

FOR OFFICE USE ONLY:  
 APPLICANT  
 CO-APPLICANT  
 GURANTOR

# WELCOME



Please read carefully each paragraph of this agreement. There is no fine print or deceptive language. We want you to have a clear understanding of what is offered to you and what we expect of you.  
 We will verify answers on the rental application so that we may give other residents reasonable assurance of good neighbors. We hope you see the benefits of this policy once you become one of our residents.  
 We respect your right for confidentiality in giving us this information and for privacy in living in your apartment. We will do our best to make your residency enjoyable and a pleasant experience. **Thank you for your application.**

## RENTAL APPLICATION

(Fill In All Spaces)

1. Applicant's Name \_\_\_\_\_ Married \_\_\_\_\_ Single \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Present Phone Number \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_  
 Physical Description: HT \_\_\_\_\_ WT \_\_\_\_\_ EYES \_\_\_\_\_ HAIR \_\_\_\_\_  
 Applicant's State Driver's License No. or I.D. Type \_\_\_\_\_ State \_\_\_\_\_ Exp. Date \_\_\_\_\_

2. Spouse's Name \_\_\_\_\_ Married \_\_\_\_\_ Single \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Present Phone Number \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_  
 Physical Description HT \_\_\_\_\_ WT \_\_\_\_\_ EYES \_\_\_\_\_ HAIR \_\_\_\_\_  
 Spouse's State Driver's License No. or I.D. Type \_\_\_\_\_ State \_\_\_\_\_ Exp. Date \_\_\_\_\_

3. Information about others who will occupy the apartment (separate Application required for all adults except spouse.)  

	Name	Relationship	Date of Birth
a)	_____	_____	_____
b)	_____	_____	_____
c)	_____	_____	_____
d)	_____	_____	_____

4. Will a pet of any type live in your apartment? Yes No (Management must view pet prior to application approval)  

Name	Breed	Color	Weight	Licensed / Date
_____	_____	_____	_____	_____

5. Residence Information:  

Address	Apt#	City / State	Zip Code	Amount of Rent
Current Residence _____	_____	_____	_____	_____
From / / to / /	Name of Landlord _____	Landlord Phone _____		

If less than two years at your present address, list previous addresses below:

Former Residence	Address	Apt#	City / State	Zip Code	Amount of Rent
_____	_____	_____	_____	_____	_____
From / / to / /	Name of Landlord _____	Landlord Phone _____			

Former Residence	Address	Apt#	City / State	Zip Code	Amount of Rent
_____	_____	_____	_____	_____	_____
From / / to / /	Name of Landlord _____	Landlord Phone _____			

6. Applicant Employed By \_\_\_\_\_ Address \_\_\_\_\_  
 From / / to / / Phone \_\_\_\_\_ Position \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_  
 Other source of Income for Rental Payment \_\_\_\_\_  
 If less than two years at your present employer, list previous employers below:  
 Former Employer \_\_\_\_\_ Address \_\_\_\_\_  
 From / / to / / Phone \_\_\_\_\_ Position \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_  
 Former Employer \_\_\_\_\_ Address \_\_\_\_\_  
 From / / to / / Phone \_\_\_\_\_ Position \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_
7. Spouse Employed By \_\_\_\_\_ Address \_\_\_\_\_  
 From / / to / / Phone \_\_\_\_\_ Position \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_  
 Other source of Income for Rental Payment \_\_\_\_\_  
 If less than two years at your present employer, list previous employers below:  
 Former Employer \_\_\_\_\_ Address \_\_\_\_\_  
 From / / to / / Phone \_\_\_\_\_ Position \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_
8. Your Bank(s) Name Acct. No. Branch Address  
 Checking \_\_\_\_\_  
 Savings \_\_\_\_\_
9. Credit Reference (Banks Cards, Credit Cards, Charge Accounts) Branch Card / Account No. Expiration Date  
 Bank Guarantee Card \_\_\_\_\_  
 Other \_\_\_\_\_
10. Have you ever been notified by a lender that you were delinquent on a mortgage payment or given written notification by management that you were late with a rental payment? Yes No If yes, please explain \_\_\_\_\_
11. Vehicles you would like to park on property  
 Make / Model Year Color License No. State  
 Auto \_\_\_\_\_  
 Auto \_\_\_\_\_  
 Motorcycle \_\_\_\_\_  
 Describe any other vehicle (boats, trailers, trucks, recreational vehicles, etc.) you would like to keep on the property. Prior written permission, separate from this Application, must be obtained from management.  
 Make / Model Year Color License No. State  
 Other \_\_\_\_\_
12. Person(s) you want responsible for your property in Case of Emergency (Other than Co-applicants)  
 For Applicant For Spouse  
 Name \_\_\_\_\_ Name \_\_\_\_\_  
 Address \_\_\_\_\_ Address \_\_\_\_\_  
 Relationship \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
 City / State \_\_\_\_\_ Zip \_\_\_\_\_ City / State \_\_\_\_\_ Zip \_\_\_\_\_
13. Have you or any of your occupants ever been convicted of, or pleaded guilty or no contest to, any criminal offense(s) or had any criminal offense(s) disposed of other than by acquittal or a finding of "not guilty"? Yes No If yes, please explain \_\_\_\_\_

