

# DRUCKER & FALK REAL ESTATE

MULTIFAMILY • COMMERCIAL • SENIOR LIVING

THANK YOU FOR CONSIDERING US IN YOUR SEARCH FOR A NEW APARTMENT HOME.

DATE OF APPLICATION \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

NAME OF SPOUSE \_\_\_\_\_

APARTMENT DESIRED \_\_\_\_\_

DATE DESIRED \_\_\_\_\_ LEASE TERM DESIRED \_\_\_\_\_

APPLICATION FEE PAID \_\_\_\_\_ (non-refundable)

\*HOW DID YOU HEAR ABOUT US? \_\_\_\_\_

A Holding Fee and/or Application Deposit may be required to reserve an apartment. *This Holding Fee and/or Application Deposit is not a Security Deposit.* When the application has been approved and all lease holders have signed the Rental Agreement, the Holding Fee/Application Deposit will be credited toward any security deposit or other fee required by the Rental Agreement. Once the application has been approved, applicant's failure to sign the Rental Agreement may result in the fee and/or deposit being retained as liquidated damages and/or to cover expenses incurred. The Holding Fee and/or Application Deposit will be returned if the application is not approved. Application Fees are non-refundable.

Our community insurance policy does not cover damage by fire, water, or any other cause to a Resident's personal property (ex: clothes, furniture, electronics, etc.) located in the apartment or anywhere on the community property. Each Resident is responsible for obtaining insurance coverage for their personal property. Additionally, many communities require Residents to maintain liability coverage as a requisite of the Rental Agreement.

With your best interest in mind, the following information is necessary.



**APPLICANT INFORMATION**

**(EACH ADULT APPLICANT MUST SUBMIT A SEPARATE APPLICATION UNLESS MARRIED)**

Applicant Full Name (First, Middle, Last) \_\_\_\_\_

Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_ DL#/State \_\_\_\_\_

Spouse Full Name (First, Middle, Last) \_\_\_\_\_

Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_ DL#/State \_\_\_\_\_

**Other Occupants**

1) Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_

2) Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_

3) Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_

4) Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_

**RESIDENCY**

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

City, State, Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Date Moved In \_\_\_\_\_ Rent/Mortgage \$ \_\_\_\_\_ per \_\_\_\_\_

Apt Community/Owner \_\_\_\_\_ Mgr/Owner Phone (\_\_\_\_) \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_ Rent/Mortgage \$ \_\_\_\_\_ per \_\_\_\_\_

Move-In Date \_\_\_\_\_ Move-Out Date \_\_\_\_\_

Apt Community/Owner \_\_\_\_\_ Mgr/Owner Phone (\_\_\_\_) \_\_\_\_\_

**EMPLOYMENT**

Applicant's Employer \_\_\_\_\_ Employer Phone (\_\_\_\_) \_\_\_\_\_

Employer's Address \_\_\_\_\_

Occupation \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_

Spouse's Employer \_\_\_\_\_ Employer Phone (\_\_\_\_) \_\_\_\_\_

Employer's Address \_\_\_\_\_

Occupation \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_

**VEHICLES (INCLUDE RECREATIONAL VEHICLES)**

Auto Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag# \_\_\_\_\_ State \_\_\_\_\_

Auto Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag# \_\_\_\_\_ State \_\_\_\_\_

Auto Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag# \_\_\_\_\_ State \_\_\_\_\_

**EMERGENCY CONTACT** (Person over age 18 to contact in case of emergency – someone not living with you)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

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

Work Phone (\_\_\_\_) \_\_\_\_\_ Home or Cell Phone (\_\_\_\_) \_\_\_\_\_

**IMPORTANT TO APPLICANT**

- 1- Are you a pet owner? \_\_\_\_\_ Type/Breed \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_  
*No animal is allowed on the premises without prior written consent from management.*
- 2- Do you have renter's insurance? \_\_\_\_\_ Company \_\_\_\_\_  
*(Personal property insurance coverage may be required. Consult with management.)*
- 3- A full month's rent is due at move-in. Prorated rent, if applicable, is due the first day of the following month. Move-ins the 25<sup>th</sup> or later require payment of prorated rent as well as the full month's rent.
- 4- The lease effective date is final. If the applicant fails to move in on that date, rent will still be charged from the lease effective date.

**SELECTION CRITERIA**

**Income:** Income and employment will be verified on each applicant. Monthly income must meet the minimum requirements for the community for which the application is submitted.

**Rental History:** Two years of residential history will be verified on each applicant. Applicant's name must have been on the Lease/Mortgage for any reference to be valid. Rental references should reflect the applicant's ability and willingness to comply with Lease terms as well as community policies and guidelines. Lack of rental history will not be considered a negative factor.

**Credit:** Credit information on each applicant will be obtained through one or more Consumer Reporting Agencies. Credit history should positively reflect the applicant's ability and willingness to make payments as required by the Lease.

