



Dear Prospective Applicant:

Thank you for considering a Timberland Partners apartment home for your housing. Attached you will find an application and other relevant documents that you will need to fill out before we can process your information. Please fill everything out completely!

Upon receipt of a completed application, the following steps will be taken to determine your eligibility for Timberland Partners apartment homes.

- 1) CREDIT CHECK – Timberland Partners requires a two year favorable credit history on any individual 18 years or older who will be residing here. Your credit must be free from any bankruptcies, collection accounts, judgements, liens, or unlawful detainers. If any appear on your credit history your application will automatically be denied.
- 2) LANDLORD VERIFICATION – Timberland Properties requires a favorable two-year rental history. You must indicate where you have lived for the past two years.
- 3) INCOME GUIDELINES – A minimum income of 2 ½ times the proposed monthly apartment rent must be made by you, or subsidized to you.

4) Criminal Record

It is strongly recommended that you leave a deposit of \$ 300.00 on a unit you are interested in. This not only deters us from showing it to any other possible applicant, but also allows you two days to decide if you are interested in it.

The undersigned applicant(s) has read & understands the above stated information. This document shall also serve as proper authorization to allow creditors, employers, current & former landlords to release information regarding the status of any employment, rental history, payment history or any other necessary information deemed relevant to renting an apartment at Timberland Properties.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



# RENTAL LEASE APPLICATION

### For Office Use Only:

Today's Date: \_\_\_/\_\_\_/\_\_\_  
Time Submitted: \_\_\_\_\_

Date of anticipated move-in: \_\_\_/\_\_\_/\_\_\_

Unit Type: \_\_\_\_\_  
Unit #: \_\_\_\_\_

Leasing Consultant: \_\_\_\_\_

Quoted Rent: \$ \_\_\_\_\_

Lease Term: \_\_\_\_\_

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

Concession: \_\_\_\_\_

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

*First Middle Last*

Social Security # \_\_\_\_\_ D.L. # \_\_\_\_\_ State \_\_\_\_\_

Current Address: \_\_\_\_\_ Apt # \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

How long at this address: \_\_\_\_\_ Do you Rent, Own or Live Free \_\_\_\_\_ Current Monthly Rent or Mortgage: \_\_\_\_\_

### RENTAL/LANDLORD HISTORY

Current Landlord: \_\_\_\_\_ Phone # \_\_\_\_\_

Landlord Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

If current is less than 2 years:

Previous Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Phone # \_\_\_\_\_

Landlord Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

### EMPLOYMENT/INCOME HISTORY

Current Employer: \_\_\_\_\_ Title: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Employer Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Employer Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

# of Hours per week: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_ Salary: \_\_\_\_\_

Other Income: \_\_\_\_\_ Amount: \_\_\_\_\_

(Verification must be provided)

### CO-APPLICANT/OTHER OCCUPANTS INFORMATION

#### Renters:

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_ DOB \_\_\_\_\_

*First Middle Last*

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_ DOB \_\_\_\_\_

*First Middle Last*

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_ DOB \_\_\_\_\_

*First Middle Last*

### VEHICLE INFORMATION

#### Autos:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

### CREDIT/CRIMINAL HISTORY

Has an eviction ever been filed against you or someone you were living with at the time? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, by whom, when, and for what reason? \_\_\_\_\_

Have you or anyone that will be occupying the apartment ever been charged? or convicted of a crime involving violence to persons, a crime against property or a felony? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please state when and describe: \_\_\_\_\_

Have you or anyone that will be occupying the apartment ever been charged or convicted of any drug-related offenses?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please state when and where: \_\_\_\_\_

Have you or anyone that will be occupying the apartment ever been charged with, convicted of or pleaded no contest to a felony or misdemeanor involving sexual misconduct? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please state when and where? \_\_\_\_\_

I, the undersigned, hereby acknowledge that I have read and understand this application, and all information that has been submitted, including the information listed on this application is true and correct. I understand that all application information and materials are being relied upon during the application process and are a pre-condition to approval by Timberland Partners. Any false statements or omissions are grounds for immediate application rejection, or future termination of any lease signed pursuant to this application.

I (we) hereby submit \$ \_\_\_\_\_ as a application fee for verifying the information contained in this application, including but not limited to checking all references and obtaining a credit and criminal report. It is understood that the Application fee is Non-Refundable, and that Timberland Partners may retain the Application Fee and this application whether or not this application is approved. I hereby authorize you or any other agency employed by you to verify that the information contained in this application, including my references, and to investigate any other statements or data obtained from me or from any other person relating to my credit, rental history, financial responsibility, and criminal background, including information from the Sexual Offender Registries.

If this is a joint application, the representations are from each of us. It is understood that the final approval of this application will be the execution of the Lease by Timberland Partners.

TITLE VIII of the CIVIL RIGHTS ACT of 1996 makes discrimination based on race, color, religion, sex, handicap, familial status, or national origin illegal in connection with the rental of most housing. The Federal agency, which administers compliance with this law concerning this company: Department of Housing and Urban Development.

**EQUAL CREDIT OPPORTUNITY ACT**  
The Federal Equal Credit Opportunity act prohibits creditors from discriminating against credit applicants on the basis of sex or marital status. The Federal agency, which administers compliance with this law concerning this company: Equal Credit Opportunity, Federal Trade Commission, Washington D.C. 20580

Applicant's Signatures (All applicants over the age of 18 listed on the rental application must sign authorization)

X \_\_\_\_\_ Print \_\_\_\_\_ Date: \_\_\_\_\_

X \_\_\_\_\_ Print \_\_\_\_\_ Date: \_\_\_\_\_

X \_\_\_\_\_ Print \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Application Fee Paid: Yes \_\_\_\_\_ No \_\_\_\_\_ Check/MO # \_\_\_\_\_

Address verified with picture ID: Yes \_\_\_\_\_ No \_\_\_\_\_

Date of birth verified with picture ID: Yes \_\_\_\_\_ No \_\_\_\_\_

Social Security # verified: Yes \_\_\_\_\_ No \_\_\_\_\_

APPROVAL STATUS APPROVED APPROVED W/CONDITIONS DENIED

Conditions: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant notified via: Mail Phone In person Date: \_\_\_\_\_