE</b>	\$ _____
LESSOR ACKNOWLEDGES RECEIPT OF CHECK # _____ AND / OR MONEY ORDER # _____ ON (DATE) _____			\$ _____
<b>TOTAL REMAINING BALANCE (RENT, DEPOSITS, AND/OR FEES) DUE ON OR BEFORE MOVE IN DATE</b>			\$ _____

AS EARNEST MONEY ON ACCOUNT FOR THE ABOVE DESCRIBED APARTMENT, APPLICANT UNDERSTANDS THAT THE APPLICATION FEE IS NON-REFUNDABLE UNLESS THE PREMISES BEING RENTED ARE LOCATED IN MARYLAND OR VIRGINIA. IF SO, AND THIS APPLICATION IS NOT APPROVED, THE BALANCE OF THE APPLICATION FEE REMAINING, AFTER DEDUCTIONS FOR THE COSTS ASSOCIATED WITH PROCESSING THIS APPLICATION, WILL BE REFUNDED. IF THE PREMISES BEING RENTED ARE LOCATED IN MARYLAND AND THIS APPLICATION IS APPROVED AND APPLICANT DOES NOT TIMELY CANCEL, THE BALANCE OF THE APPLICATION FEE REMAINING, AFTER DEDUCTIONS FOR THE COSTS ASSOCIATED WITH PROCESSING, WILL BE APPLIED TO APPLICANT'S ACCOUNT FOR RENT AND/OR SECURITY DEPOSITS, IF ANY, AT TIME OF MOVE-IN. IF YOU ARE APPLYING IN VIRGINIA, SPECIAL VISUAL SMOKE DETECTORS ARE AVAILABLE UPON REQUEST FOR HEARING IMPAIRED RESIDENTS.

APPLICANT FURTHER UNDERSTANDS THAT MANAGEMENT WILL ADHERE TO RELEVANT STATE LAWS IN CONNECTION WITH ALL SECURITY DEPOSITS. MOVE-IN FEE AND/OR COMMON AREA AMENITY RENT MAY BE REFUNDABLE IF THE APPLICATION IS REJECTED BY MANAGEMENT; AND PET SANITATION MAY BE REFUNDABLE IF APPLICANT DOES NOT TAKE POSSESSION OF THE RENTAL UNIT. APPLICANT UNDERSTANDS THAT ANY CHANGES TO THE LEASE TERM, MOVE IN DATE, OR APARTMENT HOME SELECTED IS LIKELY TO RESULT IN AN ADJUSTMENT TO THE RENTAL RATE, DEPOSIT, AND/OR FEES REQUIRED.

\* IN ADDITION, APPLICANT UNDERSTANDS THAT PAYMENT OF THE FOLLOWING UTILITIES IS THE SOLE RESPONSIBILITY OF THE RESIDENT:  ELECTRIC,  GAS,  CABLE,  TELEPHONE,  WATER/SEWER,  TRASH,  PEST CONTROL.

**APPROVALS**

DATE PROCESSED \_\_\_\_\_ APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_ APPROVED WITH ADDITIONAL DEPOSIT \_\_\_\_\_ APPROVED W/GUARANTOR/COSIGNER \_\_\_\_\_  
 APPLICANT NOTIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_ ASSOCIATE SIGNATURE \_\_\_\_\_  
 X \_\_\_\_\_ Date \_\_\_\_\_ X \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY: GOVERNMENT ISSUED ID VERIFIED (FOR INDIVIDUAL PRESENT AT THE SITE ONLY)  
 ID TYPE: \_\_\_\_\_ LAST 4-DIGITS OF ID #: \_\_\_\_\_  
 ONCE APPLICATION IS PROCESSED AND DECISION IS RECEIVED; REDACT ALL BUT THE LAST FOUR-DIGITS OF THE SSN AND DL NUMBERS.