



RENTAL APPLICATION

How did you hear about our property? _____

Desired Move-date _____ Desired Apartment Size _____

PERSONAL INFORMATION

Applicant

First Name _____ Middle Initial _____ Last Name _____

Marital Status _____ Maiden Name _____

Social Security No. _____ Date of Birth _____

Driver's License Number _____ State _____

Phone _____ Email _____

All Other occupants: (all minors & adult leaseholders)

<u>Name</u>	<u>Relationship to You</u>	<u>Date of Birth</u>	<u>Social Security Number</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

How many pets do you or other occupants own? _____

Kind of pet, breed, weight and age _____

Total number of vehicles (including Company vehicles) _____

Make/Model _____ Year _____ Color _____ Tag No. /State _____

Make/Model _____ Year _____ Color _____ Tag No. /State _____

RESIDENCE HISTORY

Applicant

Current Address _____ City _____ State _____ Zip Code _____

Move-in Date: _____ Move-out Date: _____ Monthly Payment Amount \$ _____

Landlord(owner/agent) Name _____ Phone _____

Reason for Leaving _____

Previous Address _____ City _____ State _____ Zip Code _____

Move-in Date: _____ Move-out Date: _____ Monthly Payment Amount \$ _____

Landlord(owner/agent) Name _____ Phone _____

Reason for Leaving _____

EMPLOYMENT HISTORY

Applicant

Current Employer _____ Dates From: _____ To: _____

Employer address _____ City _____ State _____ Phone _____

Position _____ Supervisor _____ Gross Monthly Salary \$ _____

Previous Employer _____ Dates From: _____ To: _____

Employer address _____ City _____ State _____ Phone _____

Position _____ Supervisor _____ Gross Monthly Salary \$ _____



Total gross monthly household income \$ _____

If there are other sources of income you would like us to consider, please list income amount, source and contact Information who could confirm. You do not have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application process.

Amount \$ _____ Per _____ Source _____ Phone _____

Comments: _____

PLEASE CHECK ALL THAT APPLY - Applicant has been...

- Sued for non-payment of rent or mortgage
- Broken a rental agreement or lease
- Evicted or asked to vacate rental property
- Sued for damage to rental property
- Committed or been convicted of a Felony in past 10 years? Record, if so explain _____
- Declared Bankruptcy, Auto Repo or Foreclosure
- Any illegal drug abuse or alcohol abuse
- Arrested or convicted, what was charge _____
- Received deferred adjudication for felony

Been released from prison or jail in the last 15 months or are now on probation or parole for any felony and/or drug or act of violence charge? _____

Are you required to register with any government (federal, state, or local) as a sex offender? _____

Personal References

First Contact

Name _____ Relationship _____ How Long _____
Address _____ City _____ State _____
Phone _____ Alternate Phone _____

Second Contact

Name _____ Relationship _____ How Long _____
Address _____ City _____ State _____
Phone _____ Alternate Phone _____

Emergency Contact, please notify the following individuals:

Primary Contact

Name _____ Relationship _____
Address _____ City _____ State _____
Phone _____ Alternate Phone _____

Secondary Contact

Name _____ Relationship _____
Address _____ City _____ State _____
Phone _____ Alternate Phone _____

Each adult must complete a separate application. Acceptance of this application, and any monies deposited herewith, is not binding upon Landlord until approved by Landlord. A non-refundable screening fee of **\$35.00** and a non-refundable administrative fee of **\$50.00** will be collected before this application will be processed. The Administrative Fee is non-refundable. These fees **must be in the form of Money Order** or debit/credit card. No personal checks will be accepted.

Application Fee \$35.00 (per adult)	Administrative Fee \$50.00 (per rental unit)	Amount Paid \$ _____
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In compliance with the fair credit reporting act, this is to inform you that a credit investigation involving the statements made on our rental Application for tenancy at AndMark Roosevelt Apartments is being initiated. I certify that to the best of my knowledge all statements are true and complete. I further authorize landlord to obtain credit reports, verify employment history, verify rental history and obtain character reports as necessary to verify all information put forth in the this. By signing the application, I recognize that an investigative report will be prepared whereby information will be obtained through interviews. This inquiry includes information as to your character, general reputation, credit & mode of living. This application may be disapproved, and monies paid will be **forfeit as a result of any misrepresentation** or insufficient information as a result of an incomplete application. You have the right to make a written request within 30 days from the date of signature below to receive additional information about the nature and scope of this investigation.

