

# APPLICATION FOR RESIDENCY

**Fair Housing Statement:** Landlord does business in accordance with Federal Fair Housing Law without regard to race, color, religion, sex, handicap, familial status or national origin. All applications are reviewed using uniform criteria.

**Felony Convictions:** Landlord will not knowingly rent to applicants with a felony conviction. Falsification of information on this application may result in legal action to recover possession of the rented premises.

**Sex Offenders:** Applicants reported to Landlord as listed in a multi-state data base of sex offenders will be declined.

**Occupancy Standards:** Unless modified by local law or ordinance, occupancy follows the HUD suggested guideline of 2 persons per bedroom or 1 person per "sleeping room" (efficiency/studio). Age, sex, familial status or any other protected classification will not be considered when evaluating occupancy unless required by local law or ordinance.

**Minimum Age to Rent:** All occupants 18 years of age and older must complete the application process.

**Office Use:**

Date of application: \_\_\_\_\_ Desired Move In Date: \_\_\_\_\_

Apartment applying for: \_\_\_\_\_ Lease Term: \_\_\_\_\_

Assigned Parking: \_\_\_\_\_ Number of Occupants: \_\_\_\_\_

Building Address: \_\_\_\_\_

Building Owner/Landlord: \_\_\_\_\_

Recurring Charges:

Apartment Rent: \_\_\_\_\_ Storage Rent: \_\_\_\_\_ Other: \_\_\_\_\_

Assigned Parking Rent: \_\_\_\_\_ Pet Rent: \_\_\_\_\_ Other: \_\_\_\_\_

Total Monthly Rent & Charges: \_\_\_\_\_

Rent Credits: \_\_\_\_\_ Security Deposit: \_\_\_\_\_

Traffic Source from Guest Card:  Online: \_\_\_\_\_  Rental Guide: \_\_\_\_\_

Sign / Driving By  Flyer/Mailing: \_\_\_\_\_  Realtor: \_\_\_\_\_

Newspaper: \_\_\_\_\_  Resident: \_\_\_\_\_  Other: \_\_\_\_\_

**Applicant #1-**

Last Name	First Name	Middle Name
Current Address- Number	Street	City
	State	Zip Code
Telephone Number (Best #)	Email Address*	Social Security Number
Telephone Number (Alternate #)	Drivers License (# + State)	Date of Birth

Have you ever been convicted of a felony? Circle one:    yes    /    no

Emergency Contact & References Name / Address / Phone # / Relationship to Applicant:

Emerg. Contact (Non Resident Family Member): \_\_\_\_\_

Reference 1: \_\_\_\_\_

Reference 2: \_\_\_\_\_

Residence History:

Current Landlord: \_\_\_\_\_ Landlord Phone #: \_\_\_\_\_

How long at current address? \_\_\_\_\_ Current Rent or Mortgage Payment: \_\_\_\_\_

*You **must** fill out the next line if you have not lived at your current address for at least three years.*

Previous Address: \_\_\_\_\_ How long there? \_\_\_\_\_

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**Applicant #1- Continued**

Employment & Income:  
Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Gross Income/Mo.: \_\_\_\_\_  
Employer Address: \_\_\_\_\_ How long there?: \_\_\_\_\_  
Supervisor's Name and Phone Number: \_\_\_\_\_  
*If not employed, please list all sources from which rent will be paid for the term of the lease:* \_\_\_\_\_

Banking Reference:  
Checking Acct. Number: \_\_\_\_\_ Bank Name & Branch: \_\_\_\_\_  
Savings Acct. Number: \_\_\_\_\_ Bank Name & Branch: \_\_\_\_\_

Vehicle Information:  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_  
Size: compact / mid / full / SUV-pick up Plate No. & State: \_\_\_\_\_

**Applicant #2-**

Last Name		First Name		Middle Name		
Current Address- Number		Street		City	State	Zip Code
Telephone Number (Best #)			Email Address*		Social Security Number	
Telephone Number (Alternate #)			Drivers License (# + State)		Date of Birth	
Have you ever been convicted of a felony?		Circle one:    yes    /    no				
Emergency Contact & References Name / Address / Phone # / Relationship to Applicant:						
Emerg. Contact (Non Resident Family Member): _____						
Reference 1: _____						
Reference 2: _____						
Residence History:						
Current Landlord:		Landlord Phone #:			_____	
How long at current address?		Current Rent or Mortgage Payment:			_____	
<i>You <b>must</b> fill out the next line if you have not lived at your current address for at least three years.</i>						
Previous Address:		How long there? _____				
Employment & Income:						
Employer:		Position:		Gross Income/Mo.: _____		
Employer Address:		How long there?: _____			_____	
Supervisor's Name and Phone Number: _____						
<i>If not employed, please list all sources from which rent will be paid for the term of the lease:</i> _____						
Banking Reference:						
Checking Acct. Number:		Bank Name & Branch: _____				
Savings Acct. Number:		Bank Name & Branch: _____				
Vehicle Information:						
Make:		Model:		Color:		Year: _____
Size: compact / mid / full / SUV-pick up		Plate No. & State: _____				

