



**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: \_\_\_\_\_

All applicants who indicate that they are not U.S. citizens will be asked to complete the supplemental questions in this Rental Application, unless otherwise noted. We are committed to compliance with fair housing laws and do not discriminate based on race, color, religion, sex, national origin, handicap or familial status. The purpose of the supplemental questions is:

1. to give you the option to furnish information about an emergency contact person for you in your home country;
2. to verify that you are lawfully in the United States;
3. to determine whether your right to be in the U.S. expires during your Lease Contract term; and
4. to enable us to better cooperate with government officials in the performance of their duties, when requested.

We don't anticipate sharing your responses to the supplemental questions with anyone except government officials who might inquire about you.

APPLICANT INFORMATION			
Full Name <i>(Exactly as it appears on Driver's License or Govt. ID card)</i>			
Former Name <i>(if applicable)</i>		Gender <i>(Optional)</i>	
Birthdate	Social Security #	Driver's License #	State
Government Photo ID card #		Type	
Home Phone Number	Cell Phone Number	Work Phone Number	
Email Address			
<b>Supplemental Questions</b> <input type="checkbox"/> Required <input type="checkbox"/> Not Required <i>(If the "Required" box is checked, please answer the following questions if you are not a U.S. citizen. If no box is checked, the following questions are not required and are optional.)</i>			
Have you ever been asked or ordered by a representative of any government to leave the U.S. or any other country? <input type="checkbox"/> yes <input type="checkbox"/> no			
If yes, please state when and what country or countries (list all): _____			
Are you a U.S. citizen? <input type="checkbox"/> yes <input type="checkbox"/> no			
Approximately how long have you been in the United States? _____ Years _____ Months			
Place of Birth _____ Country or countries of which you are a citizen (list all): _____			
Please check the U.S. Citizenship and Immigration Services (USCIS) document that entitles you to be in the United States:			
<input type="checkbox"/> Form I-551 Permanent Resident Card [Alien Registration Receipt Card] (form includes photo and fingerprint). Card Number: _____			
<input type="checkbox"/> Form I-766 Employment Authorization Document (form includes photo and fingerprint). Expiration Date: _____ Card Number: _____			
<input type="checkbox"/> Form I-94 Global Entry Form (form does not include photo or fingerprint). Expiration Date: _____ Form Number: _____			
<input type="checkbox"/> USCIS receipt for replacement of one of the above documents, with verification by USCIS of your entitlement above.			
<b><i>If you are relying on Form I-94, we will ask to see your passport and visa, and you will need to answer the questions below.</i></b>			
Country issuing your passport: _____ Your Passport Number: _____			
Expiration Date: _____			
Do you have a visa? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, what type? <input type="checkbox"/> student <input type="checkbox"/> work <input type="checkbox"/> visitor <input type="checkbox"/> other (specify): _____			
Visa Expiration Date: _____			
<b><i>We may ask to make a photocopy of any of the USCIS documents checked above and, if needed, your passport and visa.</i></b>			
Marital Status: <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> widowed <input type="checkbox"/> separated		Do you or any occupant smoke? <input type="checkbox"/> yes <input type="checkbox"/> no	
I am applying for the apartment located at: _____			
Is there another co-applicant? <input type="checkbox"/> yes <input type="checkbox"/> no			
Co-applicant Name			
Email			
Co-applicant Name			
Email			
Co-applicant Name			
Email			
Co-applicant Name			
Email			
Co-applicant Name			
Email			

**OTHER OCCUPANTS**

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

**Supplemental Questions**  Required  Not Required (If the "Required" box is checked, please answer the following questions if this occupant is not a U.S. citizen. If no box is checked, the following questions are not required and are optional.)

Has this occupant ever been asked or ordered by a representative of any government to leave the U.S. or any other country?  yes  no  
 If yes, please state when and what country or countries (list all): \_\_\_\_\_

Is this occupant a U.S. citizen?  yes  no

Approximately how long has this occupant been in the United States? \_\_\_\_\_ Years \_\_\_\_\_ Months

Place of Birth \_\_\_\_\_ Country or countries of which occupant is a citizen (list all): \_\_\_\_\_

**Please check the U.S. Citizenship and Immigration Services (USCIS) document that entitles the occupant to be in the United States:**

Form I-551 Permanent Resident Card [Alien Registration Receipt Card] (form includes photo and fingerprint). Card Number: \_\_\_\_\_

Form I-766 Employment Authorization Document (form includes photo and fingerprint). Expiration Date: \_\_\_\_\_ Card Number: \_\_\_\_\_

Form I-94 Global Entry Form (form does not include photo or fingerprint). Expiration Date: \_\_\_\_\_ Form Number: \_\_\_\_\_

USCIS receipt for replacement of one of the above documents, with verification by USCIS of your entitlement above.

