

**RENTAL APPLICATION FOR
RESIDENTS AND OCCUPANTS**
(Each co-applicant and each occupant 18 years old
and over must submit a separate application.)



Date when filled out: _____

APPLICANT INFORMATION

Full Name (Exactly as it appears on Driver's License or Govt. ID card) _____

Former Name (if applicable) _____ Gender (Optional) _____

Birthdate _____ Social Security # _____ Driver's License # _____ State _____

Government Photo ID card # _____ Type _____

Home Phone Number _____ Cell Phone Number _____ Work Phone Number _____

Email Address _____

Marital Status: single married widowed separated Do you or any occupant smoke? yes no

I am applying for the apartment located at: _____

Is there another co-applicant? yes no

Co-applicant Name _____

Email _____

OTHER OCCUPANTS

Full Name _____	Relationship _____
Date of Birth _____ Social Security # _____	Driver's License # _____ State _____
Government Photo ID card # _____	Type _____
Full Name _____	Relationship _____
Date of Birth _____ Social Security # _____	Driver's License # _____ State _____
Government Photo ID card # _____	Type _____
Full Name _____	Relationship _____
Date of Birth _____ Social Security # _____	Driver's License # _____ State _____
Government Photo ID card # _____	Type _____
Full Name _____	Relationship _____
Date of Birth _____ Social Security # _____	Driver's License # _____ State _____
Government Photo ID card # _____	Type _____
Full Name _____	Relationship _____
Date of Birth _____ Social Security # _____	Driver's License # _____ State _____
Government Photo ID card # _____	Type _____

RESIDENCY INFORMATION

Current Home Address (where you live now)

City _____ State _____ Zip Code _____ Do you rent or own?
 Dates: _____ \$ _____
 From _____ To _____ Monthly Payment

Apartment Name _____

Landlord/Lender Name _____ Phone _____

Reason for Leaving _____

(The following is only applicable if at current address for less than 6 months.)

Previous Home Address _____

City _____ State _____ Zip Code _____ Do you rent or own?
 Dates: _____ \$ _____
 From _____ To _____ Monthly Payment

Apartment Name _____

Landlord/Lender Name _____ Phone _____

Reason for Leaving _____

EMPLOYMENT INFORMATION

Present Employer _____ Address _____
 City _____ State _____ Zip Code _____ Work Phone _____
 Dates: _____ \$ _____
 From _____ To _____ Gross Monthly Income

Position _____

Supervisor Name _____ Phone _____

(The following is only applicable if at current employer for less than 6 months.)

Previous Employer _____ Address _____
 City _____ State _____ Zip Code _____ Work Phone _____
 Dates: _____ \$ _____
 From _____ To _____ Gross Monthly Income

Position _____

Supervisor Name _____ Phone _____

ADDITIONAL INCOME*(Income must be verified to be considered)*

_____ \$ _____
 Type _____ Source _____ Gross Monthly Amount .
 _____ \$ _____
 Type _____ Source _____ Gross Monthly Amount

CREDIT HISTORY (if applicable)

If applicable, please explain any past credit problem:

RENTAL/CRIMINAL HISTORY*(Check only if applicable)*

Have you or any occupant listed in this Application ever:

- been evicted or asked to move out?
- moved out of a dwelling before the end of the lease term without the owner's consent?
- declared bankruptcy?
- been sued for rent?
- been sued for property damage?
- been convicted (or received an alternative form of adjudication equivalent to conviction) of a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime?

Please indicate the year, location and type of each felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. *You represent the answer is "no" to any item not checked above.*

REFERRAL INFORMATION

How did you find us?

- Online search. Website address: _____
- Referral from a person. Name: _____
- Social Media. Which one? _____
- Other _____

EMERGENCY CONTACT

Emergency contact person over 18, who will not be living with you:

Name _____		Relationship _____	
Address _____		City _____	
State _____	Zip Code _____	Home Phone # _____	Cell Phone # _____
Work Phone # _____		Email Address _____	

VEHICLE INFORMATION (if applicable)

List all vehicles owned or operated by you or any occupants (including cars, trucks, motorcycles, trailers, etc.).

Make _____	Model _____	Color _____
Year _____	License Plate # _____	State _____
Make _____	Model _____	Color _____
Year _____	License Plate # _____	State _____
Make _____	Model _____	Color _____
Year _____	License Plate # _____	State _____
Make _____	Model _____	Color _____
Year _____	License Plate # _____	State _____

PET INFORMATION (if applicable)

You may not have any animal in your unit without management's prior authorization in writing. If we allow your requested animal, you must sign a separate animal addendum, which may require additional deposits, rents, fees or other charges.

