



# Rental Application

In the event Owner approves this application for Lease, Owner shall enter into an Apartment Lease Contract with Applicant. Owner's approval of this Application For Lease shall not be unreasonably withheld. Keys will be furnished just prior to date of occupancy and only after contemplated Lease and other applicable rentals and security deposits have been paid.

### CONFIDENTIAL INFORMATION

Name \_\_\_\_\_  
Last First Middle

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_ Sex: M \_\_\_\_\_ F \_\_\_\_\_

Personal Description: Weight \_\_\_\_\_ Height \_\_\_\_\_ Eyes \_\_\_\_\_ Hair \_\_\_\_\_

Single \_\_\_\_\_ Married \_\_\_\_\_ Widowed \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_

Spouse's Name \_\_\_\_\_  
Last First Middle

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_ Sex: M \_\_\_\_\_ F \_\_\_\_\_

Personal Description: Weight \_\_\_\_\_ Height \_\_\_\_\_ Eyes \_\_\_\_\_ Hair \_\_\_\_\_

Single \_\_\_\_\_ Married \_\_\_\_\_ Widowed \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_

Names of other persons to occupy apartment:

Name	Date of Birth	Social Security Number	Relationship
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Cell Phone: \_\_\_\_\_ Email Address \_\_\_\_\_

Present Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Apartment Community Name \_\_\_\_\_ Current Rent \_\_\_\_\_ How Long? \_\_\_\_\_

Home Phone \_\_\_\_\_ Apartment Community Number \_\_\_\_\_ Listed in Applicants Name? \_\_\_\_\_

Former Residence: (check one)

Apartment \_\_\_\_\_ House (Rental) \_\_\_\_\_ House (Owned) \_\_\_\_\_ Mobile Home \_\_\_\_\_

How Long: 1 Year or less \_\_\_\_\_ 2 to 3 years \_\_\_\_\_ 4 years or more \_\_\_\_\_

Reason for Leaving: (check one)

Moving Out-of State \_\_\_\_\_ Move from Out-of-Town, In State \_\_\_\_\_

Sold Home \_\_\_\_\_ Moving From Local Apartment Community \_\_\_\_\_

Setting Up Household for First Time \_\_\_\_\_ Other (Explain) \_\_\_\_\_

Present Employment:

Name of Company \_\_\_\_\_ How Long \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Type of Business \_\_\_\_\_ Position Held \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Annual Income \_\_\_\_\_

Other Income \_\_\_\_\_ Source \_\_\_\_\_

Previous Employment:

Name of Company \_\_\_\_\_ How Long \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Type of Business \_\_\_\_\_ Position Held \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_  
Annual Income \_\_\_\_\_

Employment – Spouse:

Name of Company \_\_\_\_\_ How Long \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Type of Business \_\_\_\_\_ Position Held \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_  
Annual Income \_\_\_\_\_

Nearest Relative(s) Not Residing With You:

Name	Address	Relationship
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Emergency Contact:

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Automobiles and Other Vehicles:

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_  
Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_  
Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_  
Drivers License No. (Applicant) \_\_\_\_\_ (Spouse) \_\_\_\_\_

Pet: Will there be an animal or pet in the apartment? If so, what type and size?  
\_\_\_\_\_

Advertising:

How did you select us? (check one) Newspaper \_\_\_\_\_ Friend \_\_\_\_\_ Drive By \_\_\_\_\_  
Referral from Resident \_\_\_\_\_ Telephone Book \_\_\_\_\_ Locating Service \_\_\_\_\_  
T.V. \_\_\_\_\_ Radio \_\_\_\_\_ Other (explain) \_\_\_\_\_  
Rent of Desired Apartment \$ \_\_\_\_\_  
Date of Occupancy \_\_\_\_\_  
Receipt of Application Deposit in the Amount Of \$ \_\_\_\_\_ Date \_\_\_\_\_

**CORRECT INFORMATION**

Applicant represents that all of the above statements are true and complete, and hereby authorizes verification of above information, references, and credit records. In compliance with the Fair Credit Reporting Act, we are informing you that an investigator consumer and rental report including information as to your character, general reputation, personal characteristics and mode of living may be made. Applicant acknowledges that false information herein may constitute grounds for rejection of this Application, termination of right of occupancy, and/or forfeiture of deposits and may constitute a criminal offense under the laws of this state.