APPLICANT'S SIGNATURE	DATE
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FOR OFFICE USE ONLY - DO NOT WRITE BELOW

Approved or Denied	Rental Rate	Unit Type	Apt #	Occupancy Date
Single Occupant	Additional Occupants	Deposit Amount		Co-Signer
Yes or No	Adults: Minors:			Yes or No

RENTAL REFERENCE VERIFICATION

Applicant Name _____ Rental Address _____

When did the applicant reside at this address? From: _____ To: _____

Are you a friend or relative, is so what is your relationship? _____

Term of Lease _____, was lease completed? _____ Was proper notice given? _____

Was applicant asked to vacate _____ If so, why _____

Monthly rent payment \$ _____ Was the tenant ever late in making payments? _____

If yes, when and how many times was the tenant late? _____

Did other lease violations occur? _____, If so, what were they? _____

Any damage to the unit _____

Outstanding balance \$ _____ Would you rent to this tenant again? _____

Under Penalty of Perjury, I certify that the above information is true and correct

Name and Title _____ Company Name _____

Signature _____ Date _____



Rental Criteria

Trinity Multifamily is committed to complying with all Federal, State and Local Fair Housing Laws. It is our policy to offer apartments for rent to the general public without regard to race, color, national origin, religion, sex, familial status, disability or any other state or locally protected classifications. In order to assist with your decision on your new home, we are providing a list of guidelines used to qualify applicant for residency in our community.

Income/Employment

All persons applying for an apartment must have a **verifiable source** of income in a gross amount of no less than 3 times the gross rental rate. In the event of multiple applicants, roommates combined information will be considered by taking the full household income and ensuring it meets the above requirement. Acceptable proof of income is as follows:

- 3 Pay stubs for the past 60 days or job offer on letterhead with yearly salary
- Self-employed - Most recent tax return
- Child support or alimony if court directed with bank deposits listed
- Grants, pension, student loans or trust funds
- GI, disability, Social Security Benefits
- Employment Verification from Verifiable Employer

Rental/Mortgage History

All persons applying for an apartment must have twelve (12) months of verifiable, satisfactory history. An eviction or foreclosure could constitute reason for denial. Less than twelve months of history may require an additional deposit. Satisfactory history includes the following: Lease term fulfilled

- No lease violations
- Residence left in satisfactory condition and proper notice given to vacate
- First time renters will be considered to have no rental history and may require an additional deposit.



Credit History

All persons applying for an apartment must have established credit in good standing for the past 1 year. Lack of established credit or negative credit may require an additional deposit or could be reason for denial.

Negative credit includes but is not limited to the following:

- Past due accounts
- Judgments and/or write-offs
- Liens
- Balance due to a rental or mortgage company
- Unresolved bankruptcy

Criminal Background Search

A criminal background search will be conducted for each applicant and occupant who is 18 years of age or older. Applicants with felony offenses, drug charges, crimes against persons or property or sexual offenses as well as all other criminal activity may be denied depending on date of conviction and severity of crime committed.

Guarantor

A Guarantor may be considered for Full-Time Students. **A guarantor will not be substituted for unsatisfactory credit history, rental history or criminal history.** A guarantor must meet the same qualifications listed above but with the qualifying income increased to **five times** the amount of rent.

Pets

Pets are allowed on the property; however, each apartment has a pet limit of 1 pet, townhome & duplex has a pet limit of 2 pets. Aggressive breeds including but not limited to Pit bulls, American Staffordshire, German Shepherds, Doberman and Rottweiler or as determined by management and/or city laws, will not be allowed on the premises. Any dog with a previous history of biting or aggression will not be permitted. All pet owners must provide vet records showing current vaccinations and breed of dog. All dogs will "interview" with the manager for approval prior to move-in.

Snakes, reptiles and ferrets are not accepted.

Foreign Nationals

Foreign nationals must complete the same rental application as a United States Citizen. Foreign Nationals living or working in the United States must provide a valid documentation from the U.S. Department of Immigration and Naturalization (INS). Social Security number or a Visa stamped with stamped identification of entry date also known as an I-94 card. Income will be verified with a letter of intent to hire, work visa, work petition or verification of funds in a United States Bank account. *If income cannot be verified to the satisfaction of Management, the lease must be paid in full with verified funds.



Occupancy Guidelines

The maximum number of occupants permitted to dwell in an apartment shall not exceed two heartbeats per bedroom. For example, one-bedroom apartment may have two heartbeats, two-bedroom apartments may have up to four heartbeats.

Identity Verification

A US Government issued photo ID & social security card will need to be presented by all applicants, guarantors and occupants age 18 and older. All applicants, guarantors and occupants age 18 and older acknowledge and consent to the community’s policy of retaining a copy of the identification. All applicants who do not have a social security number must provide a tax ID number and current government photo ID/passport.

Providing False Information or Falsified Documents

If you provide false information on your rental application or falsified documents to support your application, your application for residency may be denied.

I have read and understand the Rental Criteria for this community

_____		_____	
Applicant	Date	Applicant	Date

