



# Rental Application

**TWO PIECES OF IDENTIFICATION (INCLUDING ONE PICTURE ID) ARE REQUIRED AT TIME OF APPLICATION**

**APPLICANT PERSONAL INFO** PLEASE PRINT CLEARLY

First Name	
Middle Name	
Last Name	
Alias/Maiden Name	
Phone	
Date of Birth	
Social Security #	
Driver's License # and State of Issue	

*State or Military ID may be substituted for Driver's License Number*

**LIST ALL OUTSTANDING DEBTS**

(INCLUDING ALL MINIMUM MONTHLY PAYMENTS)

Payable to/for	Monthly Amount

**EMPLOYMENT HISTORY**

<b>Present Employer</b>	
Address	
City	
State and Zipcode	
Phone	
Your Job Title	
Years/Months there	
Gross Monthly Pay	

<b>Previous Employer</b>	
Address	
City	
State and Zipcode	
Phone	
Your Job Title	
Years/Months there	
Gross Monthly Pay	

**ADDITIONAL INCOME**

Source of Income	Monthly Amount

**BANK ACCOUNTS**

Kind	Bank Name/Branch	Bank Phone	Account #
Checking			
Savings			
Other			
Other			



**YOUR RENTAL HISTORY**

<b>Present Address</b>		Landlord/Manager	
City		Landlord Phone(s)	
State and Zipcode		Relationship <i>(choose one)</i>	<input type="checkbox"/> Professional <input type="checkbox"/> Friend <input type="checkbox"/> Relative _____
Years/Months there			
From (Month/Year)		To (Month/Year)	
Reason for moving			

Have you given legal notice (that you are moving) to your present landlord?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Previous Address 1</b>		Landlord/Manager	
City		Landlord Phone(s)	
State and Zipcode		Relationship <i>(choose one)</i>	<input type="checkbox"/> Professional <input type="checkbox"/> Friend <input type="checkbox"/> Relative _____
Years/Months there			
From (Month/Year)		To (Month/Year)	
Reason for moving			

<b>Previous Address 2</b>		Landlord/Manager	
City		Landlord Phone(s)	
State and Zipcode		Relationship <i>(choose one)</i>	<input type="checkbox"/> Professional <input type="checkbox"/> Friend <input type="checkbox"/> Relative _____
Years/Months there			
From (Month/Year)		To (Month/Year)	
Reason for moving			

Please list other states or countries where you have lived during the last five years.	
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**EMERGENCY CONTACT**

OTHER THAN SOMEONE WHO WILL BE LIVING WITH YOU

Name	
Relationship	
Phone	
Address	
City	
State and Zipcode	

**PERSONAL REFERENCE**

OTHER THAN EMERGENCY CONTACT

Name	
Relationship	
Phone	
Address	
City	
State and Zipcode	



Total Number of Vehicles	
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<b>Vehicle #1 Make</b>	
Model	
Year	
Color	
License / State	

<b>Vehicle #2 Make</b>	
Model	
Year	
Color	
License / State	

<b>List your Pets (if any)</b>	<input type="checkbox"/> Cat <input type="checkbox"/> Dog <input type="checkbox"/> Other
Age(s)	
Weight(s)	
Your Pet(s) Live:	<input type="checkbox"/> Inside <input type="checkbox"/> Outside
Licensed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Spayed/Neutered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Briefly describe your pet(s)	

In the past, has your pet caused **Any**:

Personal Injuries?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Property Damage?	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### BACKGROUND INFORMATION

1	Have you ever been evicted for non-payment of rent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Have you ever been evicted for any other reason?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Have you ever had a judgement filed against you for non-payment of rent or damages to a rental unit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Have you ever been convicted of a misdemeanor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Have you ever been convicted of a felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Have you ever received a 30-day notice from a landlord/manager?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	How did you learn of Applewood Apartments?	<input type="checkbox"/> Register Guard <input type="checkbox"/> Rent Magazine <input type="checkbox"/> Relative <input type="checkbox"/> Signage <input type="checkbox"/> Springfield News <input type="checkbox"/> Yellow Pages <input type="checkbox"/> Friend/Neighbor <input type="checkbox"/> Other

I certify that the above information is correct and complete and hereby authorize you to do a credit check and make any inquiries you feel necessary to evaluate your tenancy and credit standing. I understand that giving incomplete or false information is grounds for rejection of this application. If any information supplied on this application is later found to be false, this is grounds for termination of tenancy.

Owner/Agent has charged a screening charge as set forth above. Landlord may obtain a consumer credit report and/or an Investigative Consumer Report which may Owner/Agent has charged a screening charge as set forth above. Landlord may obtain a consumer credit report and/or an Investigative Consumer Report which may reputation, personal characteristics, and mode of living. You have the right to request additional disclosures provided under Section 606 (b) of the Fair Credit Reporting Act, and a written summary of your rights pursuant to Section 609 (c). You have the right to dispute the accuracy of the information provided to the Owner/Agent by the screening company or the credit reporting agency as well as complete and accurate disclosure of the nature and scope of the investigation.

By signing below, you agree for Applewood to obtain employment, income, criminal and credit checks.

<b>Screening Company</b>	
Address	
City	
State and Zipcode	
Phone	

<b>Application Fee</b>
Please note that there is a \$62 per adult in household application fee which must accompany each completed application. The fee must be paid by money order or cashiers check only.

Applicant Signature \_\_\_\_\_



## POLICIES AND RENTAL CRITERIA FOR RESIDENCY

### OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit (a bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet for clothing).
2. Two persons are allowed per bedroom.

### GENERAL STATEMENTS

1. Positive identification with a picture will be required.
2. Each applicant will be required to qualify individually or as per specific criteria areas.
3. Inaccurate or falsified information will be grounds for denial of the application.
4. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, eviction shall result.
5. Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the complex, or the property of others will be denied tenancy.

### INCOME CRITERIA

Monthly income should be equal to three times stated rent and must be from a verifiable, legal source.

### EMPLOYMENT CRITERIA

1. Twelve months of verifiable employment will be required if used as source of income.
2. Self-employed applicants will be verified through the state corporation commission, and may be required to submit the last year's tax returns.

### RENTAL CRITERIA

1. Twelve months of verifiable contractual rental history from a current third party landlord or home ownership is required.
2. Ten (10) years eviction-free history is required.
3. Three or more "72-hour notices" within one year will result in denial of the application.
4. Three or more "NSFs" (non-sufficient funds returned checks) within one year will result in denial of the application.
5. Rental history reflecting past due and unpaid rent will be denied.

### CREDIT CRITERIA

1. Negative or adverse debt showing on consumer credit report may require additional security deposits.
2. Three or more unpaid collections (not medical related) will result in denial of your application.

### CRIMINAL CONVICTION CRITERIA

Upon receipt of the rental application(s) and screening fee(s), landlord will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to, or no-contest to any crime:

- a) A conviction, guilty plea, or no-contest plea for any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage, or drug-related offenses (sale, manufacture, delivery, or possession with intent to sell) class felony burglary or class A/Felony robbery; or
- b) A conviction, guilty plea, or no-contest plea, where the disposition, release or parole have occurred within the last seven years for: any other felony charges; or
- c) A conviction, guilty plea, or no-contest plea, where the date of disposition release or parole have occurred within the last seven years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, delivery or possession with intent to sell), property damage or weapons charges; or
- d) A conviction, guilty plea, or no-contest plea, where the date of disposition release or parole have occurred within the last three years for: any B or C misdemeanor in the above categories or those involving criminal trespass, theft, dishonesty, prostitution

shall be grounds for denial of the rental application. Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.