**AUTHORIZATION AND RELEASE OF INFORMATION**

Applicant \_\_\_\_\_ hereby authorizes the management, ownership or agents of The Paddock to obtain any and all records necessary to act on this application including but not limited to information from prior landlords, financial information and any background or criminal history information.

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

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

### APPLICATION DEPOSIT AGREEMENT

For each apartment that is selected the applicant is required to pay the sum of \$ 275.00, in consideration for Owner taking the dwelling unit off the market while considering approval of this application. Of this amount \$ 25.00 is a non-refundable fee for processing the application and \$ 250.00 is an application deposit in connection with this application. If the Applicant is approved by Owner and the contemplated lease is entered into, the application deposit shall be credited to the required security deposit. If the Applicant notifies the Owner that Applicant wishes to withdraw this application after 72 hours of submission of the application or if Applicant is approved but fails to promptly enter into the contemplated lease, then the entire sum of \$ 275.00 shall be liquidated damage for taking the dwelling unit off the market. If the application is not approved, the application deposit will be refunded. Keys will be furnished only after contemplated lease and other rental documents have been properly executed by all parties, and only after applicable rentals and security deposits have been paid. This application is preliminary only and does not obligate Owner or Owner's Agent to execute a lease or deliver possession of the proposed premises.

I have read and agree to the provisions as stated.

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

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

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#### *\*FOR OFFICE USE ONLY\**

Application has been \_\_\_\_\_ approved \_\_\_\_\_ disapproved. Applicant was notified on approval/disapproval on \_\_\_\_/\_\_\_\_/\_\_\_\_  
Approval/disapproval notification was made by \_\_\_\_\_ verbal contact with applicant, \_\_\_\_\_ message left with secretary/answering  
service/work or \_\_\_\_\_ written communication. Leasing Consultant \_\_\_\_\_ Apt. # \_\_\_\_\_

Move In Date \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Parking \$ \_\_\_\_\_ Lease Term \_\_\_\_\_

## APPLICATION CRITERIA

### RENTAL

- No complaints filed during lease term.
- Fulfilled lease term, paid all applicable fees, returned all keys and left apartment in good condition.
- No more than three (3) late payments or two (2) NSF checks over previous two (2) years.
- Students or applicants with no rental history may need a co-signor.
- All applicants with questionable rental history or a prior eviction filing or judgment, or who have broken a lease agreement may require an additional security deposit if approved.
- No rental history is acceptable for applicants living outside the U.S.A. If other criteria are met, they may be conditionally approved (requiring an additional deposit or fee).

### EMPLOYMENT

- Applicant must make three (3) times the amount of monthly rent and must provide one week's check stub or other acceptable form of verification.
- Self-employed applicants must supply a copy of the previous two (2) year's tax returns or letter from CPA.

### CREDIT

- Applicants scoring less than an 85 from Trac-1 Technology credit reporting may require an additional security deposit if approved.
- Applicants with 40% or greater derogatory trade lines in credit report will be declined.
- Applicants whose credit reflects a foreclosure may require an additional security deposit if approved.
- Medical bill payment history is considered when determining acceptable credit.
- Bankruptcies may be acceptable with proof of discharge.
- All rent, utility, phone and cable bills from a prior residence must be paid in full.
- All previous delinquent accounts must be paid in full.

### CRIMINAL

- Applicants with felony convictions will be declined.
- Applicants who are Registered Sex Offenders will be declined.
- Any misdemeanor or felony crimes against persons involving violence or firearms, theft, illegal drugs or property destruction will be declined.

It is the policy of The Paddock at Eastpoint 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.

By signing this form I understand/give consent for a check of my credit history and criminal background check.

\_\_\_\_\_  
APPLICANT/DATE

\_\_\_\_\_  
APPLICANT/DATE

\_\_\_\_\_  
OWNER REPRESENTATIVE/DATE