**Pet Information-**

**NOTE: Keeping of a pet requires prior written approval of Management and execution of a Pet Addendum and payment of applicable fees.**

Type of pet: \_\_\_\_\_ Breed: \_\_\_\_\_ Gender: \_\_\_\_\_  
Name: \_\_\_\_\_ Spayed/Neutered?: yes / no Declawed?: yes / no

\* If provided, your email address may be used as a primary means of communicating with you for business matters regarding your application and tenancy. Official correspondence will only come from the "cpm-ltd.com" domain name.

I (We) hereby apply to lease the apartment indicated on the reverse side of this application form. The sum of One Hundred Dollars (\$100.00) is deposited herewith with the understanding that it is not refundable if I (we) am (are) accepted by Landlord, with or without stipulations, and subsequently cancel my (our) application. If L does not accept this application, or stipulations cannot be met, the One Hundred Dollars (\$100.00) deposit shall be refunded in full. Approval of this application by L takes a minimum of one to three business days.

In addition, the sum of Thirty-five Dollars (\$35.00) has been paid for the express purpose of a credit report, residency verification, employment verification and administrative costs of L in connection with this application all of which we hereby authorize L to undertake. This is a non-refundable fee and shall not be applied toward rent or security deposit, whether or not the applicant is accepted.

Except for the initial One Hundred Thirty-five Dollars (\$135.00) paid at the time of making this application, all payments made by the applicant within fourteen (14) days of the move in date shall be made by certified check or money order.

If this application is approved, the One Hundred Dollars (\$100.00) deposit shall apply toward the security deposit of one month's rent under the lease. I (We) will sign a lease on L's standard form and pay the balance of the security deposit due and the required pre-payment of rent within five (5) business days after notification from L that this application has been approved. L will notify applicant that this application has been approved by phone by calling on two different days between 9:00 a.m. and 5:00 p.m. Monday through Friday at the work phone number listed above for the primary applicant unless the applicant, upon making this application, designates in writing another phone number at which applicant is to be contacted. If, by 6:00 p.m. on the day following the second day that L has called, applicant has failed to make an appointment or if applicant fails to be present at the appointment made to sign the lease, the One Hundred Dollars (\$100.00) deposit will be retained by L and not refunded to applicant, the apartment will be remarketed to any third party and L will have no further obligation to lease this or any apartment to applicant.

If the applicant is out of town or cannot make an appointment to sign the lease, then applicant must request L to fax a complete set of all lease and other documents to be signed to applicant at a fax number designated by applicant. Applicant agrees to then copy all faxed documents and to sign the copies of the fax documents and to overnight deliver to L the lease and other documents with original signatures and a check for the amount due upon signing of the lease. In any event the signed lease and check for the amount due L must be received by L within five (5) business days of notification from L that the applicant has been accepted for the apartment. If applicant does not comply with all of the above, the One Hundred Dollars (\$100.00) deposit will be retained by L and not refunded to applicant, the apartment will be remarketed and L will have no further obligation to lease this or any apartment to applicant. Time is of the essence.

I (We) understand and hereby authorize that as part of the procedure for processing the application, an investigative consumer report may be prepared whereby information is obtained through interviews with applicant's landlord, employers, associates, or others with whom applicant is acquainted. This inquiry includes, but is not limited to, information as to applicant's character, general reputation, mode of living, credit history and financial ability to pay the rent.

I (We) have read this application and hereby certify that the information in this application is complete and accurate; and I (we) agree that, in the event that this information is not complete and accurate, L may cancel this application and have no further obligation to lease to me (us). I (we) also agree that this application will become part of the lease agreement entered into with L. I (we) authorize L to obtain all such information as may be required by it concerning all of the statements made in this application.

\_\_\_\_\_  
Applicant Date

\_\_\_\_\_  
Co-Applicant Date

APPROVAL SUBJECT TO EMPLOYMENT, RESIDENCY AND CREDIT VERIFICATION.

Application reviewed by: \_\_\_\_\_