

# APPLICATION FOR OCCUPANCY

**EQUAL HOUSING  
OPPORTUNITY**



Community: \_\_\_\_\_

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

(PLEASE PRINT)

E-Mail Address: \_\_\_\_\_

Desired date of occupancy: \_\_\_\_\_ Name: \_\_\_\_\_

Check One:  Married  Divorced  Separated  Single Date of Birth: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Spouse's Name: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ Spouse's Date of Birth: \_\_\_\_\_

Spouse's Social Security No.: \_\_\_\_\_ No. of People Who Will Occupy: \_\_\_\_\_

Names & Ages of Children Under 18 Who Will Occupy: \_\_\_\_\_

Names of Others Who Will Occupy Apartment: \_\_\_\_\_

Do You Have Any Special Needs?  Yes  No

Description of Pets (If allowed, Separate Agreement Required): \_\_\_\_\_

In Case of Emergency Notify: \_\_\_\_\_ Phone: \_\_\_\_\_

**PART I - RESIDENCE HISTORY** (A minimum of 2 years rental history is required.)

A. **Present Address** Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ How Long At This Address? From: \_\_\_\_\_ To: \_\_\_\_\_

Present Landlord: \_\_\_\_\_ Monthly Rent/Mortgage: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_

Reason for Relocation: \_\_\_\_\_ Has Notice Been Given? \_\_\_\_\_

B. **Previous Address** Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ How Long? \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Monthly Rent/Mortgage: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_

**PART II - EMPLOYMENT & BANK REFERENCES**

A. **Employed By:** \_\_\_\_\_ Phone: \_\_\_\_\_ How Long? \_\_\_\_\_

Corp. Ofc. Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_ Local Address: \_\_\_\_\_

Dept. or Position: \_\_\_\_\_ Mo. Income: \_\_\_\_\_

B. **Spouse's Employment:** \_\_\_\_\_ Phone: \_\_\_\_\_ How Long? \_\_\_\_\_

Corp. Ofc. Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_ Local Address: \_\_\_\_\_

Dept. or Position: \_\_\_\_\_ Mo. Income: \_\_\_\_\_

C. **Other Income:** \_\_\_\_\_

**ALL** No. Of Cars \_\_\_\_\_ Drivers License # \_\_\_\_\_ State \_\_\_\_\_ Verified by: \_\_\_\_\_

**MOTOR** Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate \_\_\_\_\_

**VEHICLES** Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate \_\_\_\_\_

**Criminal History**

Have you ever been convicted of or pleaded guilty or "no contest" to a felony (whether or not resulting in a conviction)?  Yes  No  
Resident shall be in Default and face immediate termination of the Lease if Resident has given false or incorrect answers on the Rental Application.

FOR OFFICE PERSONNEL: NATIONAL REGISTRY CHECKED  Employee Initials \_\_\_\_\_

# APPLICATION FOR OCCUPANCY

Application is hereby made to rent a \_\_\_\_\_ bedroom unit known as Apt. No. \_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_\_ under a lease for \_\_\_\_\_  
beginning on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, and for the monthly rental of \$ \_\_\_\_\_  
payable in advance on the first day of each month.

**RENT COMMENCES:**

It is understood that no pets will be permitted except by separate agreement, if permitted at all; that the premises are to be used as a residence to be occupied by not more than \_\_\_\_\_ persons; and that occupancy is subject to possession being delivered by present occupant.

A reservation fee in the sum of \$ \_\_\_\_\_ is made herewith to be held with the clear understanding that this application, including each prospective occupant, is subject to approval and acceptance. The applicant agrees to execute a lease and pay the first month's rent before possession is given. **THE APPLICANT HAS A MAXIMUM OF THREE (3) DAYS WITHIN WHICH TO CANCEL THIS APPLICATION IN WRITING AND HAVE HIS RESERVATION FEE RETURNED TO HIM.** If this application is accepted the reservation fee will be credited to the deposits listed below. If the application is cancelled after 3 days, or should the applicant not execute a lease or occupy premises within 30 days, the reservation fee will be forfeited. If this application is not approved and accepted by the owner or agent, the reservation fee will be refunded.

I understand utilities must be in my name prior to receiving keys for move-in. \_\_\_\_\_ (Initials)

Security Deposit: \$ \_\_\_\_\_  
Pet Deposit (if Allowed): \$ \_\_\_\_\_  
Total Deposit Received: \$ \_\_\_\_\_  
Non-Refundable Pet Fee: \$ \_\_\_\_\_  
Application Fee: \$ \_\_\_\_\_

Received By \_\_\_\_\_  
 Check  Cash  Money Order

CONSUMER AUTHORIZATION TO OBTAIN CONSUMER REPORT

"I hereby authorize Donathan Properties, Inc. and the apartment community identified above to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. **I hereby expressly release Donathan Properties, Inc. and the apartment community identified above, and any procurer or furnisher of information, from any liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies.**"

Signature: \_\_\_\_\_  
(Applicant)

Spouse's Signature: \_\_\_\_\_