

# Ashley Manor Apartments

925 Ashley Drive • Moody, AL 35004 • 205.640.1449  
amanor1449@windstream.net • www.ashleymanorapartments.net

Date: \_\_\_\_\_ Desired Move-In Date: \_\_\_\_\_  
Apt Size Desired: \_\_\_\_\_ Desired Lease Term: \_\_\_\_\_

## Applicant Information

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ Issuing State: \_\_\_\_\_  
# Of Occupants residing in the apartment: \_\_\_\_ (Occupants 19 years and older require a separate application)  
Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_  
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## Residence History

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Landlord/Mortgage Co: \_\_\_\_\_ Phone: \_\_\_\_\_ Rent: \_\_\_\_\_  
How long at address: \_\_\_\_\_ Reason for moving: \_\_\_\_\_  
Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Landlord/Mortgage Co: \_\_\_\_\_ Phone: \_\_\_\_\_ Rent: \_\_\_\_\_  
How long at address: \_\_\_\_\_ Reason for moving: \_\_\_\_\_  
Have you or your co-occupant(s) ever been evicted? \_\_\_\_\_ If yes, explain: \_\_\_\_\_  
Do you or your co-occupant(s) owe money to any other apartment community? \_\_\_\_\_

## Employment History

Employer: \_\_\_\_\_ Date of hire: \_\_\_\_\_  
Monthly Income (proof required): \_\_\_\_\_ Position: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
*IF LESS THAN TWO YEARS AT CURRENT JOB:*  
Previous Employer: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Monthly Income: \_\_\_\_\_ Position: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Additional Income: (Additional income such as child support, alimony, or separate maintenance income that is to be included for qualification.) Source: \_\_\_\_\_ Amount: \_\_\_\_\_

## Vehicles on Property (Limit of 2)

Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Tag: \_\_\_\_\_  
Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Tag: \_\_\_\_\_  
Do you have any recreational vehicles – (motorcycles, boats, etc.)? \_\_\_\_\_ If yes, describe below: \_\_\_\_\_

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## In case of an emergency, please notify:

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

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

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

Email: \_\_\_\_\_

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

**NON-REFUNDABLE APPLICATION PROCESSING CHARGE/CONSENT POLICY:** Applicant submits a non-refundable payment in the amount of \$50 for credit, criminal background, employment, and rental history processing. If the applicant is not approved by management, the said sum will be retained by management to cover the cost of processing this application. Any false information will constitute grounds for rejection of this application. Management is hereby authorized to verify the accuracy and correctness of the statements contained herein, to communicate with the applicant's employers, apartment communities, and creditors, and to procure such other information management may require in evaluating this application. **Note: The application must be signed before it is processed. All persons aged 19 or over who will be residing in the apartment must fill out an application and go through the screening process to be approved.**

**GOOD FAITH DEPOSITS:** Applicant may submit payment in the amount of \$500 as a Good Faith Deposit in connection with this rental application. While this application is being processed, the deposit will secure the applicant's reserved place on our Priority Waiting List or on a vacant apartment. Upon approval, the deposit will be applied toward the Security Deposit required by the lease agreement. In the event this application is denied, the deposit will be refunded to the applicant, their name will be removed from the list, and the vacant apartment will be made available for lease.

**Note: Applicant has a period of 72 hours from the date/time of the receipt of this application by management to cancel their application and receive a refund of the \$500 Good Faith Deposit. If the application is canceled after the allowed 72 hours, the deposit will be forfeited. For Priority Waiting List applications, the 72-hour period begins once an apartment has been offered and accepted by the applicant.**

Please have separate checks/money orders payable to Ashley Manor Apartments:

\$50 Application Fee (per adult applicant)

\$500 Good Faith Deposit

Applicant Signature

Date

Management Signature

Date/Time Received

