

Rental Application

Personal Information

Each applicant over the age of 18 years or older must complete the **Applicant 1** or **Applicant 2** sections. Use more than one application if more than two persons over the age of 18 will be occupy the apartment. The application must be completed in its entirety with no blank spaces. Failure to complete the application or any misinformation may result in rejection.

Applicant 1

Full Name: _____ Telephone: _____
 Social Security Number: _____ Date of Birth: _____
 Driver's License Number: _____ State: _____

Applicant 2

Full Name: _____ Telephone: _____
 Social Security Number: _____ Date of Birth: _____
 Driver's License Number: _____ State: _____

List everyone, under 18, who will occupy the apartment:

<u>Full Name</u>	<u>Relationship to Applicant 1 or 2</u>	<u>Social Security Number</u>	<u>Date of Birth</u>
_____	_____	_____	_____
_____	_____	_____	_____

Rental History

Applicant 1

Present Address: _____ Telephone: _____
 City, State, and Zip: _____ Dates From: _____ To: _____
 Present Landlord or Mortgage Co.: _____ Rent Paid per month: _____
 Address, City, State, Zip: _____ Have you ever been evicted?
 Reason for Moving: _____ No Yes

Applicant 2

Present Address: _____ Telephone: _____
 City, State, and Zip: _____ Dates From: _____ To: _____
 Previous Landlord or Mortgage Co.: _____ Rent Paid per month: _____
 Address, City, State, Zip: _____ Have you ever been evicted?
 Reason for moving: _____ No Yes

Employment History

Applicant 1

Present Employer: _____ Telephone: _____
 Employer's Address: _____ Position: _____
 Supervisor's Name/Title: _____ Dates From: _____ To: _____
 Gross Monthly Salary \$ _____

Applicant 2

Present Employer: _____ Telephone: _____
 Employer's Address: _____ Position: _____
 Supervisor's Name/Title: _____ Dates From: _____ To: _____
 Gross Monthly Salary \$ _____

If there are other sources of income you would like us to consider, please list them here. You do NOT have to reveal alimony, child support, or spouse's annual income unless you want it to be considered in this application.

Applicant 1 Source: _____ Amount: _____ per month
Applicant 2 Source: _____ Amount: _____ per month

Pets

Are you bringing any pets? Yes No If yes, what type? _____
 Breed: _____ Name: _____ Color: _____
 Age: _____ Weight: _____ Gender: _____
 Are your pet's vaccines up to date and complete? _____ How long has your pet(s) lived with you? _____
 Is your cat(s) spade and de-clawed? _____ Is your dog neutered? _____

Statement of Intent

Please read each section carefully and initial.

_____ I hereby apply for apartment number _____ Located at _____ in Indianapolis, Indiana. My intended move in date is _____.

_____ I understand a deposit of \$200.00 must be left with this application. This \$200.00 will be applied toward my security deposit upon acceptance or refunded if my application is not accepted. I further understand that if I am accepted, but decline the apartment, I will forfeit \$200.00 to processing fees.

_____ I understand a full security deposit is due prior to moving into the unit in the amount of \$ _____. I also understand that \$200 of the security deposit is not refundable. I may be asked to submit additional moneys towards the deposit.

_____ The monthly rent quoted for this apartment is \$ _____ per month.

_____ If I am bringing a pet(s) , I understand there is a \$25.00 per month additional fee for each pet. I also understand an additional \$200.00 pet deposit per pet is required. Pets are subject to management approval.

_____ Parking included with the rent is limited to not more than one parking spot per licensed driver, no more than two parking spots per apartment, and no work is to be done on any vehicle while in the parking lot.

_____ I have been given the opportunity to review the lease agreement prior to submitting this application. I understand I will be required to sign a lease agreement prior to moving onto the property.

_____ I certify that all of the information given is true and correct and I understand that my lease or rental agreement may be terminated if I have made any false or incomplete statements on this application. I authorize the verification of information provided on this application as well as my criminal history and credit history from sources including credit bureaus, current or previous landlords, current or previous employers, or personal references, and further authorizes that said information may be re-verified throughout the term of the lease and any renewal periods and after lease termination in the event of legal proceedings resulting from my tenancy.

RETURN APPLICATION WITH \$200 CASHIER'S CHECK, COPY OF DRIVERS LICENSE, AND COPY OF PAYCHECK STUB

Applicant 1 Signature _____ Date: _____
Applicant 2 Signature _____ Date: _____

Rental Applicant Approval Criteria

Credit Report – Regular Security Deposit for Prospective Applicants with no unpaid accounts and/or collection accounts other than medical. Reject all Applicants or cosigners with bankruptcies within the last 12 months or unpaid property management accounts. Increase Security Deposit by \$200 for prospective tenants with unpaid judgments and/or unpaid collection accounts other than medical. Increase security deposit by \$200 for prospective tenants that have no credit history.
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Employment History – Only accept prospective tenant's or co-signer's that have a combined monthly rental amount less than 50% of the prospective tenants gross monthly income (includes housing payments, child support, and social security). Minimum 60 days employment with current employer is required. Copy paycheck stubs as income verification for tenant file. => => => => => => => => => => =>

<u>Rental Amount</u>	<u>Income Minimum</u>
\$519/549/599	\$1,038/1,098/1,198
\$619/629/649	\$1,238/1,258/1,298
\$699/729/799	\$1,398/1,458/1,598
\$829/899/929	\$1,658/1,798/1,858

Prior Landlord Verification – Any Prospective Applicant or co-signer will be denied whose previous reputable landlord confirms that the Prospective Applicant was consistently late in paying rent, caused excessive damage to the apartment, and/or caused unreasonable noise complaints. Relatives or friends acting as landlords does not constitute a reputable landlord, and in this situation the Security Deposit shall be increased by \$200. Applicants who owned a home during the last 6-months will not be required to have their prior landlord verified, but instead must show proof of sale of the home or proof that the home is rented. => => => => => => => => => => =>

Modifications to be made to unit? : _____

 Rental Incentives offered? : _____

Office Use Only
Do Not Write Inside of Red Box

Copy Drivers Lic. Yes No
 Unpaid Collection Accounts? Yes No
 Unpaid Prop. Accounts? Yes No
 Bankruptcy last 12 month? Yes No
 Increase security deposit? Yes No
 If yes how much? _____

Notes: _____

50% GMI > Rent? Yes No
 Paycheck Copied to File? Yes No
 Employed min. of 60 days? Yes No

Notes: _____

Paid Rent on Time? Yes No
 Damaged Apt.? Yes No
 Noise Complaints? Yes No
 Reputable Landlord? Yes No
 Home Owner? Yes No

Notes: _____

Date: _____ Security Deposit: _____
 Emp. Initial: _____ Application Fee: _____
 Move-in Date: _____ Rental Incentive: _____
 Pet Deposit: _____
 Rent Pro/1st Month: _____
 1st Month Pet Rent: _____
 1st Month Prk. Fee: _____
 Total Funds Owed: _____
 Less Funds Paid:(_____)
 Total Funds M/I: _____

Advertising responded to:
 Renters Guide
 Indy Star
 Referral
 Other

This Application: Approved Denied