Name _____	Type _____	Breed _____
Gender _____	Weight _____	Color _____
Age _____	Assistance Animal Status: <input type="checkbox"/> yes <input type="checkbox"/> no	
Name _____	Type _____	Breed _____
Gender _____	Weight _____	Color _____
Age _____	Assistance Animal Status: <input type="checkbox"/> yes <input type="checkbox"/> no	

APPLICATION AGREEMENT

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease Contract. While some of the information below may not yet apply to your situation, there are some provisions that may become applicable prior to signing a Lease Contract. In order to continue with this application, you'll need to review the Application Agreement carefully and acknowledge that you accept its terms.

- Lease Contract Information.** The Lease Contract contemplated by the parties will be the current Lease Contract. Special information and conditions must be explicitly noted on the Lease Contract.
- Approval When Lease Contract Is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.
- Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
- If you Fail to Sign Lease After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. *If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.*
- If You Withdraw Before Approval.** *If before signing the Lease Contract, you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.*
- Approval/Non-Approval in Seven Days.** We will notify you whether you've been approved within 7 days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 7 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval.
- Refund after Non-Approval.** If you or any co-applicant is disapproved or deemed disapproved under Paragraph 6, we'll refund all application deposits within 45 days (not to exceed 45 days; 45 days if left blank) of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.

APPLICATION AGREEMENT (CONTINUED)

- 8. **Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 4, 6, or 7 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.
- 9. **Keys or Access Devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the Lease Contract and other rental documents; and (2) all applicable rents and security deposits have been paid in full.
- 10. **Application Submission.** Submission of a rental application does not guarantee approval or acceptance. It does not bind us to accept the applicant or to sign a Lease Contract.

DISCLOSURES

- 1. **Application Fee (Non-Refundable).** You agree to pay to our representative the non-refundable application fee in the amount indicated in paragraph 3. **Payment of the application fee does not guarantee that your application will be accepted.** The application fee partially defrays the cost of administrative paperwork. *It is non-refundable.*
- 2. **Application Deposit (may or may not be refundable).** In addition to any application fee(s), you agree to pay to our representative an application deposit in the amount indicated in paragraph 3. *The application deposit is not a security deposit.* The application deposit will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR, it will be refunded under paragraph 7 of the Application Agreement if your application is not approved; OR, it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraphs 4 or 5 of the Application Agreement.
- 3. **Fees Due. Your Rental Application will not be processed until we receive your completed Rental Application (and the completed Rental Application of all co-applicants, if applicable) and the following fees:**
 - 1. Application fee (non-refundable): \$ 50.00
 - 2. Application deposit (may or may not be refundable): \$ _____
- 4. **Completed Application.** Your Rental Application for Residents and Occupants will not be considered "completed" and will not be processed until we receive the following documentation and fees:
 - 1. Your completed Rental Application;
 - 2. Completed Rental Applications for each co-applicant (if applicable);
 - 3. Application fees for all applicants;
 - 4. Application deposit for the Unit.
- 5. **Notice to or from Co-Applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.

AUTHORIZATION AND ACKNOWLEDGMENT

AUTHORIZATION

I authorize Bryant Grove LLC

(name of owner/agent) to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

Payment Authorization

I authorize Bryant Grove LLC

(name of owner/agent) to collect payment of the application fee and application deposit in the amounts specified under paragraph 3 of the Disclosures.

Non-Sufficient Funds and Dishonored Payments.

If a check from an applicant is returned to us by a bank or other entity for any reason, if any credit card or debit card payment from applicant to us is rejected, or if we are unable, through no fault of our own or our bank, to successfully process any ACH debit, credit card, or debit card transaction, then:

- (i) Applicant shall pay to us the NSF Charge; and
- (ii) We reserve the right to refer the matter for criminal prosecution

ACKNOWLEDGMENT

You declare that all your statements in this Application are true and complete. You authorize us to verify the same through any means, including consumer reporting agencies and other rental housing owners. If you fail to answer any question(s) or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

This Rental Application and the Lease Contract are binding legal documents when signed. Please read them carefully. Before submitting a Rental Application or signing a Lease Contract, you may take a copy of these documents to review and/or consult an attorney. Additional provisions or changes may be made in the Lease Contract if agreed to in writing by all parties.