**DEPOSIT TO HOLD AGREEMENT**

(To be completed on one application per apartment only)

In consideration of management holding the apartment for me, I agree to pay a hold deposit of \$\_\_\_\_\_ and a \$\_\_\_\_\_ nonrefundable application fee. The holding deposit is refundable if my application is not approved (14-day delay required for processing deposit refund) payable to the party(s) completing this application. If my application is approved, the holding deposit is credited to the required move-in costs. I may cancel this agreement and be refunded my holding deposit by notifying you of my decision to cancel by 5 p.m. on \_\_\_\_\_, 20\_\_\_\_ (14-day delay required for processing deposit refund). Cancellation after this time will result in forfeiture of my holding deposit. I must pay rent on or before my "rent start date" or my holding deposit will be forfeited and the apartment re-rented.

**COMPLETED RENTAL AGREEMENT INFORMATION**

APT # \_\_\_\_\_ Type \_\_\_\_\_ Furn \_\_\_\_\_ Unfurn \_\_\_\_\_ Agreement Length \_\_\_\_\_ Rent Start Date \_\_\_\_\_  
 UTILITIES PAID BY: Owner \_\_\_\_\_ You \_\_\_\_\_ (Acct. # Required at Move-in)

**MONTHLY RENTAL CHARGES:**

RENT..... \_\_\_\_\_  
 PET RENT..... \_\_\_\_\_  
 PARKING RENT/GARAGE..... \_\_\_\_\_  
 OTHER..... \_\_\_\_\_  
 TOTAL MONTHLY RENT..... \_\_\_\_\_  
 OTHER..... \_\_\_\_\_  
 SUBTOTAL..... \_\_\_\_\_  
 CITY TAX-APPLICABLE RATE..... \_\_\_\_\_  
 (SUBJECT TO CHANGE DURING AGREEMENT TERM)..... \_\_\_\_\_  
**TOTAL MONTHLY CHARGES**..... \_\_\_\_\_

**MOVE-IN CHARGES**

APPLICATION FEES..... \_\_\_\_\_  
 NONREFUNDABLE PREPARATION CHARGE..... \_\_\_\_\_  
 NONREFUNDABLE PET SANITIZING CHARGE..... \_\_\_\_\_  
 PET DEPOSIT..... \_\_\_\_\_  
 SECURITY DEPOSIT..... \_\_\_\_\_  
 RENTAL CONCESSIONS AT MOVE IN..... \_\_\_\_\_  
 1ST MONTH RENT..... \_\_\_\_\_  
 \* PRORATED RENT: \_\_\_\_\_ DAYS @ \$\_\_\_\_\_ PER DAY..... \_\_\_\_\_  
 SUBTOTAL..... \_\_\_\_\_  
 SALES TAX..... \_\_\_\_\_  
 TOTAL MOVE-IN COSTS..... \_\_\_\_\_  
 LESS HOLDING DEPOSIT & APPLICATION FEE..... \_\_\_\_\_  
 BALANCE DUE AT MOVE-IN (money order or cashier's check)..... \_\_\_\_\_

\* IF PRORATED RENT is not paid at Move-in RENT..... \_\_\_\_\_  
 DATE DUE \_\_\_\_\_ TAX..... \_\_\_\_\_  
**AMOUNT DUE INCLUDING TAX**..... \_\_\_\_\_

Applicant represents that all of the above statements are true and complete, and hereby authorizes verification of above information, reference and credit records. Applicant acknowledges that false information contained herein constitutes grounds for rejection of this Application if discovered before move-in. Applicant acknowledges that management may not be able to complete a comprehensive evaluation of this Agreement before move-in; however, management reserves the right to verify Application information after move-in and may convert the proposed Rental Agreement to a month-to-month term if false of misleading information is contained in this Application. Applicant agrees to the terms of this "Deposit to Hold Agreement."

**AGENCY DISCLOSE: All property and Bernard / Allison Management Services, Inc., employees represent the owner with regard to the rental of your apartment and all terms and conditions contained in this rental application and agreement; however we are committed to dealing fairly with all residents of this community.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Management's Receipt \_\_\_\_\_ Date \_\_\_\_\_