

APARTMENT RENTAL APPLICATION

____ New ____ Roommate ____ Transfer ____ Co-signer ____ Occupant

Date Received: _____ Time Received: _____

Apartment #: _____ Who referred you? _____

NAME: Mr./Mrs./Miss _____

Present Address: _____ City/ State/Zip _____

Telephone Number: _____ Date of Birth: _____ S.S.#: _____

D.L.# _____

LIST PERSONS WHO WILL OCCUPY THE APARTMENT

Name: _____ Relationship: _____ D.O.B.: _____ Sex: M / F S.S.# _____

Name: _____ Relationship: _____ D.O.B.: _____ Sex: M / F S.S.# _____

Name: _____ Relationship: _____ D.O.B.: _____ Sex: M / F S.S.# _____

Name: _____ Relationship: _____ D.O.B.: _____ Sex: M / F S.S.# _____

PRESENT LANDLORD/MORTGAGE COMPANY:

Name and Address: _____

How long there?: _____ Monthly Payment?: _____ Phone Number : _____

Why are you leaving?: _____

PREVIOUS LANDLORD: _____ Address: _____

PRESENT EMPLOYER: _____ Address: _____

Position: _____ Nature of Business: _____ How long?: _____

Income: _____ Hr. / Mo. / Yr Phone Number: _____

PREVIOUS EMPLOYER: _____ Address: _____

SPOUSE'S EMPLOYER: _____ Address: _____

Position: _____ Nature of Business: _____ How long?: _____

Income: _____ Hr. / Mo. / Yr. Phone Number: _____

Other Income: Source: _____ Amount : \$ _____

How many vehicles would you keep at this address? (Include company cars, boats, campers, etc.) **IF** permitted

1. _____ Year: _____ Tag # _____ State: _____

2. _____ Year: _____ Tag # _____ State: _____

3. _____ Year: _____ Tag # _____ State: _____

HAVE YOU OR YOUR SPOUSE EVER BROKEN A LEASE OR BEEN EVICTED FROM AN APARTMENT?

Yes No If yes, please explain: _____

HAVE YOUR OR YOUR SPOUSE EVER BEEN SUED FOR NON-PAYMENT OF RENT OR DAMAGES TO PROPERTY? Yes No

If yes, please explain: _____

Desired date of occupancy? _____ Lease term preferred? _____

Do you have any pets? Yes No If so, what kind? _____ Weight: _____

Does your pet have a current rabies vaccination? _____ When? _____

In case of emergency, please contact: _____ How related?: _____

Address: _____ Phone No.: _____

The above information is correct to the best of my knowledge. It is understood that the above information will be held strictly confidential. I authorize management to verify the information provided in this application by making the following inquiries: 1) Verification of wages and/or salary, 2) Verification of current and previous places of residence, including payment history, 3) A current credit inquiry through the Credit Bureau and/or other references listed on application. I understand that if the information received from the above listed inquiries do not fall within the guidelines of the admission standards, as established by management that my application may be denied. 4) Criminal background check.

Applicant has deposited herewith the sum of \$_____, the receipt of which is hereby acknowledged. This application is made with the understanding that it is subject to acceptance by the Lessor. The applicant agrees that he/she shall not have any right to occupy any of the premises of the Lessor until execution by the Applicant and by the Lessor of a written lease of a particular apartment to be leased. The applicant agrees that the aforementioned deposit is not a rental payment and will not be applied towards any rental payment.

The applicant further agrees that in the event the application is approved (the approval and the time thereof being in the sole discretion of the Lessor) and the applicant fails or refuses to enter into the contemplated lease within 72 hours of the approval of the application, applicant will forfeit deposit as liquidated damages. Applicant will take possession of the apartment by the desired date of occupancy or will forfeit all deposits paid to hold the apartment.

In the event that the application is not approved or the lease is not executed for any reason for which the Lessor is responsible, said deposit will be refunded to the Applicant.

