

Rental Application for Residents and Occupants
Each co-applicant and each occupant over 18 years old must submit a separate application. Spouses may submit a single application.

Date when filled out: _____

<div>ABOUT YOU</div> <div>Full name (exactly as on driver's license or govt. ID card)</div> <div></div> <div>Your street address as shown on your driver's license or govt. ID card</div> <div>Address _____ City _____ State _____ Zip _____</div> <div>Driver's License # : _____ State: _____</div> <div>OR Govt. photo ID card#:</div> <div>Former last names (maiden & married):</div> <div>Your Social Security #: _____</div> <div>Birthdate: _____ Height: _____ Weight: _____</div> <div>Sex: _____ Eye Color: _____ Hair Color: _____</div> <div>Marital Status: <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> divorced <input type="checkbox"/> widowed <input type="checkbox"/> separated</div> <div>Your current home address (where you live now):</div> <div>Address _____ City _____ State _____ Zip _____</div> <div>City/State/Zip: _____</div> <div>Phone: (_____) _____ Cell: (_____) _____</div> <div>Name of APT complex where you live: _____</div> <div>Current Owner or Manager's Name: _____</div> <div>Their Phone: (_____) _____ Date Moved In: _____</div> <div>Why are you leaving your current residence?: _____</div> <div></div> <div>Current monthly rent: \$ _____</div> <div>Previous home address: _____</div> <div>City/State/Zip: _____</div> <div>Apartment Name: _____</div> <div>Work Phone: (_____) _____</div> <div>Name of above Owner or Manager: _____</div> <div>Their phone: (_____) _____ Previously monthly rent: \$ _____</div> <div>Date you moved in: _____ Date you moved out: _____</div> <div>YOUR WORK</div> <div>Present Employer: _____</div> <div>Address: _____</div> <div>City/State/Zip: _____</div> <div>Work Phone: (_____) _____ Position: _____</div> <div>Your Gross monthly income: \$ _____</div> <div>Date you began this job: _____</div> <div>Supervisor's Name and Phone: _____</div> <div>Previous Employer: _____</div> <div>Address: _____</div> <div>City/State/Zip: _____</div> <div>Work Phone: (_____) _____ Position: _____</div> <div>Your Gross monthly income: \$ _____</div> <div>Date you began/ended this job: _____</div> <div>Supervisor's Name and Phone: _____</div> <div>YOUR CREDIT HISTORY</div> <div>List major credit cards: _____</div> <div></div> <div>Your other non-work income you want considered. Please explain & provide documentation: _____</div> <div></div> <div>Have you or your spouse ever owned a home? <input type="checkbox"/> YES <input type="checkbox"/> NO</div> <div>Past credit problems you want to explain. (Use separate page.)</div> <div>YOUR RENTAL/CRIMINAL HISTORY</div> <div>Check only if applicable.</div> <div>You represent the answer is "NO" to any item that is not checked</div> <div>Initials _____, if none of the below applies to all on this app. Have you, your spouse, or any occupant listed in this Application ever: <input type="checkbox"/> been evicted or asked to move out? <input type="checkbox"/> broken a rental agreement? <input type="checkbox"/> declared bankruptcy? <input type="checkbox"/> been sued for rent? <input type="checkbox"/> been sued for property damage? <input type="checkbox"/> been arrested for a felony or sex-related crime that was resolved by conviction, probation, deferred adjudication, court-ordered community supervision, or pretrial diversion? <input type="checkbox"/> been arrested for a felony or sex-related crime that has not been resolved by any method? Please indicate the year, location and type of each felony and sex-related crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision.</div>	<div>YOUR SPOUSE</div> <div>Full name: _____</div> <div>Former last names (maiden & married): _____</div> <div>Spouse's Social Security #: _____</div> <div>Driver's License # : _____ State: _____</div> <div>OR Govt. photo ID card#:</div> <div>Your Social Security #: _____</div> <div>Birthdate: _____ Height: _____ Weight: _____</div> <div>SPOUSE WORK</div> <div>Present Employer: _____</div> <div>Address: _____</div> <div>City/State/Zip: _____</div> <div>Work Phone: (_____) _____ Position: _____</div> <div>Your Gross monthly income: \$ _____</div> <div>Date you began this job: _____</div> <div>Supervisor's Name and Phone: _____</div> <div>OTHER OCCUPANTS</div> <div>Names of all persons under 18 and other adults who will occupy the unit without signing the lease. Continue on separate page if more than three.</div> <div>Name: _____ Sex: _____</div> <div>DL#: _____ SS#: _____</div> <div>Birthdate: _____ Relationship: _____</div> <div>Name: _____ Sex: _____</div> <div>DL#: _____ SS#: _____</div> <div>Birthdate: _____ Relationship: _____</div> <div>VEHICLES</div> <div>List all vehicles to be parked by you, your spouse, or any occupants (including cars, trucks, & motorcycles)</div> <div>Make & Model of Vehicle: _____</div> <div>Year: _____ Color: _____ License#: _____</div> <div>Make & Model of Vehicle: _____</div> <div>Year: _____ Color: _____ License#: _____</div> <div>OTHER INFO</div> <div>Will anyone have an animal? <input type="checkbox"/> YES <input type="checkbox"/> NO</div> <div>Kind, weight, breed, age: _____</div> <div>Pet Name(s): _____</div> <div>How were you referred? _____</div> <div>Name of Locator Service _____</div> <div>Friend _____ Other _____</div> <div>EMERGENCY</div> <div>contact person over 18, NOT residing with you</div> <div>Name: _____</div> <div>Address: _____</div> <div>City/State/Zip: _____</div> <div>Home: (_____) _____ Cell: (_____) _____</div> <div>Relationship: _____</div> <div>If you die or are seriously ill, missing, or in a jail or penitentiary according to an affidavit of, [check one or more]: <input type="checkbox"/> the above person, <input type="checkbox"/> your spouse, or <input type="checkbox"/> your parent or child, we may allow such person(s) to enter your dwelling to remove all contents, as well as your as well as your property in the mailbox. If no box is checked, any of the above are authorized at our option. If you are seriously ill or injured, you authorize us to send for an ambulance at your expense. We're not legally obligated to do so.</div> <div>AUTHORIZATION</div> <div>I or we authorize</div> <div>COLONY WEST APARTMENTS</div> <div>to obtain reports from consumer reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 30 days from the date of this Application.</div> <div>Applicant's Signature _____</div> <div>Spouse's signature _____</div> <div>You must also sign the Application Agreement on the next page of this Application.</div>
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Application Agreement

