

# Application for Residence

---

Amount due at move in \$ \_\_\_\_\_ Rental Amount \_\_\_\_\_ Move in date \_\_\_\_\_  
Unit Type \_\_\_\_\_ Apt. # \_\_\_\_\_ Building # \_\_\_\_\_ Lease Term \_\_\_\_\_

---

Name \_\_\_\_\_ Work Phone \_\_\_\_\_  
Home Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_ Single \_\_\_\_\_ Married \_\_\_\_\_  
Drivers License Number \_\_\_\_\_ State \_\_\_\_\_ Date of Birth \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ Spouse's E-Mail Address: \_\_\_\_\_

Spouse's Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Drivers License Number \_\_\_\_\_ State \_\_\_\_\_ Date of Birth \_\_\_\_\_

## Present Address

---

Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Community Name \_\_\_\_\_ Apt Number \_\_\_\_\_  
Landlord \_\_\_\_\_ Phone Number \_\_\_\_\_  
At this Address From \_\_\_\_\_ To \_\_\_\_\_ Monthly Rent \_\_\_\_\_

Have you ever been evicted? \_\_\_\_\_ Where \_\_\_\_\_ Why \_\_\_\_\_  
Have you ever broken a lease? \_\_\_\_\_ Where \_\_\_\_\_ Why \_\_\_\_\_

## Previous Address *(if less than 3 yrs at present address)*

---

Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Community Name \_\_\_\_\_ Apt Number \_\_\_\_\_  
Landlord \_\_\_\_\_ Phone Number \_\_\_\_\_  
At this Address From \_\_\_\_\_ To \_\_\_\_\_ Monthly Rent \_\_\_\_\_

---

## Applicant Employer

---

Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
Employed here from \_\_\_\_\_ To \_\_\_\_\_ Monthly Salary \$ \_\_\_\_\_

## Spouse's Employer

---

Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
Employed here from \_\_\_\_\_ To \_\_\_\_\_ Monthly Salary \$ \_\_\_\_\_

## Vehicle Information

---

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Lic. No. \_\_\_\_\_ State \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Lic. No. \_\_\_\_\_ State \_\_\_\_\_

**Persons to Occupy Apartment**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Social Security # \_\_\_\_\_ D/O/B \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Social Security # \_\_\_\_\_ D/O/B \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Social Security # \_\_\_\_\_ D/O/B \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Social Security # \_\_\_\_\_ D/O/B \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Social Security # \_\_\_\_\_ D/O/B \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Social Security # \_\_\_\_\_ D/O/B \_\_\_\_\_

**Pets**

Do you have a pet? \_\_\_\_\_ How Many? \_\_\_\_\_ Kinds of Pet \_\_\_\_\_ Weight \_\_\_\_\_ lbs..

**Emergency Contact – Please fill out in its entirety**

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email Address: \_\_\_\_\_

**How did you hear about our community?** \_\_\_\_\_

**Have you or your spouse** ever been arrested and/or convicted of any misdemeanor or felony? \_\_\_\_\_  
When? \_\_\_\_\_ Type of arrest/conviction \_\_\_\_\_

**Have you or your spouse** ever filed bankruptcy or are either of you presently involved in an active bankruptcy case? \_\_\_\_\_ If the answer if yes, when was the bankruptcy filed? \_\_\_\_\_ where \_\_\_\_\_

*The applicant hereby authorizes Brookside Properties Inc./ Brookside Agent to conduct a credit check that includes, but does not limit to, obtaining a credit report and interviewing the applicant’s references and previous landlords. The applicant hereby consents to the credit check process and authorizes any individual listed in this application to speak with Brookside Properties Inc./Brookside Agent regarding the applicants present or previous credit performance. Applicant further release any and all individuals who provide information to Brookside Properties Inc./Brookside Agent from any and all claims which the applicant may have resulting from information provided to Brookside Properties Inc. / Brookside Agent. The applicant also authorizes the release of information based upon reliance of either photocopies or facsimiles of the authorization. The undersigned applicant certifies that the above information is true and correct and hereby authorizes verification of same. Any false information in the application shall result in immediate denial of application and or termination of any lease resulting from acceptance of this application. If accepted as a resident, this application is to become a part of the lease file. All information provided will be kept in confidence.*

