

BLACK INK
PLEASE PRINT

Special Provisions: _____

APPLICATION FOR RESIDENCY

Community _____ Apt. # _____ Rent _____ Move In Date _____

APPLICANT INFORMATION

Last Name _____ First _____ M.I. _____ Birthdate _____ Social Security # _____ Driv. Lic. & State _____

SPOUSE

Last Name _____ First _____ M.I. _____ Birthdate _____ Social Security # _____ Driv. Lic. & State _____

Resident History

Present

Street Address _____ Apt.# _____ City _____ State _____ Zip Code _____ Home Phone No. _____
Landlord or Apt. Name: _____ Landlord or Apt. Office Phone () _____
(If mortgage, give phone & account number)

Names on Lease _____ Residency Dates From _____ To _____

Previous

Street Address _____ Apt.# _____ City _____ State _____ Zip Code _____ Home Phone No. _____
Landlord or Apt. Name: _____ Landlord or Apt. Office Phone () _____
(If mortgage, give phone & account number)

Names on Lease _____ Residency Dates From _____ To _____

Names of persons To Occupy Apartment

No. to Occupy Apt. _____ No. of Pets _____ Size and Type of Pet _____

- 1) Last Name _____ First _____ M.I. _____ SS# _____ Relationship _____ Date of Birth _____
- 2) Last Name _____ First _____ M.I. _____ SS# _____ Relationship _____ Date of Birth _____
- 3) Last Name _____ First _____ M.I. _____ SS# _____ Relationship _____ Date of Birth _____
- 4) Last Name _____ First _____ M.I. _____ SS# _____ Relationship _____ Date of Birth _____

EMPLOYMENT

Company Name _____ Address _____ City _____ State _____ Zip Code _____

Business Phone _____ Phone # of Personnel Department _____

Position Held _____ Gross Income _____ Supervisor's Name/Dept. Extension _____ Employed From To _____

Spouse's Employer

Company Name _____ Address _____ City _____ State _____ Zip Code _____

Business Phone _____ Phone # of Personnel Department _____

Position Held _____ Gross Income _____ Supervisor's Name/Dept. Extension _____ Employed From To _____

Credit Reference

Credit bureau file will be obtained from a National Credit Reporting Agency.

Vehicle Information

Car Truck License # _____ Year _____ Make/Model _____ Car/Truck License # _____ Year _____ Make/Model _____

No. of Vehicles to be parked on Property: _____ Do you own any recreational vehicles, motorcycles, etc. If so, specify: _____

Have you, your spouse or any occupant listed above ever: _____ been evicted or asked to move out? _____ broken a rental agreement or lease contract? _____ been sued for non-payment of rent? _____ been sued for damage to rental property? _____ committed or been convicted of a felony? _____ received deferred adjudication for a felony? Please explain (state year, location and type of each type of felony) _____

Are you required to register with any government (federal, state or local) as a sexual offender? _____ You represent the answer "NO" to any blank not checked.

Emergency Contact

Name _____ Complete Address _____ Home/Business Phones _____

Insurance Renter's Insurance _____ Yes _____ No If no, read and sign below
I understand that the property's insurance coverage and insurance does not and cannot protect any personal belongings against burglary, vandalism, fire, smoke, and other perils. I also understand that by not having personal liability insurance, I may be liable to third parties and to the property owner for certain perils which are covered by renter's insurance. THEREFORE, OWNER AND ITS REPRESENTATIVES STRONGLY RECOMMEND THAT TENANT SECURES INSURANCE.

