



APPLICATION

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REQUESTED TENANCY

FROM: _____, 20

To: _____, 20

FOR PREMISES: _____

FOR A PERIOD OF: _____ month(s).

MONTHLY RENT: \$ _____

SECURITY DEPOSIT: \$ _____

KEY DEPOSIT: \$ _____

PET DEPOSIT: \$ _____

OTHER (SPECIFIED): \$ _____

TOTAL DEPOSIT: \$ _____

TOTAL RECEIVED: \$ _____

UNFURNISHED
 FURNISHED

Credit Check Complete

APPROVAL

YES

NO

APPLICANT INFORMATION

To be filled out completely by Applicant.

FIRST NAME: _____ LAST NAME: _____

DATE OF BIRTH: ____/____/____ SOCIAL SECURITY #: _____ - _____ - _____

PHONE #: _____ EMAIL: _____ WORK #: _____

CURRENT ADDRESS: _____ City: _____ STATE: _____ ZIP: _____

LANDLORD/AGENT: _____ PHONE #: _____

LANDLORD/AGENT ADDRESS: _____

MONTHLY RENT: \$ _____ RESIDE(D) HERE From: ____/____/____ To: ____/____/____

REASON FOR LEAVING: _____

DRIVER'S LICENSE — STATE: _____ LICENSE #: _____

VEHICLE MAKE & MODEL: _____ LICENSE PLATE #: _____

PETS? NO YES
Type/Breed/ # lbs:

WHO ELSE WILL BE LIVING WITH YOU?

FIRST NAME: _____ LAST NAME: _____ RELATION: _____ AGE: _____

RESIDENCE HISTORY

PREVIOUS ADDRESS: _____

OWNER/AGENT: _____ PHONE #: _____

MONTHLY RENT: \$ _____ RESIDE(D) HERE From: ____/____/____ To: ____/____/____

REASON FOR LEAVING: _____

ADDRESS BEFORE PREVIOUS: _____

OWNER/AGENT: _____ PHONE #: _____

MONTHLY RENT: \$ _____ RESIDE(D) HERE From: ____/____/____ To: ____/____/____

REASON FOR LEAVING: _____

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EMPLOYMENT STATUS (Check all that apply) **STUDENT INFO**

Full-time Part-time Student
 Retired Unemployed Other: _____

EMPLOYER: _____
 ADDRESS: _____
 SUPERVISOR/TITLE: _____
 SUPERVISOR TELEPHONE: _____
 DATE EMPLOYED: From: ___/___/___ To: ___/___/___
 MONTHLY NET INCOME: \$ _____
 OTHER MONTHLY INCOME: \$ _____
 PREVIOUS EMPLOYER: _____
 ADDRESS: _____
 SUPERVISOR/TITLE: _____
 DATE EMPLOYED: From: ___/___/___ To: ___/___/___

Freshman* Sophomore Graduate
 Junior Senior Doctoral

MONTHLY NET INCOME: \$ _____
 PARENT/GUARDIAN MONTHLY CONTRIBUTION: \$ _____
 PARENT/GUARDIAN NAME: _____
 ADDRESS: _____
 PHONE #: _____ EMAIL: _____
 EMPLOYER: _____ OCCUPATION: _____
 PARENT/GUARDIAN NAME: _____
 ADDRESS: _____
 PHONE #: _____ EMAIL: _____
 EMPLOYER: _____ OCCUPATION: _____
 WILL PARENTS CO-SIGN THE LEASE? YES NO

BANKING & CREDIT REFERENCES

BANK NAME & BRANCH: _____ BANK NAME & BRANCH: _____
 CHECKING ACCOUNT#: _____ SAVINGS ACCOUNT#: _____
 CREDIT CARD(S): MasterCard Visa Discover Amex OTHER: _____

HAVE YOU EVER... **IN CASE OF EMERGENCY NOTIFY**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Been sued for nonpayment of rent?
<input type="checkbox"/>	<input type="checkbox"/>	Been evicted from an apartment?
<input type="checkbox"/>	<input type="checkbox"/>	Declared bankruptcy?
<input type="checkbox"/>	<input type="checkbox"/>	Been sued for damages to rental property?
<input type="checkbox"/>	<input type="checkbox"/>	Been convicted of any felony or drug-related misdemeanor?

FIRST NAME: _____
 LAST NAME: _____
 RELATION TO YOU: _____
 PHONE #: _____
 EMAIL: _____

NOTICE: Landlord/Management will not house any tenants who are dealing or using illicit drugs or similarly allowing others to aid and abet in the use or sale of illicit drugs and any other such unlawful acts or illegal commerce. Tenant(s) will have three days to vacate premises if Tenant(s) and/or their invitees condone such activity.

I DECLARE that the foregoing information is true and correct and authorize its verification through a background check and the obtaining of a consumer credit report. **I AGREE** that Landlord/Management may terminate any agreement entered into on reliance of any false statement or misrepresentation made above. **I AGREE** that any information reported to Landlord/Management substantiated to be false will result in automatic forfeiture of any deposit. **I FURTHER AGREE** that should my application be approved by Landlord/Management and I decide *not* to take the rental unit, any deposit or binder made to secure or reserve the rental unit in my name will be forfeited to Landlord/Management as compensation for the inconvenience and delay associated with re-marketing it.

Applicant Signature

Dated: _____, 20__



To all prospective tenants:

Outline of our policy with regard to application fee, application deposit, lease execution and security deposit:

1. **Our non-refundable application fee is \$20.00 payable by cash, check or money order only.** The application fee covers the cost of a credit check, employment check, and prior landlord verification.
2. To reserve an apartment with submission of your application, a *minimum* \$100.00 deposit is required. If you choose this option the following stipulations apply:
 - A. We will not show the apartment or consider other applicants while your application is being considered.
 - B. Should your application be denied, we will refund your deposit within 7 days.
 - C. Should your application be approved, and you decide **not** to enter into a lease, the paid application deposit **will not** be returned. The deposit will be kept as damages for the period of time we were unable to show or rent the apartment as it was reserved in your name.
3. Upon approval of your application, you will be provided with a lease that must be signed and returned to Sall Associates Ltd.. You must also remit your full security deposit with the signed lease. Your application deposit can be applied towards your security deposit. Once received by Sall Associates Ltd., you will be provided with a fully executed copy of your lease and a receipt for your security deposit. If Sall Associates Ltd. does not receive the signed lease and the full security deposit within five (5) days of you receiving the lease document (a) the apartment will considered to be forfeited (we will assume you no longer want the apartment and put it back on the market), and, (b) if you have put a deposit on the apartment as described in paragraph 2 above, you will forfeit your application deposit.
4. **Security deposit and rent must be paid in full before you receive the keys to your apartment.**

Your signature below acknowledges that you have read and understand our policies with regard to application fee and deposits. **No application will be considered until you have signed and dated below.**

PROSPECTIVE TENANT SIGNATURE

DATE