**If relying on Form I-94, we will ask to see occupant's passport and visa, and you will need to answer the questions below.**

Country issuing passport: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**Does occupant have a visa?**  yes  no If yes, what type?  student  work  visitor  other (specify): \_\_\_\_\_

Visa Expiration Date: \_\_\_\_\_

**We may ask to make a photocopy of any of the USCIS documents checked above and, if needed, occupant's passport and visa.**

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

**Supplemental Questions**  Required  Not Required (If the "Required" box is checked, please answer the following questions if this occupant is not a U.S. citizen. If no box is checked, the following questions are not required and are optional.)

Has this occupant ever been asked or ordered by a representative of any government to leave the U.S. or any other country?  yes  no  
 If yes, please state when and what country or countries (list all): \_\_\_\_\_

Is this occupant a U.S. citizen?  yes  no

Approximately how long has this occupant been in the United States? \_\_\_\_\_ Years \_\_\_\_\_ Months

Place of Birth \_\_\_\_\_ Country or countries of which occupant is a citizen (list all): \_\_\_\_\_

**Please check the U.S. Citizenship and Immigration Services (USCIS) document that entitles the occupant to be in the United States:**

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Expiration Date: \_\_\_\_\_

**Does occupant have a visa?**  yes  no If yes, what type?  student  work  visitor  other (specify): \_\_\_\_\_

Visa Expiration Date: \_\_\_\_\_

**We may ask to make a photocopy of any of the USCIS documents checked above and, if needed, occupant's passport and visa.**

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

**Supplemental Questions**  Required  Not Required (If the "Required" box is checked, please answer the following questions if this occupant is not a U.S. citizen. If no box is checked, the following questions are not required and are optional.)

Has this occupant ever been asked or ordered by a representative of any government to leave the U.S. or any other country?  yes  no  
 If yes, please state when and what country or countries (list all): \_\_\_\_\_

Is this occupant a U.S. citizen?  yes  no

Approximately how long has this occupant been in the United States? \_\_\_\_\_ Years \_\_\_\_\_ Months

Place of Birth \_\_\_\_\_ Country or countries of which occupant is a citizen (list all): \_\_\_\_\_

**Please check the U.S. Citizenship and Immigration Services (USCIS) document that entitles the occupant to be in the United States:**

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USCIS receipt for replacement of one of the above documents, with verification by USCIS of your entitlement above.

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Country issuing passport: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**Does occupant have a visa?**  yes  no If yes, what type?  student  work  visitor  other (specify): \_\_\_\_\_

Visa Expiration Date: \_\_\_\_\_

**We may ask to make a photocopy of any of the USCIS documents checked above and, if needed, occupant's passport and visa.**

**OTHER OCCUPANTS (continued)**

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

**Supplemental Questions**  Required  Not Required (If the "Required" box is checked, please answer the following questions if this occupant is not a U.S. citizen. If no box is checked, the following questions are not required and are optional.)

Has this occupant ever been asked or ordered by a representative of any government to leave the U.S. or any other country?  yes  no  
If yes, please state when and what country or countries (list all): \_\_\_\_\_

Is this occupant a U.S. citizen?  yes  no

Approximately how long has this occupant been in the United States? \_\_\_\_\_ Years \_\_\_\_\_ Months

Place of Birth \_\_\_\_\_ Country or countries of which occupant is a citizen (list all): \_\_\_\_\_

Please check the U.S. Citizenship and Immigration Services (USCIS) document that entitles the occupant to be in the United States:

Form I-551 Permanent Resident Card [Alien Registration Receipt Card] (form includes photo and fingerprint). Card Number: \_\_\_\_\_

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**If relying on Form I-94, we will ask to see occupant's passport and visa, and you will need to answer the questions below.**

Country issuing passport: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Does occupant have a visa?  yes  no If yes, what type?  student  work  visitor  other (specify): \_\_\_\_\_

Visa Expiration Date: \_\_\_\_\_

**We may ask to make a photocopy of any of the USCIS documents checked above and, if needed, occupant's passport and visa.**

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

**Supplemental Questions**  Required  Not Required (If the "Required" box is checked, please answer the following questions if this occupant is not a U.S. citizen. If no box is checked, the following questions are not required and are optional.)

