

APPLICATION FOR RESIDENCY

Applicant's Name: _____

Last First Middle

Unit Applying for _____

Cell#: (____) _____

Photo ID

E-mail: _____ SSN: _____ Date of Birth: _____

Drivers License # _____ State _____ Address: _____

Marital Status: S M D W _____ Street _____ City _____ State _____ Zipcode _____

Spouses Name: _____ Date of Birth: _____ SSN: _____ Cell(2)#: (____) _____

Co-Signer Name (if applicable): _____ Phone # (____) _____

Persons (other than yourself) who will occupy unit:

_____ Name	_____ Age	_____ Relationship	_____ Name	_____ Age	_____ Relationship
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_____ Name	_____ Age	_____ Relationship	_____ Name	_____ Age	_____ Relationship
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THIS SECTION FOR OFFICE USE ONLY

Approved

Disapproved

Reported to Credit Bureau 

Unit Address: _____

RNT: _____ CF: _____

Lease Dates: _____

SEC: _____ FURN: _____

Co-Signer? Yes No Pet: No Yes - Monthly Fee \$ _____

FMR: _____ PET: _____

Special Provisions to Lease: _____

LMR: _____ TEN: _____

Leasing Agent: _____ WD: _____

Are you a STUDENT? No Yes - College/University: _____

Class Level: Fr So Jr Sr Grad Source of Income: _____

Parent's (or Legal Guardian's) Name: _____ Cell Phone: (____) _____

Address: _____ Work: (____) _____
Street City State Zip

Do you have a pet? No Yes Number _____ Type: _____ Weight: _____

I understand I will be charged additional monthly rent of \$10.00 per pet and a \$300.00 non-refundable pet fee. _____ (Initial)

EMPLOYMENT INFORMATION:

Present Employer: _____ Since: _____ Position: _____

Supervisor: _____ Monthly Salary: _____ Phone: (____) _____

Spouses Employer: _____ Since: _____ Position: _____

Supervisor: _____ Monthly Salary: _____ Phone: (____) _____

This is the first of two pages (applicant's initials) _____

RENTAL HISTORY:

Current Rental Address: _____ How Long? _____
Street City State Zipcode

Apt. Name or Landlord: _____ Phone: (____) _____ Fax #: (____) _____

Monthly Rent: \$ _____ Reason for moving: _____

Previous Rental Address: _____ How Long? _____

Apt. Name or Landlord: _____ Phone: (____) _____ Fax #: (____) _____

Monthly Rent: \$ _____ Reason for moving: _____

HAVE YOU EVER BEEN SERVED A NOTICE OF EVICTION FROM ANY LEASED PREMISES? YES NO

VEHICLE INFORMATION (List all vehicles to be parked at premises):

Year & Make: _____ Color: _____ Tag #/State: _____ Registered to: _____

Year & Make: _____ Color: _____ Tag #/State: _____ Registered to: _____

PERSON TO NOTIFY IN CASE OF EMERGENCY:

Name: _____ Relationship: _____ Home phone: (____) _____

Address: _____ Work phone: (____) _____
Street City State Zip

Certification:

CREDIT/CRIMINAL: I hereby consent to allow Owner and its designated agents and employees, to obtain a consumer credit report and criminal record information for the purpose of determining whether to lease an apartment to me. I also agree and understand that Owner and its agents and employees may obtain additional consumer credit reports and criminal record reports on me in the future to update or review my account. Upon my request, Owner will tell me whether consumer credit reports or criminal record reports were requested and the names and addresses of any consumer reporting agency that provided such reports.

INSURANCE: Owner and Agent carry no insurance on the personal property of tenants. *It is recommended that you obtain insurance coverage.*

MANAGER AND STAFF REPRESENT OWNER: Applicant(s) agree and understand that the Property Manager and all staff and employees of Owner represent the Owner exclusively in the apartment application and leasing process. Applicant(s) further understand that they may, at their own expense, select an agent or agents to represent them in the apartment application and leasing process.

CERTIFICATION: For the purpose of allowing Owner or Owner's Agent to evaluate my application and determine my suitability as a resident, I hereby certify that neither I nor any potential occupants of my apartment have ever been charged with or convicted of a felony or any crime involving theft, violence, fraud, illegal drugs, or a sexual offense of any kind whatsoever.

I have read and agree with the above statements. (Must check to apply)

A **\$35.00 non-refundable application fee** is to be paid before my application will be processed or considered. I understand that this application document will become part of my lease.

I authorize H. A. Edwards, Inc. to make any inquires they deem necessary in the establishment of my character or credit rating. I hereby authorize the references listed herein to relay to H. A. Edwards, Inc. any information they require.

(initial) SECURITY DEPOSIT/ EARNEST MONEY: Money deposited with this application will be held as earnest money before the lease is signed. This earnest money will not be refunded if Applicant's credit/references are approved by H. A. Edwards, Inc. but Applicant elects not to rent the unit reserved for Applicant. Once the Applicant(s) is approved and the lease is signed, the earnest money will be transferred over as security deposit. I/we understand this unit will be reserved for applicant(s) for fourteen (14) days from the date of this application in order for all documents to be executed. **Should applicant(s) fail to follow through with signing and returning the lease within the fourteen (14) days of this application the unit will be placed back on the market and the earnest money forfeited.**

Signature _____

Date _____

Spouse's Signature _____

Date _____