Signature of Applicant(s): _____ Signature of Manager: _____

- **Please be aware that some large moving trucks may not be permitted to pass through property gates.**

APARTMENT ADMISSION GUIDELINES

The following criteria must be met by all applicants before they will be approved for occupancy of an Apartment:

I. IDENTIFICATION

1. Applicants must provide current state or federally issued photo identifications prior to approval; however, **a copy of the photo will not be a part of the application**, rather only information from the identification such as name, address and the license number, will be used.

II. INCOME GUIDELINES

1. Applicants must provide evidence that monthly income will be equal to or greater than _____ times the monthly rent (“Income Criteria”).
 - A. All of the following must be verified: Length of employment; salary; income from divorce, interest, and other permanent income. To verify salary, Applicants must provide pay stubs for the thirty (30) days immediately preceding the date of Application.
 - B. Gifts (income) from a parent or grandparent must be verified with cancelled checks or bank statements and must have been received for three (3) consecutive months prior to application;
 - C. Income from a parent or grandparent should not exceed \$500 per month in calculation of Gross Income.
2. Applicants who are self-employed must provide copies of its/theirs prior one (1) year’s tax returns.

III. ADDITIONAL INCOME

1. Additional Income may be considered when determining whether an Applicant meets the Income Criteria. Additional Income should be no more than twenty-five (25%) percent of total income; however, for Senior citizens over the age of 62, Additional Income can be greater than twenty-five (25%) percent of the total income.
2. To determine Additional Income, the total sum of all savings, certificates of deposits, money market balances, and all other forms of investments can be considered and submitted for review.
3. The Income Criteria will be met if the Applicant’s monthly income when added to Additional Income is equal to or greater than _____ (_____) times the total amount of rent for a 12-month Lease Term; i.e., if the monthly rent is \$600.00 and the term is one (1) year and required income is \$1,800, Applicant’s Monthly Income is \$1,400, but the Applicant’s Additional Income is over \$14,400, the Applicant will qualify.

IV. ROOMMATES

1. Each roommate **must** meet the credit and criminal criteria individually and must be a party to the Lease agreement. Roommates will meet the Income Criteria if the roommates combined income is _____ times the monthly rent and all other income guidelines are followed as outlined above.
2. All persons 18 years or older living with a lessee must meet the Criminal Criteria.
3. Each roommate must meet the Credit Criteria and Criminal Criteria herein.

V. STUDENTS

1. Full time students that have **no** income may be approved with a parent as a co-signer; provided, however, the parent must meet all of the requirements herein.
2. An alternate person may be considered if approved by the property manager.

VI. CREDIT CRITERIA

1. _____ uses an expert statistical credit scoring system to evaluate our consumer credit report. Credit scoring is based on real data and statistics, so it treats all applicants objectively. Your consumer credit report contains information about you and your credit experiences, such as your bill payment history, outstanding judgments, repossessions, the number and type of accounts that you have late payments, collection items, bankruptcies, outstanding debt, and the age of your accounts. Using a statistical program, this information is compared to the credit trends of other consumers to predict how likely it is that you will pay your rent in a timely manner and fulfill your lease obligations. Based upon your credit score, your application will be accepted, rejected or accepted on the condition that an additional security deposit is paid. **If your application is rejected or accepted with conditions, you will be given the name, address and telephone number of the consumer reporting agencies, which provided your consumer information to us.** An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration. **Applicants with a credit report resulting in a ‘Decline’ and meet the minimum income requirements will be permitted to obtain a qualified co-signer.**
2. Applicants with no established credit or those who are provided a “Refer” recommendation that meet the Income Criteria, as well as all other criteria herein, may be approved by the property manager with an additional deposit equal to one month’s rent.
3. Applicants with no established credit or those who are provided a “Refer” recommendation that do not meet the Income Criteria, may be approved with a parent as a co-signer, provided, however, the parent must meet all of the requirements herein. An alternate family member may be considered if approved by the community manager.

VII. PAST HOUSING RECORDS

1. Applicants must be able to verify that he/she/they have a satisfactory two-year rental history or mortgage payment history.
2. For first time apartment dwellers, verification of residency with parent will be acceptable.

