



RENTAL APPLICATION FOR
RESIDENTS AND OCCUPANTS
(Each co-applicant and each occupant 18 years old
and over must submit a separate application.)



Date when filled out: _____

APPLICANT INFORMATION

Full Name (Exactly as it appears on Driver's License or Govt. ID card)

Former Name (if applicable)

Gender (Optional)

Birthdate

Social Security #

Driver's License #

State

Government Photo ID card #

Type

Home Phone Number

Cell Phone Number

Work Phone Number

Email Address

Marital Status: ☐ single ☐ married ☐ widowed ☐ separated

Do you or any occupant smoke? ☐ yes ☐ no

I am applying for the apartment located at:

Is there another co-applicant? ☐ yes ☐ no

Co-applicant Name

Email

Co-applicant Name

Email

Co-applicant Name

Email

Co-applicant Name

Email

Co-applicant Name

Email

Co-applicant Name

Email

OTHER OCCUPANTS

Full Name

Date of Birth

Government Photo ID card #

Relationship

Driver's License #

Type

State

Full Name

Date of Birth

Government Photo ID card #

Relationship

Driver's License #

Type

State

Full Name

Date of Birth

Government Photo ID card #

Relationship

Driver's License #

Type

State

Full Name

Date of Birth

Government Photo ID card #

Relationship

Driver's License #

Type

State

Full Name

Date of Birth

Government Photo ID card #

Relationship

Driver's License #

Type

State

RESIDENCY INFORMATION

Current Home Address (where you live now)

City

State

Zip Code

Do you ☐ rent or ☐ own?

Dates: FromTo

\$

Monthly Payment

Apartment Name

Landlord/Lender Name

Phone

Reason for Leaving

(The following is only applicable if at current address for less than 6 months.)

Previous Home Address

City

State

Zip Code

Do you ☐ rent or ☐ own?

Dates: FromTo

\$

Monthly Payment

Apartment Name

Landlord/Lender Name

Phone

Reason for Leaving

EMPLOYMENT INFORMATION

Present Employer

Address

City

State

Zip Code

Work Phone

Dates: FromTo

\$

Gross Monthly Income

Position

Supervisor Name

Phone

(The following is only applicable if at current employer for less than 6 months.)

Previous Employer

Address

City

State

Zip Code

Work Phone

Dates: FromTo

\$

Gross Monthly Income

Position

Supervisor Name

Phone

ADDITIONAL INCOME

(Income must be verified to be considered)

Type

Source

\$

Gross Monthly Amount

Type

Source

\$

Gross Monthly Amount

CREDIT HISTORY (if applicable)

If applicable, please explain any past credit problem:

RENTAL/CRIMINAL HISTORY

(Check only if applicable)

Have you or any occupant listed in this Application ever:

☐ been evicted or asked to move out?

☐ moved out of a dwelling before the end of the lease term without the owner’s consent?

☐ declared bankruptcy?

☐ been sued for rent?

☐ been sued for property damage?

☐ been convicted (or received an alternative form of adjudication equivalent to conviction) of a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime?

Please indicate the year, location and type of each felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. *You represent the answer is “no” to any item not checked above.*

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REFERRAL INFORMATION

How did you find us?

☐ Online search. Website address:

☐ Referral from a person. Name:

☐ Social Media. Which one?

☐ Other

EMERGENCY CONTACT

Emergency contact person over 18, who will not be living with you:

Name

Relationship

Address

City

State

Zip Code

Home Phone #

Cell Phone #

Work Phone #

Email Address

VEHICLE INFORMATION (if applicable)

List all vehicles owned or operated by you or any occupants (including cars, trucks, motorcycles, trailers, etc.).

Make

Model

Color

Year

License Plate #

State

Make

Model

Color

Year

License Plate #

State

Make

Model

Color

Year

License Plate #

State

Make

Model

Color

Year

License Plate #

State

PET INFORMATION (if applicable)

You may not have any animal in your unit without management’s prior authorization in writing. If we allow your requested animal, you must sign a separate animal addendum, which may require additional deposits, rents, fees or other charges.

Name

Type

Breed

Gender

Weight

Color

Age

Assistance Animal Status: ☐ yes ☐ no

Name

Type

Breed

Gender

Weight

Color

Age

Assistance Animal Status: ☐ yes ☐ no

APPLICATION AGREEMENT

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease Contract. While some of the information below may not yet apply to your situation, there are some provisions that may become applicable prior to signing a Lease Contract. In order to continue with this application, you’ll need to review the Application Agreement carefully and acknowledge that you accept its terms.

