

# APARTMENT RENTAL APPLICATION

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## BASIC RENTAL CRITERIA

- All applicants must be at least eighteen (18) years of age or older.
- Applicant must have verifiable current employment or income with a gross monthly income of at least three (3) times the rental rate. In the event that the applicant has been at his or her current job for a period of six (6) months or less, then the applicant must provide verification of prior employment. Should the applicant be self-employed, he or she must then provide a copy of the previous year's tax return.
- Applicant must have a verifiable rental reference of six (6) months or more with a lease term fulfilled and a copy of the thirty (30) day written notice to vacate current or previous address provided. Applicant must not have more than two (2) late payments and/or non-sufficient fund (NSF) checks in one (1) year of residency. Any applicant with questionable rental history or a prior eviction may be subject to denial of application.
- Applicant credit reports must be in good and acceptable standing. Medical collection accounts will be the only exception in determining acceptable credit. Personal bankruptcies shall be allowable as long as the applicant meets all other qualifications and criteria and has re-established a good credit rating.
- Any and all adults must complete a rental application, be listed on the lease as a resident, and have full liability to fulfill all terms and conditions of the lease.
- Roommates must each have a gross monthly income of at least two (2) times the rental rate, and they must each fill out an application and pay an application fee and meet qualification criteria.
- A Lease Guarantor will be accepted on behalf of full time students and for persons with no prior rental or credit history. A Lease Guarantor must complete a Lease Contract Guaranty. Income requirement for a co-signer is six (6) times the rental amount.
- **MAXIMUM OCCUPANCY STANDARDS:**
  - 1 Bedroom has a maximum occupancy of two (2) persons
  - 2 Bedroom has a maximum occupancy of four (4) persons
  - 3 Bedroom has a maximum occupancy of six (6) persons
- A family may occupy a rental unit as long as the family does not exceed a maximum of two (2) persons per bedroom plus a child who is less than six (6) months old and who sleeps in the same bedroom with the child's parent or guardian. If the applicant is pregnant or has a child less than six (6) months old at the time of moving in and the newborn child reaches six (6) months of age during the lease term, the resident may stay in the unit for the duration of the lease term. However, if the number of residents exceeds the maximum per bedroom limit because the newborn reaches or exceeds the six (6) months limitation at the end of the lease term, the applicant must apply for and if accepted move into a larger unit, if available. Under no circumstances can the applicant remain in a unit where occupants exceed the maximum occupancy standards.

I have read and agree to the above rental criteria requirements.

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(Applicant Signature)

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(Dated)

**RENTAL SCREENING APPLICATION**

**LANDLORD INFORMATION**

Landlord Name: \_\_\_\_\_  
Landlord Address: \_\_\_\_\_  
Landlord City, State, ZIP Code: \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_  
Landlord Telephone: \_\_\_\_\_  
Landlord Email: \_\_\_\_\_  
Landlord Fax: \_\_\_\_\_

**RENTAL PROPERTY INFORMATION**

Rental Property Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Landlord City, State, ZIP Code: \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_  
Number of Bedrooms: \_\_\_\_\_

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
How long at current address? \_\_\_\_\_

**FAMILY OR ROOMMATE INFORMATION**

<b>Name of Person</b>	<b>Relationship to Applicant</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**PERSONAL HISTORY**

**EMERGENCY CONTACT**

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

Phone Number: \_\_\_\_\_

**APPLICANT CERTIFICATION**

I, \_\_\_\_\_, certify that the information provide in this Rental Application is true and correct to the best of my knowledge as of the date set forth below. I acknowledge that the Landlord shall rely on the information contained herein and I authorize the Landlord to verify any or all information provided.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Dated)

**FAIR HOUSING DISCLOSURE**

The Fair Housing Act of 1968, as amended by the Fair Housing Act Amendments of 1988, prohibits discrimination in housing based on race, color, national origin, religion, sexual orientation, handicap, or familial status. Except as permitted by the Housing for Older Persons Act of 1955, we are committed to complying with the letter and spirit of the laws which administers compliance with the fair housing laws in the United States Department of Housing and Urban Development.