VIII. CRIMINAL CRITERIA

1. A criminal background history will be verified and the following will be grounds for rejecting an Application:
 - Any felony convictions for the preceding (10) years;
 - Any misdemeanor convictions for the preceding (7) years;
 - Any petty offenses for the preceding (2) years;
 - Any Terrorism related convictions (with no time limit);
 - Any sex related convictions (with no time limit);
 - Any of the above related charges resulting in “Adjudication Withheld” and/or “Deferred Adjudication”; or
 - Active status on probation or parole resulting from any of the above.

IX. NO DISCRIMINATION

All prospective renters will be considered for residency. **Our community will not discriminate against any applicant based on race, sex, color, national origin, religion, familial status or disability.**

These guidelines may be amended from time to time.

ACKNOWLEDGMENT OF APARTMENT ADMISSION GUIDELINES

I/We have read the Apartment Admission Guidelines and understand the contents as evidenced by my/our signature(s) below. I/We understand that this acknowledgment is a required part of the apartment application process.

Applicant’s Signature	Date	Agent for Lessor	Date
Applicant’s Signature	Date		

Resident Criminal History Records Consent Form

Addendum to Application

Property Name: _____

Apartment Number: _____

The undersigned Applicant (Applicants) hereby authorizes _____ Apartments to directly, or through a third party service provider, to investigate Applicant's criminal history record and to review any information pertaining to applicant which may be maintained by a federal or local law enforcement agency. Such information shall include:

- Any felony convictions for the preceding (10) years;
- Any misdemeanor convictions for the preceding (7) years;
- Any petty offenses for the preceding (2) years;
- Any Terrorism related convictions (with no time limit);
- Any sex related convictions (with no time limit);
- Any of the above related charges resulting in "Adjudication Withheld" and/or "Deferred Adjudication"; or
- Active status on probation or parole resulting from any of the above.

Applicant will be required to pay a total charge of **\$50 for the first applicant and \$15 for each additional applicant** for the credit and criminal review.

Applicant understands that delivery of out-of-state records information can take up to seven days from the date of request. The information is required to obtain criminal history records and must be completed by all applicants/occupants **18** years of age or older. This information is necessary to clearly identify the correct criminal history record and avoid mistaken identity when there are multiple matches for a given name. We request this information for the sole purpose of facilitating the investigation of Applicant's criminal history. "Certain information provided herein by Applicant, will not be considered or used in determining whether Applicant will be accepted as resident.

Have you or any occupant listed ever been convicted of a felony?

_Yes No

Have you or any occupant listed ever been convicted of a felony, received a deferred adjudication for a felony or been arrested for a felony, which has not been finally adjudicated?

Yes No

Have you or any occupants listed ever been convicted for sexual misconduct?

Yes No

Have you or any occupant listed ever been convicted of sexual misconduct, received deferred adjudication for sexual misconduct or been arrested for sexual misconduct which has not been finally adjudicated?

Yes No

Applicant may be allowed to begin residency based upon Applicant's representations in application. However, should said representations be incorrect, Applicant's lease will be immediately terminated. _____ **Initial**

It is understood and agreed that the Owner is not responsible under any circumstances for conducting a search or of obtaining any information regarding the criminal behavior by or arrests or convictions of any Resident, occupant or guest in the premises or the complex of which the premises are a part. If Owner does conduct a search or obtain such information, it shall not be responsible for the scope or accuracy of such search or for any misuse or non-use of the results of such search or such information.

Applicant's Signature

Date

Applicant's Signature

Date

APPLICANT CONSENT

Please have all applicants and co-signers complete and sign form.