1. Apartment Lease Contract Information.

The Apartment Lease Contract (referred to as “Lease Contract” or “Lease”) contemplated by the parties will be the current NAA Lease Contract. Special information and conditions must be explicitly noted on the Lease Contract.

2. 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 or other amounts owed under the Lease Contract when the Lease Contract has been signed.

3. Approval When Lease Contract Isn’t Yet Signed.

If you and all co-applicants have 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 or other amounts owed under the Lease Contract when the Lease Contract has been signed.

4. 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.

5. If You Withdraw Before Approval.

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.

6. Approval/Non-Approval.

We will notify you whether you’ve been approved within 10 days 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 separate written agreement.

7. Refund after Non-Approval.

If you or any co-applicant is disapproved or deemed disapproved under Paragraph 6, 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.

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APPLICATION AGREEMENT (CONTINUED)

8. Extension of Deadlines. If the deadline for signing, approving, or refunding under paragraphs 4, 6, or 7 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.

9. Keys or Access Devices. We'll furnish keys and/or access devices only after: (1) all parties have signed the Lease Contract and other rental documents; and (2) all applicable rents and security deposits have been paid in full.

10. Application Submission. Submission of a rental application does not guarantee approval or acceptance. It does not bind us to accept the applicant or to sign a Lease Contract.

DISCLOSURES

1. Application Fee (Non-Refundable). You agree to pay to our representative the non-refundable application fee in the amount indicated in paragraph 3. ***Payment of the application fee does not guarantee that your application will be accepted.*** The application fee partially defrays the cost of administrative paperwork. ***It is non-refundable.***

2. Application Deposit (may or may not be refundable). In addition to any application fee(s), you agree to pay to our representative an application deposit in the amount indicated in paragraph 3. *The application deposit is not a security deposit.* The application deposit will be credited toward the required security deposit or other amounts owed under the Lease Contract when the Lease Contract has been signed; OR, it will be refunded under paragraph 7 of the Application Agreement if your application is not approved; OR, it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraphs 4 or 5 of the Application Agreement.

3. Fees Due. Your Rental Application will not be processed until we receive your completed Rental Application (and the completed Rental Application of all co-applicants, if applicable) and the following fees:

1. Application fee (non-refundable): \$ 50.00

2. Application deposit (may or may not be refundable): \$ 500.00

4. Completed Application. Your Rental Application for Residents and Occupants will not be considered “completed” and will not be processed until we receive the following documentation and fees:

1. Your completed Rental Application;

2. Completed Rental Applications for each co-applicant (if applicable);

3. Application fees for all applicants;

4. Application deposit for the Unit.

5. 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.

SPECIAL PROVISIONS

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

AUTHORIZATION AND ACKNOWLEDGMENT

AUTHORIZATION
I authorize **Ashley Manor**

I authorize Ashley Manor

(name of owner/agent) to obtain reports from any consumer or criminal record 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 criminal background information, 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 365 days from the date of this Application.

Payment Authorization
I authorize **Ashley Manor**

I authorize Ashley Manor

(name of owner/agent) to collect payment of the application fee and application deposit in the amounts specified under paragraph 3 of the Disclosures.

Non-Sufficient Funds and Dishonored Payments.
If a check from an applicant is returned to us by a bank or other entity for any reason, if any credit card or debit card payment from applicant to us is rejected

If a check from an applicant is returned to us by a bank or other entity for any reason, if any credit card or debit card payment from applicant to us is rejected, or if we are unable, through no fault of our own or our bank, to successfully process any ACH debit, credit card, or debit card transaction, then:

(i) Applicant shall pay to us the NSF Charge; and

(ii) We reserve the right to refer the matter for criminal prosecution

ACKNOWLEDGMENT
You declare that all your statements in this Application are true and complete. You authorize us to verify the same through any means. If you fail to answer any

You declare that all your statements in this Application are true and complete. You authorize us to verify the same through any means. If you fail to answer any question(s) 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. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

This Rental Application and the Lease Contract are binding documents when signed. Before submitting a Rental Application or signing a Lease Contract, you may take a copy of these documents to review and/or consult an attorney. Additional provisions or changes may be made in the Lease Contract if agreed to in writing by all parties.

Applicant's Signature _____

Date _____

FOR OFFICE USE ONLY	
	Unit # or type
Apt. name or dwelling address (street, city)	
Person accepting application	Phone
Person processing application	Phone
Applicant or Co-applicant was notified by ☐ telephone ☐ letter ☐ email, or ☐ in person of ☐ acceptance or ☐ non-acceptance on	
(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.)	
Name of person(s) who were notified (at least one applicant must be notified if multiple applicants):	
Name(s)	
Name of owner’s representative who notified above person(s)	
ADDITIONAL COMMENTS	

