

Date: _____	Move-In Date: _____
Rate: _____	Lease Term: _____
Apt. Type: _____	Unit #: _____
Community: _____	
Address: _____	
Special Terms: _____	
_____	

# LEASE APPLICATION

**Name:** \_\_\_\_\_ **Marital Status:** Single  Married  Divorced   
(First) (Middle) (Last) (Check One)

**Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Social Security No.:** \_\_\_\_\_ **Driver's License No.:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Spouse Name:** \_\_\_\_\_  
(First) (Middle) (Last)

**Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Social Security No.:** \_\_\_\_\_ **Driver's License No.:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Own  / Rent  How Long:** \_\_\_\_\_ **Name of Landlord / Mortgage Company:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Own  / Rent  How Long:** \_\_\_\_\_ **Name of Landlord / Mortgage Company:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Have you ever broken a lease with an apartment community?** Yes  No  **Have you ever been evicted from an apartment community?** Yes  No

**Occupant Information (please list all persons who will permanently occupy, or occupy for a lengthy period of time, leased premises - include spouse, children, family members and/or roommates):**

Name	Relationship	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Do you have Pets?** Yes  No  **What type and breed of Pet do you have?** \_\_\_\_\_

**Do you have a musical instrument?** Yes  No  **What type of musical instrument do you have?** \_\_\_\_\_

**Do you have a waterbed?** Yes  No

**Employment Status (if less than one year, please give prior employment information):**

Applicant	Spouse
<b>Employer's Name:</b> _____	<b>Employer's Name:</b> _____
<b>Employer's Address:</b> _____	<b>Employer's Address:</b> _____
<b>Employer's Phone No.:</b> _____	<b>Employer's Phone No.:</b> _____
<b>Position:</b> _____	<b>Position:</b> _____
<b>Gross Monthly Income:</b> _____	<b>Gross Monthly Income:</b> _____
<b>Supervisor Name:</b> _____	<b>Supervisor Name:</b> _____
<b>No. of Years Employed:</b> _____	<b>No. of Years Employed:</b> _____
<b>Additional Income &amp; Source:</b> _____	<b>Additional Income &amp; Source:</b> _____

**What type of vehicles do you own?**

Type	Make	Model	Year	Plate Number	Financed By / Monthly Payments
Automobile <input type="checkbox"/> Truck <input type="checkbox"/> Motorcycle <input type="checkbox"/> Recreational Vehicle / Boat <input type="checkbox"/>	_____	_____	_____	_____	_____
Automobile <input type="checkbox"/> Truck <input type="checkbox"/> Motorcycle <input type="checkbox"/> Recreational Vehicle / Boat <input type="checkbox"/>	_____	_____	_____	_____	_____
Automobile <input type="checkbox"/> Truck <input type="checkbox"/> Motorcycle <input type="checkbox"/> Recreational Vehicle / Boat <input type="checkbox"/>	_____	_____	_____	_____	_____

**What is the name of your nearest relative?** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**What is the address of your nearest relative?** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

A fee of \$ 25.00 is submitted with this application and will be applied as a processing fee. In addition, a fee of \$ 100.00 is submitted as a holding fee. I understand, upon application approval, the holding fee will transfer to an apartment deposit. Therefore, if I should cancel my application at any time, the deposit will be non-refundable. Should my application not be accepted, the deposit will be refunded.

By signing this application, I give permission to verify the above information and conduct a credit and criminal background evaluation. To the best of my ability all information represented, by me, is accurate and complete. If information is found to be falsified, said application will be declined.

_____	_____
<b>Owner's Representative</b>	<b>Date</b>
_____	_____
<b>Signature of Applicant</b>	<b>Date</b>
_____	_____
<b>Spouse's Signature</b>	<b>Date</b>



**It is the policy of Flaherty & Collins Properties and Covington Greens Apartments to treat all current and prospective residents in a fair, professional manner, without regard to race, color, religion, sex, familial status, handicap, or national origin.**

**Applicant or Applicants must be eighteen years of age.**

**Availability:**

Applications for apartment homes will be accepted on a first come first served basis and subject to the availability of the apartment type requested. Rental rates are subject to change without notice.

**Rental Applications:**

An application for occupancy must be completed and maintained for each legal adult prospective resident who will be living in the apartment or contributing to the payment of rent. Any false information will constitute grounds for rejection of application and the lease will be nullified.