**A non-refundable application fee of \$ \_\_\_\_\_ Date rec. \_\_\_\_\_ Check No. \_\_\_\_ received or waived.**  
**A Holding fee of \$ \_\_\_\_\_, Date rec. \_\_\_\_\_ Check # \_\_\_\_\_ is received. If for any reason the management denies this application, this fee will be refunded. Once this application is approved this fee is non-refundable. Holding fee is hereby acknowledged as a non-refundable fee and will be applied to your move in cost.**

**Applicant’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Application Taken By \_\_\_\_\_ Date Received \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_ Rejected By \_\_\_\_\_

**RENTAL HISTORY**

Present Address: \_\_\_\_\_  
Landlord: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Move-In Date: \_\_\_\_\_ Move-Out Date: \_\_\_\_\_  
Rental Rate: \_\_\_\_\_ # of Late Pmts: \_\_\_\_\_ # of NSF Checks: \_\_\_\_\_  
Would Landlord rent to tenant again? \_\_\_\_\_ If no, why? \_\_\_\_\_  
Was proper notice given to vacate? \_\_\_\_\_ Contact Name & Title \_\_\_\_\_

Previous Address: \_\_\_\_\_  
Landlord: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Move-In Date: \_\_\_\_\_ Move-Out Date: \_\_\_\_\_  
Rental Rate: \_\_\_\_\_ # of Late Pmts: \_\_\_\_\_ # of NSF Checks: \_\_\_\_\_  
Would Landlord rent to tenant again? \_\_\_\_\_ If no, why? \_\_\_\_\_  
Was proper notice given to vacate? \_\_\_\_\_ Contact Name & Title \_\_\_\_\_

Rental history verification completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYMENT HISTORY**

Present Employer: \_\_\_\_\_  
Hire Date: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Position: \_\_\_\_\_ Monthly Income: \_\_\_\_\_  
Contact Name & Title: \_\_\_\_\_

Previous Employer: \_\_\_\_\_  
Hire Date: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Position: \_\_\_\_\_ Termination Date: \_\_\_\_\_  
Contact Name & Title: \_\_\_\_\_

Spouse's Employer: \_\_\_\_\_  
Hire Date: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Position: \_\_\_\_\_ Monthly Income: \_\_\_\_\_  
Contact Name & Title: \_\_\_\_\_

Employment history verification completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**RENT TO EARNINGS RATIO**

\_\_\_\_\_ DIVIDED BY \_\_\_\_\_ EQUALS \_\_\_\_\_  
(Monthly Income) (Monthly Rent) (Rent to Earnings Ratio)

*Rent to Earnings Ratio must be equal to or greater than that required for the property.*

**CREDIT HISTORY**

Do all addresses listed on the credit report match those on the application? \_\_\_\_\_ If not, check into those addresses. Any probable apartment complex whose address is on the credit report should be called.

Are there any delinquencies to rental properties or utilities (electric, phone, etc.) listed on the credit report? \_\_\_\_\_ Any such delinquencies should result in automatic denial.

Are there bankruptcies listed on the credit report? \_\_\_\_\_ What is the date of the bankruptcy? \_\_\_\_\_

Is there a history of slow payments by the applicant? \_\_\_\_\_ Current or in the past? \_\_\_\_\_  
If several accounts are past due within the last six months, this may be grounds for denial. If past due payments were 6 months prior or longer and payment history has since improved, ask applicant for an explanation before determining whether to deny application.

Credit accepted? \_\_\_\_\_ If not, why? \_\_\_\_\_

Credit history verification completed by \_\_\_\_\_ Date \_\_\_\_\_