Applicant's Signature

Date

FOR OFFICE USE ONLY

Apt. name or dwelling address (street, city)

Unit # or type

Person accepting application

Phone

Person processing application

Phone

Applicant or Co-applicant was notified by telephone letter email, or in person of acceptance or non-acceptance on

(Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)

Name of person(s) who were notified (at least one applicant must be notified if multiple applicants):

Name(s)

Name of owner's representative who notified above person(s)

ADDITIONAL COMMENTS



Rental Criteria



A \$_____ Non-Refundable Application Fee is required for all applications of individuals 18 years and older. This community will not discriminate against any person based on race, color, religion, sex, national origin, familial status or handicap.

All applicants for residency for our apartment community will be approved on the following basis, depending on the results, applicants may be subjects to conditions of approval including but not limited to additional deposits:

➤ **Occupancy Standards:**

- Efficiency- Maximum of Two (2) Occupants
- One Bedroom- Maximum of Three (3) Occupants
- Two Bedroom- Maximum of Five (5) Occupants
- Three Bedroom- Maximum of Seven (7) Occupants

➤ **Age Requirements:**

- Lease Holder(s) must be 18 years or older. All Occupants 18 years or older will be required to complete an application. This applies even if living with a parent or guardian.

➤ **Income Requirements:**

- The gross monthly income of all lease holder(s) will be considered jointly and must equal a minimum of 3 times the apartment rental at full market rate. All income must be verifiable. Acceptable forms of proof of income are: 2 MOST RECENT PAYCHECK STUBS, 3 MONTHS OF BANK STATEMENTS REFLECTING DEPOSIT HISTORY, MOST RECENT W2, OR AWARD LETTER FOR THOSE RECEIVING SSI OR RETIREMENT.
- Students whom receive financial aid will be considered self-employed and must provide proper documentation of financial aid. (Financial aid must amount to the full market rent times 3, times the number of months in the term of the lease.)
- Applicants who are self-employed must provide previous personal income tax return and the 2 most recent bank statements as evidence of sufficient income. Persons who hold jobs that are commission only, base salary plus commission, tips or bonuses will be considered self-employed.
- For properties that accept Housing Vouchers: The amount of rental assistance received will be included towards the 3 times of the rental amount. (Additional application requirements apply)

➤ **Employment Verification:**

- Lease Holders must be currently employed and have verifiable employment history for a minimum of 6 months, or provide evidence from a credible third party source of regular income sufficient to 3 times the rental amount on the apartment home reflecting throughout the term of the lease.

➤ **Rental History/Residency:**

- Applicant must have owned a home or have verifiable rental history for a minimum of six months with a management company or landlord who will verify that the applicant has a good payment history with no more than three (3) late payments or returned checks per year of residency, has not had any lease violations, and has not been foreclosed upon, evicted, or broken a rental agreement with in the last 12 months. Reference information from family members or friends will not be considered.

➤ **Credit & Criminal Background Screening:**

- Credit history and criminal background screening will be completed via the third-party screening source. The reports will be evaluated by the third party and approval will be based on the scoring model.
- Criminal conduct that indicates a demonstrable risk to resident's safety will be denied.

➤ **Co-Signer:**

- Applicants who are first-time renters or who do not have sufficient income may qualify by having the lease guaranteed by a co-signer/ guarantor. The co-signer/ guarantor must have an excellent credit rating, with a gross monthly income of five (5) times the rental amount, to be considered. The applicant must pass all additional standard rental application requirements in regards to criminal background, age requirements, employment verification, and the applicant must have excellent rental verification. The co-signer/ guarantor must complete and sign the guarantor agreement. The co-signer/ guarantor must be a family member of the applicant. The co-signer/ guarantor will be held responsible for the entire rent and other costs, such as damages, for the entire tenancy at this property, this holds true even in the case of roommates. An application fee will be required. The co-signer can live out of state, but all paperwork must be signed, notarized, and sent back to property prior to the move-in date.

➤ **Pet Policy:**

- Pets are accepted based on the conditions of the pet lease agreement.

The rental criteria enables us to screen all perspective residents and requires each applicant to pass all above listed requirements, it does not ensure that all individuals residing or visiting the community conform to these guidelines.

I understand and accept these qualifying standards and have truthfully answered all questions. I understand that falsification of rental application information will lead to denial of rental.

Applicant Signature

Date

Applicant Signature

Date