We require a non-refundable \$25.00 application fee at the time of the application. An additional \$25.00 is required for each adult unless there is joint credit and then only one application fee will be collected.

**Security Deposits:**

A security deposit in the amount of at least \$200.00 is required prior to move-in. A \$100.00 holding fee will be collected at the time of the application and applied towards the security deposit at the time of move-in.

A refundable security deposit is required at this community and is held as a security for the resident's fulfillment of the conditions of the lease agreement. Deposit may be applied by management to satisfy all or part of the resident's obligations, and such act shall not prevent management from claiming damages in excess of the deposit. If the application is rejected by management, the security deposit will be refunded in full. If the application is approved, and the applicant fails to occupy the premises on the agreed upon date, except for delays caused by the holding over of a prior resident, management will retain the deposit after a 24 hour time period. If there is a delay due to construction, the applicant will not be responsible.

**Qualifying Standards:**

- *Rental History:* Up to 24 months of positive rental history may be verified on present and previous residence. A positive record of prompt monthly payments, sufficient notice, and no damages are expected. For applicants who are homeowners, permission must be granted to verify payment history with the bank or lending institution.
- *Credit Report:* An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one which reflects past or current bad debts, late payments or unpaid bills, liens, judgments, or bankruptcies. If an applicant is rejected for poor credit history, the applicant will be given the name, address, and telephone number of the credit reporting agency that provided the credit report (but not told the content of the credit report). An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the report from the credit reporting agency, correct any erroneous information that may be on the report, and resubmit an application to this community. The following are criteria that we look for on the credit report.
  - Applicants who have filed bankruptcy must provide proof of discharge in order to be considered. Additional deposit may be required and re-established credit should be present.

- Applicants with unpaid collections/write-offs are required to pay off these debts before consideration will be given. Medical bills and student loans are not considered unpaid collections or write-offs.
- Applicants with recent history of late/slow-pays may be required to pay an additional deposit of up to one month's rent.
- **Employment:** Stable employment record and income verification may be required. In order for an application to be approved, he/she must generally earn on a gross monthly basis a minimum of three times the gross monthly rent. Acceptable income verification if required may include: 2 most recent pay stubs, a letter from the employer, the most recent W2 form; or, for self-employed applicants, a copy of the most recent tax return or certified verification from his/her company accountant or bank.
- **Criminal History:** An applicant will be disqualified if the criminal history shows one or more of the following:
  - Convictions of the applicant or a member of the applicant's household of a felony in any state or federal court.
  - Arrest of the applicant or a member of the applicant's household within the last 12 month period or conviction of the applicant or a member of the applicants household within the prior sixty months for drug related activity or violent criminal activity. Drug related activity defined as the manufacture, sale, distribution, use or possession with the intent to manufacture, sell, distribute, or use of a controlled substance. (As defined in the Controlled Substance Act).

**Evaluation:**

Based on the above criteria, we may choose to accept or reject an applicant, or seek additional requirements for approving the lease. These requirements may include, but are not limited to, additional documentation of income or employment, additional rental references, an additional deposit, or a co-signer.

**Co-Signers:**

In the event a co-signer is required, he/she must complete an application for occupancy and meet all income and qualifying standards. A co-signer will be fully responsible for the Lease Agreement if the occupying resident(s) default.

**Subletting:**

Subletting is strictly prohibited.

**Occupancy Standards:**

Occupancy standards must comply with Federal, State, and Local fair housing and civil rights laws, landlord-tenant laws, and zoning restrictions.

The following standards shall be used solely as guidelines:

<u>Apartment Size</u>	<u>Maximum Occupancy</u>
One Bedroom	2 Persons
Two Bedroom	4 Persons
Three Bedroom	6 Persons

**Roommates:**

Each person must complete an application and will jointly qualify for the apartment. Each is fully responsible for the entire rental payment, and each must execute the lease agreement and its supporting documents.

**By signing below, you acknowledge and fully understand and accept the terms for qualification for Covington Greens Apartments. Furthermore, by signing below, you give consent for Covington Greens Apartments to verify the information provided on the application and obtain a copy of my criminal and credit reports. I also acknowledge that the application fee is non-refundable and the security deposit paid is refundable should my application be denied. Please submit this page with your application.**

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

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(Applicant's Signature)

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(Date)

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(Applicant's Signature)

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(Date)