

**LEASE APPLICATION – Each person 18 years of age and older must submit an application**  
 Proof of Renters Insurance is Required Prior to Move-In.

<b>Name:</b>				<b>Marital Status:</b> Single <input type="checkbox"/> Married <input type="checkbox"/>	
(First)	(Middle)	(Last)		Divorced <input type="checkbox"/>	
(Check One)					
<b>Date of Birth:</b>	<b>Age:</b>	<b>Social Security No.:</b>	<b>Driver's License No.:</b>	<b>State:</b>	

<b>Best Contact #</b>	<b>Alternate Phone #</b>	<b>Email address:</b>
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<b>Current Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Name and Phone Number of Landlord:</b>
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<b>Move in date:</b> Own <input type="checkbox"/> / Rent <input type="checkbox"/>	<b>Move out date:</b>	<b>Rent /Mortgage Amount:</b>
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<b>Previous Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Name and Phone Number of Landlord:</b>
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<b>Move in</b> Own <input type="checkbox"/> / Rent <input type="checkbox"/>	<b>Move out date:</b>	<b>Rent/Mortgage date: Amount:</b>
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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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Miscellaneous Information:**

Have anyone in your household ever filed for bankruptcy? Yes  No

If yes, name: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Do you have pets? Yes  No  If yes, How many pets? \_\_\_\_\_ What type? \_\_\_\_\_

Brief Description/Name of Pet # 1: \_\_\_\_\_

What breed? \_\_\_\_\_ Weight of each pet? \_\_\_\_\_

Brief Description/Name of Pet # 2: \_\_\_\_\_ What breed? \_\_\_\_\_ Weight of each pet? \_\_\_\_\_

Have anyone in your household ever been convicted of a felony or other criminal activity? Yes  No

If yes, Name: \_\_\_\_\_

Please briefly explain: \_\_\_\_\_

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

	Current Employment		Previous Employment
Employer's Name:		Employer's Name:	
Employer's Address:		Employer's Address:	
Employer's Phone No.:		Employer's Phone No.:	
Position:		Position:	
Gross Monthly Income:		Gross Monthly Income:	
Supervisor Name:		Supervisor Name:	
Start Date:		Start and End Dates:	
Additional Income & Source:		Additional Income & Source:	

What type of vehicles do you own?	Make	Model	Year	Plate Number	Color
Automobile <input type="checkbox"/>					
Truck <input type="checkbox"/>					
Motorcycle <input type="checkbox"/>					

Automobile <input type="checkbox"/>					
Truck <input type="checkbox"/>					
Motorcycle <input type="checkbox"/>					
Automobile <input type="checkbox"/>					
Truck <input type="checkbox"/>					
Motorcycle <input type="checkbox"/>					

<b>What is the name of your nearest relative (who we are able to contact in the event of an emergency or in your absence)?</b>	Phone #:	Address:

**How did you hear about us?** (specific advertising source, resident; etc): \_\_\_\_\_

A fee of \$\_\_\_\_\_ is submitted with this application and will be applied as a processing fee; this fee is not refundable for any reason once submitted. By signing this application, I give permission to verify the above information, any additional information acquired after conducting a credit report, 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. It is also my understanding that this application is preliminary only and involves no obligation of the owners or its agent to approve this application or to deliver occupancy of the proposed premises. Keys will be furnished only after the lease and other rental documents have been accepted by all parties and only after applicable rental security deposits and pet deposits have been paid.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Owner's Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

\*Owner Representative: Complete the Application Submitted/Welcome Home Letter at time the applicant submits the application.

### Availability:

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

### Rental Applications:

An application for residency 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. All occupants must be listed at the time of application.

We require a non-refundable \_\_\_\_\_ per person application fee at the time of application.

All residents moving in on or after the 25<sup>th</sup> of the month must pay the prorated rent for the current month as well as the first full month's rent, unless otherwise authorized by management.

### Security Deposits:

A security deposit in the amount of \_\_\_\_\_ for applicants approved with no conditions is required at time of move in.  
A security deposit in the amount of \_\_\_\_\_ for applicants who are approved with conditions is required at time of move in.

### Reservation Fee:

A reservation fee of \_\_\_\_\_ is due at the time of applying for an apartment. The reservation fee reserves your apartment for the move in date and rental rate agreed upon at the time of the application. If an applicant does not take possession on the agreed upon date, the application will be canceled and the fees paid not refunded. After screening is completed and if the screening comes back approved, the reservation fee is applied towards the first month's rent at move in. If an applicant is conditionally approved, the applicant has 72 hours to accept the increased security deposit. After 72 hours the reservation fee is non-refundable. No exceptions.

### 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, unpaid utility bills, liens, judgments, or open 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. Paying off debts owed does not guarantee an approval. The screening will be reprocessed and a new score generated.

*Employment:* Stable employment record and income verification may be required. In order for an application to be approved, he/she must generally earn a gross monthly basis of a minimum of three times the gross monthly rent. Acceptable income verification if required may include: two 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. Financial assistance such as, but not limited to, child support, social security, or AFDC income must have supporting documents to be considered with gross income.

*Criminal History:* See attached for a copy of the current background criteria.

### 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 guarantor.

### Guarantors:

In the event a guarantor-signer is required, he/she must complete an application for occupancy and meet all the income and qualifying standards. A guarantor will be fully responsible for the Lease Agreement if the occupying resident(s) default. A Guarantor can only be added to a market rate apartment and not to any apartment participating in HOME, LIHTC 50059 or any other IRS or HUD program.

### 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 should be used solely as guidelines:

<u>Apartment Size</u>	<u>Maximum Occupants</u>
One Bedroom	2 Persons plus one heart beat

Two Bedroom 4 Persons plus one heart beat  
Three Bedroom 6 Persons plus one heart beat

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 . Furthermore, by signing below, you give consent for representatives to verify the information provided on the application and obtain a copy of your criminal and credit reports and rental history. I also acknowledge that the application fee is non-refundable from time the application was submitted. Please submit this page with your application. It is the policy of Herman & Kittle Properties and residents in a fair, professional manner, without regard to race, color, religion, sex, familial status, handicap, or national origin. Applicant(s) must be eighteen years of age.

\_\_\_\_\_  
(Applicants Signature) (Date)

\_\_\_\_\_  
(Applicants Signature) (Date)

\_\_\_\_\_  
(Applicants Signature) (Date)