Has this occupant ever been asked or ordered by a representative of any government to leave the U.S. or any other country?  yes  no  
If yes, please state when and what country or countries (list all): \_\_\_\_\_

Is this occupant a U.S. citizen?  yes  no

Approximately how long has this occupant been in the United States? \_\_\_\_\_ Years \_\_\_\_\_ Months

Place of Birth \_\_\_\_\_ Country or countries of which occupant is a citizen (list all): \_\_\_\_\_

Please check the U.S. Citizenship and Immigration Services (USCIS) document that entitles the occupant to be in the United States:

Form I-551 Permanent Resident Card [Alien Registration Receipt Card] (form includes photo and fingerprint). Card Number: \_\_\_\_\_

Form I-766 Employment Authorization Document (form includes photo and fingerprint). Expiration Date: \_\_\_\_\_ Card Number: \_\_\_\_\_

Form I-94 Global Entry Form (form does not include photo or fingerprint). Expiration Date: \_\_\_\_\_ Form Number: \_\_\_\_\_

USCIS receipt for replacement of one of the above documents, with verification by USCIS of your entitlement above.

**If relying on Form I-94, we will ask to see occupant's passport and visa, and you will need to answer the questions below.**

Country issuing passport: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Does occupant have a visa?  yes  no If yes, what type?  student  work  visitor  other (specify): \_\_\_\_\_

Visa Expiration Date: \_\_\_\_\_

**We may ask to make a photocopy of any of the USCIS documents checked above and, if needed, occupant's passport and visa.**

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

**Supplemental Questions**  Required  Not Required (If the "Required" box is checked, please answer the following questions if this occupant is not a U.S. citizen. If no box is checked, the following questions are not required and are optional.)

Has this occupant ever been asked or ordered by a representative of any government to leave the U.S. or any other country?  yes  no  
If yes, please state when and what country or countries (list all): \_\_\_\_\_

Is this occupant a U.S. citizen?  yes  no

Approximately how long has this occupant been in the United States? \_\_\_\_\_ Years \_\_\_\_\_ Months

Place of Birth \_\_\_\_\_ Country or countries of which occupant is a citizen (list all): \_\_\_\_\_

Please check the U.S. Citizenship and Immigration Services (USCIS) document that entitles the occupant to be in the United States:

Form I-551 Permanent Resident Card [Alien Registration Receipt Card] (form includes photo and fingerprint). Card Number: \_\_\_\_\_

Form I-766 Employment Authorization Document (form includes photo and fingerprint). Expiration Date: \_\_\_\_\_ Card Number: \_\_\_\_\_

Form I-94 Global Entry Form (form does not include photo or fingerprint). Expiration Date: \_\_\_\_\_ Form Number: \_\_\_\_\_

USCIS receipt for replacement of one of the above documents, with verification by USCIS of your entitlement above.

**If relying on Form I-94, we will ask to see occupant's passport and visa, and you will need to answer the questions below.**

Country issuing passport: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Does occupant have a visa?  yes  no If yes, what type?  student  work  visitor  other (specify): \_\_\_\_\_

Visa Expiration Date: \_\_\_\_\_

**We may ask to make a photocopy of any of the USCIS documents checked above and, if needed, occupant's passport and visa.**

**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.

- 1. 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.
- 2. 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 or other amounts owed under the Lease Contract when the Lease Contract has been signed.
- 3. 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 or other amounts owed under the Lease Contract when the Lease Contract has been signed.
- 4. If you Fail to Sign Lease Contract 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.*
- 5. If You Withdraw Before Approval.** *If 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.*
- 6. Approval/Non-Approval.** We will notify you whether you’ve been approved within 10 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 10 days after we have received a completed Application. Notification may be in person or by mail, or by e-mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.



**AUTHORIZATION AND ACKNOWLEDGMENT (continued)**

**ACKNOWLEDGMENT**

You declare that all your statements in this Application are true and complete. You authorize us to verify the same through any means. 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.

\_\_\_\_\_  
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**

\_\_\_\_\_  
\_\_\_\_\_  
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