Applicant understands that there is a non-refundable credit check/processing fee of \$_____. Applicant understands that the security deposit of \$_____ for apartment #_____ is only refundable if: management rejects this application; if management is notified within _____ hours that applicant will not occupy apartment; or, if all of the terms and conditions of the lease agreement are fulfilled. If after the _____ hour period has expired, the applicant fails or refuses, for any reason to occupy said apartment, owner shall be entitled to liquidated damages or \$_____ as administrative cost. Applicant represents that the information set forth on this application is true and complete. Misinformation, misstatements or false representation on this application will constitute default under the Lease or Rental Agreement between the parties and is ground for termination. Applicant hereby authorizes verification of any and all information, references, and credit records, including release of information by any bank or savings and loan, employer (present or former) and any lender. Applicant understands that an independent reporting agency will be used in this verification process in acquiring a consumer report from one or more of the credit bureaus. Applicant acknowledges receipt of community criteria, which determines application acceptance.

SIGNATURE OF APPLICANT(S) _____ Date: _____

X _____ X _____

Title VII of the FAIR HOUSING ACT makes discrimination based on race, color, religion, sex, age, national origin, familial status, or handicap illegal in connection with the rental of most housing.



The Heritage Apartments Resident Criteria / Background Authorization Form

In order for us to process your application in a timely and efficient manner, we will need the following information to accompany your application for residency:

1. Verification of income such as a copy of your most recent pay stub (or tax return if you are self-employed).
2. Full Time International Students will need to present an I-20 form in addition to a copy of your most current bank statement.
3. Along with the application and \$25 application fee, the Security Deposit is required in advance to secure a specific apartment.

The Heritage does not discriminate on the basis of: Race, Color, Religion, Disability, National Origin, Ancestry, Sex, Marital Status, Familial Status, Sexual Orientation or Gender Identity.

All applicants must meet the following application criteria:

1. Each application must be fully completed, signed and dated. All applicants age 18 and over MUST complete the application process. "Occupants only" are not allowed.
2. Maximum occupancy is two (2) people for one-bedroom apartments, and four (4) people for two-bedroom apartments.
3. Applicant(s) must give proof of identity: driver's license, social security card or verify that no number has been assigned.
4. Must possess a minimum of 6 months stable and verifiable employment history. A retired or self-employed applicant must provide verification of income by way of tax return or official documentation of pension/benefit payments.
5. Gross monthly income must be a minimum of three times the amount of the monthly rent.
6. Must possess a minimum of 6 months satisfactory and verifiable residential history.
7. Must have a satisfactory credit record with no open bankruptcies or current balances owed to prior landlords.
8. A criminal background check will be done on all applicants. Felony and misdemeanor convictions regarding the manufacturing and/or distribution of drugs/controlled substances, or the intent to do so, will not be considered. Other criminal convictions may be considered based on: type of offense, time since sentence completion, evidence of corrected behavior, and potential risk to the property and/or other residents.
9. Cosigners/Guarantors must be fully qualified by Heritage criteria, and will not be accepted for applicants who owe a balance to a previous landlord, or who have criminal convictions regarding the manufacturing or distribution of drugs (or the intent to do so).

Applicants may be denied for the following reasons:

Falsification of application	Incomplete application
Incomplete application	History of violence to persons or property
Balances owed to prior landlords	Poor rental history
Insufficient verifiable income	Insufficient time on current job

Security Deposits are non-refundable after 72 hours from notification of application approval. Failure to move in on the agreed date without prior approval will result in an automatic forfeiture of all monies paid. At that time, management has the right to re-rent the apartment to other qualified applicants. Denied applicants will be refunded their full security deposit amount. The \$25 application fee is non-refundable.

Release Authorization: I hereby allow The Heritage Apartments, through its designated agent and its employees, to obtain and verify my credit information (including a criminal background check) along with rental history, employment and income status. I understand that, should I lease an apartment, The Heritage Apartments and its agent shall have a continuing right to review my credit information, rental application, criminal background, payment history and occupancy history for account review purposes and for improving application methods. *I also understand that, upon leasing an apartment with the Heritage Apartments, its agents and employees may share certain personal identity information with its advertising partners, which personal identity information will remain confidential and not disclosed to third parties.*

X
Applicant Signature

X
Date

X
Applicant Signature

X
Date

X

X