1. **Lease Contract Information.** The Lease Contract contemplated by the parties is attached or, if no Lease Contract is attached, the Lease Contract will be the current Lease Contract noted above. Special Information and conditions must be explicitly noted on an attached Lease Contract or in the Contemplated Lease Contract Information above.

2. **Application Fee (nonrefundable).** You have delivered to our representative an application fee in the amount indicated below, and this payment partially defrays the cost of administrative paperwork. It's nonrefundable.

3. **Application Deposit (may or may not be refundable).** In addition to any application fee, you have delivered to our representative an application deposit in the amount indicated below. *The application deposit is not a security deposit.* However, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR it will be refunded under paragraph 10 if you are not approved; OR it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraph 6 or 7.

4. **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.

5. **Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants 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.

6. **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.*

7. **If You Withdraw Before Approval.** You and any co-applicant may not withdraw your application or the application deposit. *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.*

Acknowledgement. You declare that all your statements on the first page of the Application are true and complete. You authorize us to verify same through any means. If you fail to answer any question 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 you performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

If you're seriously ill or injured, what doctor may we notify? (We're not responsible for providing medical information to or calling doctors or emergency personnel.) Doctor's Name: _____ Doctor's Phone: _____

Important medical information about you in an emergency: _____

Applicant's Signature: _____ Date: _____

Signature Of Spouse: _____ Date: _____

Signature of Owner's Representative: _____ Date: _____

8. **Completed Application.** An Application will not be considered "complete" and will not be processed until all of the following have been provided to us (*unless checked*): ☐ a separate Application has been fully filled out and signed by you and each co-applicant; ☐ an application fee has been paid to us; ☐ an application deposit has been paid to us. *If no item is checked, all are necessary for the Application to be considered completed.*

9. **Nonapproval.** We will notify you whether you've been approved within 10 days after 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 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 seperate written agreement.

10. **Refund after Nonapproval.** If you or any co-applicant is disapproved or deemed disapproved under paragraph 9, we'll refund all application deposits within 30 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.

11. **Extention of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 6, 9, or 10 falls on a Saturday, Sunday or a state or federal holiday, the deadline will be extended to the end of the next day.

12. **Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.

13. **Keys or Acces Devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents referred to in the Lease Contract; and (2) all applicable rents and securit deposits have been paid in full.

14. **Receipt.** Application fee (nonrefundable): \$ _____
Application deposit (may or may not be refundable): \$ _____ Total
of above application fee and application deposit: \$ _____ Total
amount of money we've received to this date: \$ _____

15. **Signature.** Our representative's signature is consent only to this Application Agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.

FOR OFFICE USE ONLY

1. Apt. name or dwelling address (street, city):

2. Person accepting application:

3. Person processing application:

4. Date that applicant or co-applicant was notified by ☐ telephone, ☐ letter, or ☐ in person of ☐ acceptance ☐ nonacceptance:

(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.)

5. Name of person(s) who were notified (at lease one applicant must be notified if multiple applicants):

6. Name of owner's representative who notified above person(s):

