



Rental Application

APARTMENT INFORMATION

1906-08 Madison Street Apt # \_\_\_\_\_ Monthly Rent for Apt \$ \_\_\_\_\_

Lease Term: Noon 08/01/2018 – 9:00 A.M. 07/30/2019

Utilities Tenant is responsible to pay directly to service provider: gas, electric, cooking gas, internet, cable (heat is gas heat)

Utilities Tenant is responsible to pay to Landlord: water and sewer - \$20/month/person

Interested in parking: Yes / No (If available, parking stalls are rented on a first come, first served basis. Tenant must request and sign a separate lease to secure a stall.)

RESIDENT INFORMATION

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Cell Phone ( ) \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Email Address \_\_\_\_\_

Current Address \_\_\_\_\_

Street address City State Zip

Current Landlord \_\_\_\_\_ Phone \_\_\_\_\_

GUARANTOR INFORMATION (Required)

Name \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Address \_\_\_\_\_ (Street) (City) (State) (Zip)

Telephone \_\_\_\_\_ Employer \_\_\_\_\_ (circle one- cell/home/work)

Email address \_\_\_\_\_

RENTAL HISTORY

Previous Address \_\_\_\_\_

Lease Dates From \_\_\_\_\_ to \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Phone \_\_\_\_\_

GROUP APPLICANTS 1. Include yourself 2. Circle the number of the applicant designated for group billing (see item 10 on following page)

Table with 4 columns: NAME, MONTHLY RENT, NAME, MONTHLY RENT. Rows 1-4 for group applicants.

**It is agreed and understood that by submitting this application, I understand and agree with the following terms:**

1. This application is not a rental agreement, contract or lease. It is subject to approval of owner or managing agent.
2. Apartments are rented on a first come, first serve basis.
3. Monthly rent increases \$150/month for each roommate that exceeds the number of bedrooms.
4. All applications for an apartment must be submitted together with payment totaling the equivalent of one month's rent for the security deposit.
5. If applicant withdraws applications prior to lease signing or application is denied, a \$100 application fee per applicant will be deducted from the deposit before it is returned.
6. If application is approved and a lease is signed, and applicant later decides not to execute the lease, Landlord will attempt to mitigate applicant's damages. Only after the apartment is re-rented will Landlord refund any monies paid, minus costs, including future lost rent. Applicant is responsible for all rental payments due under the terms of the contract until the apartment is re-rented.
7. Landlord retains the option to reject applications in the event of any of the following:
  - a. Applicant supplied information cannot be verified and/or signed lease guarantee and payment plan are not returned to Landlord's office within 5 days from Landlord's first contact attempt. (Security deposit would be refunded within 10 business days from rejection notification minus \$100 fee per applicant)
  - b. All applicants have not signed all necessary lease documents within 3 business days of applicant's notification from Landlord of application approval. (Security deposit would be refunded within 10 business days minus \$100 fee per applicant)
8. The following fees will be charged for any modifications of lease documents:
  - a. Any lease changes in timeframe between applying and lease signing \$50/occurrence.
  - b. Rewrite Lease and Attachments \$300
    - i. Landlord may be unable to accommodate requests received 45 days or less prior to commencement of lease. If request is accommodated, this fee increases to \$600.
  - c. Rewrite Apartment Payment Plans \$25/per plan
9. If application is approved and a lease is signed, Tenant may request, not less than seven days after the start of the tenancy, to be provided with a list of physical damages or defects, if any, that were charged against the previous tenant's security deposit.
10. Designated group billing applicant will have the entire security deposit placed in their account and it will be written into the lease to have it returned to them at their guarantor's address. Any repair bills throughout the lease term will be placed in their account.
11. This application gives authorization for investigation of information listed herein.

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

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Rental Agent: \_\_\_\_\_

Security Deposit Payment By: \_\_\_\_\_ with check # \_\_\_\_\_ in the amt of \$ \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Withdrawn: \_\_\_\_\_