

# RENTAL APPLICATION

**APPLICANT:**

Full Name: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Work \_\_\_\_\_

Cell \_\_\_\_\_

Email \_\_\_\_\_

SSN # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License # \_\_\_\_\_

State Issued \_\_\_\_\_

**Rental History: (check if you own your home  )**

Current Landlord: \_\_\_\_\_

Manager/Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax # \_\_\_\_\_

Move in Date: \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_

**Employment Information:**

Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_

Position/Title: \_\_\_\_\_

Employment Date: \_\_\_\_\_ Salary: \_\_\_\_\_

**Any Additional Income:** \_\_\_\_\_

Source: \_\_\_\_\_

**Vehicle Information:**

Make \_\_\_\_\_ Model \_\_\_\_\_

Year \_\_\_\_\_ Color \_\_\_\_\_

License Plate # \_\_\_\_\_ State \_\_\_\_\_

**ADDITIONAL APPLICANT (if applicable):**

Full Name: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Work \_\_\_\_\_

Cell \_\_\_\_\_

Email \_\_\_\_\_

SSN # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License # \_\_\_\_\_

State Issued \_\_\_\_\_

**Rental History: (check if you own your home  )**

Current Landlord: \_\_\_\_\_

Manager/Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax # \_\_\_\_\_

Move in Date: \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_

**Employment Information:**

Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_

Position/Title: \_\_\_\_\_

Employment Date: \_\_\_\_\_ Salary: \_\_\_\_\_

**Any Additional Income:** \_\_\_\_\_

Source: \_\_\_\_\_

**Vehicle Information:**

Make \_\_\_\_\_ Model \_\_\_\_\_

Year \_\_\_\_\_ Color \_\_\_\_\_

License Plate # \_\_\_\_\_ State \_\_\_\_\_

# RENTAL APPLICATION

**Other persons who will occupy apartment:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Birthdate: \_\_\_\_\_

	Name	Phone Number		Relationship
Emergency Contact #1:	_____			
Emergency Contact #2:	_____			

**Key Release:** In the event of serious illness, death, or other circumstances that would make you unavailable, the emergency contact can remove your property from your unit or the common areas. **Applicant Initials:** \_\_\_\_\_

**Pets:** Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Name: \_\_\_\_\_ Rabies # \_\_\_\_\_  
 Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Name: \_\_\_\_\_ Rabies # \_\_\_\_\_

**SECURITY DEPOSITS:** The Security Deposit or hold fee shall be refunded upon denial of this application. I understand I may cancel this application by written notice within 72 hours and receive a full refund of this security deposit or hold fee within 30 days of the cancellation. If I cancel after 72 hours or refuse to occupy the premises on the agreed upon date, I understand the security deposit or hold fee will be forfeited to Management.

**PET POLICY:** Applicant must pay an additional sum of \$350 per pet (up to 40 lbs) or \$550 per pet (over 40 lbs) prior to occupying premises, and upon execution of a pet agreement. This amount is strictly a **NONREFUNDABLE** pet fee and does not cover damages caused by pets. **NO EXCEPTIONS. LIMIT OF 2 PETS.** Certain breed restrictions may apply. Doggie DNA registration required.

**EQUAL HOUSING OPPORTUNITY:** Title viii, section 804 of the Civil Rights Act of 1968 states that it is unlawful to discriminate against any person making application for rental housing, with regard to race, religion, color, sex, national origin, familial status or handicapped status.

**APPLICATION FEE:** An Application fee of \$75 per applicant is required to process this application. The application fee and security deposit or hold fee is due with application in order to process. No application will be accepted without application fee, security deposit or hold fee, and complete application paperwork. **Security deposit and application fee(s) must be paid in separate checks or money orders.**

Have you ever been evicted or required to vacate from a previous rental property? \_\_\_\_\_

I LEARNED OF THESE APARTMENTS FROM: \_\_\_\_\_

DO YOU HAVE A MOTORCYCLE: \_\_\_\_\_ BOAT/TRAILER: \_\_\_\_\_ W/D NEEDED? \_\_\_\_\_

DESIRED MOVE IN DATE: \_\_\_\_\_ LEASE TERM: \_\_\_\_\_ FLOORPLAN: \_\_\_\_\_

By signing above, I hereby authorize permission to obtain credit history, criminal history, and rental history for all applicants included on this application.

