



Application for Residency

For Office Use Only:	
Leasing Professional: _____	
Application Date: _____	Apartment Address: _____
Monthly Rent: _____	Concession/Special: _____
Move-In Date: _____	Lease Term: _____ to _____
Applicant Type: _____	Lease Signer _____ Guarantor _____ Occupant _____

Date Desired: _____ Apt. Size Desired: _____
How did you hear about us? _____

Applicant Information

Full Name:			
Date of birth:		SSN:	Phone:
Email Address:			
Current address:			
City:		State:	ZIP Code:
Own	Rent (Please circle)	Monthly payment or rent:	How long?
Reason for Moving:			
Previous address, if less than 2 years at current:			
City:		State:	ZIP Code:
Owned	Rented (Please circle)	Monthly payment or rent:	How long?
Bank Name:		Account #	

Employment Information

Current employer:			
Employer address:			How long?
Phone:		E-mail:	Fax:
City:		State:	ZIP Code:
Position:		Supervisor:	Monthly income:
Additional income source:		Additional employer:	Monthly income:

Emergency Contact

____ Please initial to signify that in the event of serious illness or other circumstances, the below person may have access to the leased premises and contents within.

Name (must not reside in apartment home): _____

Address: _____

City:	State:	ZIP Code:	Phone:	Relationship:
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List all other Minor Occupants

Name:			
Date of birth:		SSN:	Phone:
Name:			
Date of Birth:		SSN:	Phone:
Name:			
Date of Birth:		SSN:	Phone:

Pet Information

Pets are accepted only with consent of the Management, and are subject to breed and weight restrictions.

Do you have any pet(s)? _____ Yes _____ No	# Pets:	Vet records may be required to substantiate breed.
Pet #1: Type: _____ Dog _____ Cat	Breed:	Weight:
Pet #1: Type: _____ Dog _____ Cat	Breed:	Weight:

____ Please initial to signify that you have a service or emotional support animal, and require a request for reasonable accommodation form.

Vehicle Information

Make:	Model:	License Plate:
Make:	Model:	License Plate:

Disclosure:

Do you have Renters Insurance? Y/N Company _____ Policy #: _____

Have you ever been convicted of a felony for crimes against persons or for any drug related convictions within the past 5 years? Y/N

Have you ever been evicted or had a rental judgment filed against you? Y/N Where/When? _____

Once approved, the lease date given on move-in reference sheet is final. If applicant fails to take occupancy on date given, pro-rated rent must be paid from that date. All deposits must be paid prior to taking occupancy. All adults over the age of 18 must sign lease before keys can be released. Please arrange to have adults who will be absent on occupancy date to sign the lease in advance. No items will be permitted to be placed in the reserved unit prior to occupancy date.

Holding Fee: In addition to the required application fee, I agree that, if I am applying for a rental unit in a multi-family community, the holding fee accompanying this application shall be retained by Landlord to hold the rental unit herein for occupancy by the undersigned upon approval of this application and execution of a lease agreement. If a lease is fully executed, the holding fee shall be applied toward payment of rent due under the lease. If this application is not approved for any reason other than the falsification of information by applicant, or failure to timely provide any documents or other information requested by Landlord, the foregoing holding fee shall be refunded to the undersigned within 3 days of such request. Otherwise, Landlord shall be entitled to retain the holding fee to cover Landlord's costs of holding such rental unit for me, and I agree to this amount being retained by Landlord as a reasonable estimate of the actual costs to Landlord to hold the unit for my occupancy which are difficult to ascertain with precision. If I am applying for a rental unit not located within a multi-family community, then I agree to pay the applicable security deposit upfront at the time that my application is approved.

By signing this application, I authorize Landlord or agent for Landlord to verify any information contained herein. Any "yes" response to the personal and criminal history questions above, or any false statement on the application, can lead to the rejection of my application and/or immediate termination of my lease agreement. Further, if I subsequently am involved in conduct which would result in a "yes" response to any of the questions set forth above (even after I sign the lease and take possession of the apartment home), I understand that Landlord may terminate the lease agreement.

As an inducement to enter into the lease agreement, I authorize you to secure from a consumer reporting agency an investigative consumer report. This report may contain, but would not be limited to, a consumer credit report, a criminal history records investigation, a rental history and verification of my residences, employment and income. I further authorize you and the consumer reporting agency to verify all information contained in this application and I release all concerned from any liability in connection with the information they give. I have also been advised that I have the right, under the Federal Fair Credit Reporting Act, Section 606(B) to make a written request of you of the investigation. I understand that, in order to perform the investigative consumer report, I will be required to furnish two forms of identification to verify my identity. I will be required to submit a photo ID, and social security card. I also consent to, and authorize the use of, any subsequent consumer report(s) under this authorization in connection with any future assignment or transfer, or with the collection of any debt associated with the rental of a residence for which the application was made. Finally, I acknowledge receipt of the summer of consumer rights required by Section 609 of the Fair Credit Reporting Act entitled "A summary of Your Rights Under the Fair Credit Reporting Act".

Applicant Date

Leasing Professional Date

For Office Use Only:			
Application Fee: \$ _____	Received by: _____	Date: _____	Check/MO Number: _____
Holding Fee: \$ _____	Received by: _____	Date: _____	Check/MO Number: _____

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records).

Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - A person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552 b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357