**Public Records/Criminal Background:** A public records search will be conducted on each adult occupant. Any one or more of the following will result in automatic denial of the application.

- Felonies and/or misdemeanors including convictions, probation, deferred adjudication, or pending cases for Violence, Injury to Persons or Sexual Offenses.
- Felonies including convictions, probation, deferred adjudication, or pending cases for Theft of Property, Damage to Property, or Drug Violation with less than 10 years since completion of sentence.
- Misdemeanors including convictions, probation, deferred adjudication, or pending cases for Theft of Property, Damage to Property, or Drug Violation with less than 7 years since completion of sentence.

**Occupancy Standards:** Occupancy limits, determined by the community, may not be exceeded.

**SIGNATURE OF ALL ADULTS TO APPEAR ON LEASE**

**I CERTIFY THE INFORMATION PROVIDED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INQUIRIES TO BE MADE BY ALL AVAILABLE MEANS TO VERIFY THE STATEMENTS ABOVE. THIS WOULD INCLUDE, BUT NOT BE LIMITED TO, CONSUMER REPORTING AGENCIES, PUBLIC RECORDS, CRIMINAL BACKGROUND CHECK, CURRENT AND PREVIOUS RENTAL REFERENCES, EMPLOYERS AND PERSONAL REFERENCES.**

**FALSIFICATION OF INFORMATION WILL RESULT IN DENIAL OF THE APPLICATION OR TERMINATION OF THE RENTAL AGREEMENT.**

- 1 APPLICANT SIGNATURE \_\_\_\_\_ CELL PHONE ( ) \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_
- 2 SPOUSE SIGNATURE \_\_\_\_\_ CELL PHONE ( ) \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

**FOR OFFICE USE ONLY**

<b>Apt Assigned</b> _____	<b>Base Monthly Rent \$</b> _____	<b>Monthly Pet Fee \$</b> _____	
Application Fee \$ _____	Date Dep _____	Pet Dep \$ _____	Date Dep _____
Holding Fee / Application Deposit \$ _____	Date Dep _____	Pet Fee \$ _____	Date Dep _____
Admin Fee / Community Fee \$ _____	Date Dep _____	Other \$ _____	Date Dep _____
Conc (if applicable) _____			

Additional Items Requested (i.e., furniture, washer/dryer, etc.)

Item _____ \$ _____ (Cost)	Item _____ \$ _____ (Cost)
Item _____ \$ _____ (Cost)	Item _____ \$ _____ (Cost)

**APPLICATION VERIFICATION CHECKLIST**

Every applicant must provide a valid SS# and driver's license or government issued (federal, state, local) photo ID or passport.

Match the photo ID to applicant. Photocopy (black & white only – no color) the ID. Attach to the application. If any applicant is not able to provide a SS#, that person is probably a non-US citizen. In this situation, there are four (4) other government issued ID cards (listed below) that can be used to confirm identity. There are no other acceptable forms of ID. (*Refer to "Leasing to non-US citizens" in the Policies & Procedures Manual for additional information and instructions*). Photocopy the ID used in place of the SS# and attach to the application.

- Form I-551 (Green Card)     
  Form I-688     
  I-688A     
  Form I-94

Confirmation by: \_\_\_\_\_ (employee signature)

**COMMUNITY STANDARDS & REQUIREMENTS**

Initial after completion. (Attach documentation where required)

- |  |  |
|--|--|
| <input type="checkbox"/> Rental/Pet Reference Received | <input type="checkbox"/> Public Records/Criminal Report Received |
| <input type="checkbox"/> Credit Report Received        | <input type="checkbox"/> Employment/Income Verification Received |

**APPLICATION APPROVED**  (Please check, if applicable)

Approval with Adverse Action (attach office copy of adverse action letter)

- Approved with additional deposit of \$ \_\_\_\_\_  
 Co-signer/Guarantor required      Approved by: \_\_\_\_\_  
 Date Applicant notified: \_\_\_\_\_      Notified by: \_\_\_\_\_

**APPLICATION DECLINED** (Check, if applicable, and attach office copy of denial letter)

**Reason(s) for Denial** (Check below all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Unfavorable credit report        | <input type="checkbox"/> Unfavorable rental reference |
| <input type="checkbox"/> Insufficient income              | <input type="checkbox"/> Exceeds occupancy standards  |
| <input type="checkbox"/> Inaccurate information submitted | <input type="checkbox"/> Other (specify) _____        |

How was Holding Fee / Application Deposit returned? \_\_\_\_\_ Returned by: \_\_\_\_\_  
 Employee Signature

Holding fee / Application Deposit received by: \_\_\_\_\_ Date \_\_\_\_\_

Notes: \_\_\_\_\_

Property Manager's Signature: \_\_\_\_\_ Date \_\_\_\_\_