APPLICANT: \_\_\_\_\_ ADD'L APPLICANT \_\_\_\_\_ DATE: \_\_\_\_\_

COMMUNITY AGENT: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_



**Rental Verification Form**

**I/We hereby authorize the release of any and all rental history information regarding residency at the location specified below:**

*To be completed by the person **renting** the residence:*

Residents Name on Lease: \_\_\_\_\_

Community/Landlord Information:

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

*To be completed by the person **verifying** residency:*

Dates of Residency: \_\_\_\_\_ Rental Amount: \_\_\_\_\_

Number of Late Rental Payments: \_\_\_\_\_

Number of Dispossessory Warrants: \_\_\_\_\_

Any Lease Violations or Complaints Complaints: \_\_\_\_\_

Damages Upon Move-out: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Pets: Yes \_\_\_\_\_ No: \_\_\_\_\_

Deposit Returned: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Balance Upon Move-out: \$ \_\_\_\_\_

Was Notice Given: \_\_\_\_\_

Would you lease to applicant again: \_\_\_\_\_

\_\_\_\_\_

Preparer's Signature/Title \_\_\_\_\_ Date: \_\_\_\_\_

We would like to thank you in advance for your assistance.

Upon completion, please fax back to: \_\_\_\_\_



## STATEMENT OF RENTAL POLICY

Thank you for choosing an apartment home managed by Homecorp Management. In order for someone to establish residency within our community, we require that each **applicant** meet certain criteria. Before you apply to rent an apartment, please take a moment to review and sign our rental policy.

### 1.) Occupancy Guidelines:

One Bedroom - 2 Occupants Maximum  
Two Bedroom – 4 Occupants Maximum  
Three Bedroom – 6 Occupants Maximum

2.) **Employment and Income Requirements:** Applicant must have a verifiable monthly gross income of at least 3 times the amount of the rental rate. Verification of income must include recent paycheck stubs and/or W2 forms. Self-employed or retired applicants must provide a financial statement from a CPA or previous year's tax statement with back up such as W-2's, 1099's, etc. Active duty military personnel must provide a copy of his/her LES and orders. Co-signors may be accepted only if income requirements are not sufficient. Co-signers must have a verifiable monthly gross income of at least 5 times the amount of the rental rate.

3.) **Rental History:** Applicant must provide current verifiable rental history. An application will not be approved if there is any outstanding balance to an apartment community or mortgage company. All applicants must have an acceptable rental history with no prior evictions and history of default in lease obligations or community policies. Should you have a balance or if you failed to fulfill a lease contract with another apartment community, a written statement from the rental, management, or mortgage company will need to be provided stating the balance has been paid.

4.) **Credit Report:** Credit will be judged on a scoring system by RealPage, Inc. The scoring scale is subject to change at any time. In the event the credit scoring is not acceptable for full approval, the application may be conditionally approved with additional deposit and/or documentation.

5.) **Criminal History:** An application will not be approved if he or she has been convicted of criminal offenses involving, but not limited to, homicide, rape, robbery, assault, drug trafficking, and/or distribution of any illegal substance. This requirement does not constitute a guarantee or representation that residents or occupants residing within our community have not been convicted of a felony.

6.) **Security Deposit:** A security deposit in the amount of \$250.00 and/or \$100 holding fee will be required to hold an apartment for up to 30 days. The security deposit shall be refunded upon denial of application. If applicant cancels the application by written notice within 72 hours, a full refund of security deposit will be processed within 30 days of cancellation. If a cancellation occurs after 72 hours, or if applicant refuses to occupy the premises on the agreed upon date, the security deposit will be forfeited. Additionally, a \$75.00 non-refundable application fee, per applicant, is required to complete the rental application. The deposit must be paid in a separate check or money order from the application fee.

7.) **Pet Fee:** Only two (2) pets per apartment are allowed. There is a \$350.00 (for pets up to 40 lbs) and \$550.00 (for pets over 40 lbs) **non-refundable** fee to be paid upon any housing of a pet. An additional fee may be charged for dogs under one year of age. Breed restrictions apply (See agent for complete list). The pet fee is due on the move-in date. Doggie DNA registration is required.

8.) **Renters Insurance:** Renters Insurance is required before occupying the apartment. Proof of coverage must list the apartment address and apartment number. Minimum coverage of \$100,000 liability and \$10,000 contents is required. An agent can assist in obtaining renters insurance.

9.) **General Applicant Requirement:** All applicants must be at least 19 years of age to fill out an application and sign the lease agreement. (18 if married)

10.) **Equal Housing Opportunity:** Title viii, section 804 of the Civil Rights Act of 1968 states that it is unlawful to discriminate against any person making application for rental housing, with regard to race, religion, color, sex, national origin, familial status or handicapped status.

**I have read and understand the rental policies listed above:**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Leasing Consultant

\_\_\_\_\_  
Date