I hereby consent to allow (_____), through its designated agent and its employees, to obtain and verify my credit information for the purpose of obtaining my credit score, which is based on real data and statistics, the credit information will include items such as my bill payment history, outstanding judgments, repossessions, the number and type of accounts that I have, late payments, collection items, bankruptcies, outstanding debt, and the age of my accounts. I understand that through a statistical program, the Lessor compares this information to the credit trends of other consumers to predict how likely it is that I will pay my rent in a timely manner and fulfill my lease obligations. I understand that should my application be accepted and I lease an apartment, (_____), and its agent shall have the continuing right to review my credit information, rental application, payment history and occupancy history for account review purposes and for improving application review methods.

Applicant (or Co-Signer) name

Date

Signature

REQUEST FOR EMPLOYMENT VERIFICATION

To: _____

Date: _____

Submitted By: _____

Phone: _____

The person named below has made an application for an apartment with us. Your firm was listed as having currently or formerly employed this person. The applicant, by his/her signature below, has authorized you to release employment information. Thank you for your cooperation. Please call if you have any questions.

Employee Name: _____

Current Address: _____

Social Security #: _____

Location of Employment: _____

Applicant's Authorization of this inquiry

I hereby consent to the release of my employment information.

Employee's Signature

Date Signed

Employer's Comments

Employed from: _____ To: _____ Positions Held: _____

Gross Salary or wages \$ _____ per Hour Week Month

If on hourly wage, please specify approximate number of hours worked weekly _____

Other Comments: _____

Signature

Title

Date

VERIFICATION OF STATE OR FEDERAL IDENTIFICATION

(Do Not Include Photo in Application)

Form of Identification:

A. DRIVER'S LICENSE # _____ State of _____
Name and address shown:

Expiration Date _____ SSN# _____

D.O.B. _____ Sex _____ HT. _____ WT. _____

Eyes _____ Hair _____

B. PASSPORT _____

Description _____

C. OTHER _____

Description _____

NOTE: COPY OF PHOTO ID MUST BE INCLUDED IN LEASE FILE PRIOR TO MOVE-IN

Holding Deposit Receipt

(To be completed at time deposit is left)

Morguard Revenue Properties does hereby acknowledge the receipt of _____

from _____

(Amount of Deposit)

(Resident Name)

***Please Include separate checks for Application Fee & Holding Deposit**

This amount includes the following:

Application Fee (non-refundable)	\$ _____	<input type="checkbox"/> Check	<input type="checkbox"/> Money Order	# _____
Holding Deposit	\$ _____	<input type="checkbox"/> Check	<input type="checkbox"/> Money Order	# _____
Administrative Fees	\$ _____	<input type="checkbox"/> Check	<input type="checkbox"/> Money Order	# _____

No cash accepted. Attach a copy of check or money order.

The application fee is a non-refundable fee used to process the application(s) and obtain credit checks. The holding deposit will hold an assigned apartment in the prospective clients name until the application process is completed. Should the applicant decide within 72 (seventy-two) hours of submitting the holding deposit not to hold the assigned unit, then the holding deposit and administrative fee will be refunded. Should the prospective resident's application be denied by the management, the holding deposit & administrative fee will be returned. Should the application be approved by the management, the holding deposit is applied to the Security Deposit, and the administrative fee will be applied as outlined by lease and application process.

Should the prospective resident after 72 hours of submitting holding deposit not sign the lease contract as agreed, the holding deposit will be kept as liquidated damages to compensate Apartments for the expense incurred in making and keeping the apartment available for the applicant.

All deposits are made daily and refunds will be mailed from home office in the time frame prescribed by law. In addition, all application information must be submitted in full no longer than three (3) working days after the holding deposit is paid, or the holding deposit will be forfeited.

If no forwarding address is left with the office, the Security Deposit will be forwarded to the property office and held for 30 days. If not claimed within 30 days, the Security Deposit refund will be returned to Revenue Properties Management Co., Inc., 2542 Williams Boulevard, New Orleans, LA 70062.

If stop payment is issued or any accounting fees incurred, these fees will be deducted from the Security Deposit refund.

Applicant	Date	Leasing Agent
Applicant	Date	

Apartment # _____	Move-In Date _____
Lease Term _____	Rental Amount _____

Specials or promotions offered _____
