



Dear Future Resident,

Welcome to \_\_\_\_\_ Apartments. As part of our easy application process, we have attached an application for you to complete. Please review the following list of items you will need to present when submitting your application. If you have any questions concerning the application process, please feel free to contact us at \_\_\_\_\_.

In order to submit your application, you will need to provide us with the following:

1. An Apartment Application completed and signed by all leaseholders and co-signers.
2. A completed Occupant Information Sheet for each occupant 18 years of age or older. (Leaseholders and Co-signers do not need to complete this form)
3. A Statement of Rental Policy signed by all leaseholders & co-signers.
4. A government issued photo ID for each leaseholder, co-signer and occupant 18 years of age or older. (ID must be issued by a government from within the United States. i.e. State, Municipal or Federal Agency, etc.)
5. Proof of income must be presented within one business day of submitting your application. Some of the most common ways to prove income are:
  - a. Two most recent paycheck stubs. If hired within the past 90 days, an offer letter including salary information on company letterhead may be used
  - b. Bank Statements showing current balance. This includes checking, savings, CD's, Money Market Accounts, etc.
  - c. Current student financial aid award letter.
  - d. Social Security Benefits, Retirement and Pension Payments.
  - e. If self-employed – W-2's, 1099's or tax return is required.

If you do not have any of the above items, contact the rental office to discuss other options.

6. The following payments will need to be made when submitting your application. These payments may be made by check, money order or credit card.
  - One payment for application fees (\$35 per applicant or co-signer & \$25 per occupant 18 years of age or older).
  - A separate payment of \$\_\_\_\_\_ for your Security Deposit & Administrative Fee

Thank you for your interest in our community. We look forward to seeing you in your new home at \_\_\_\_\_ Apartments.

Sincerely,





# Occupant Information

(To be attached to the apartment application)

Name (First, Middle, Last)		Social Security Number		Telephone Number (    )		Date of Birth /   /		Age		E-Mail Address			
Present Address			Apt. #		City			State		Zip		Name of Property	
How Long? Y        M		Owner/Manager's Name								Telephone Number (    )			
Name of Apartment Community at Which You Previously Resided					Apartment Number			How Long? Y        M		Telephone number (    )			
Address		City			State		Zip		Owner/Manager's Name				
Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed													
Name of Employer			Address				City			State		Zip	
How Long? Y        M		Title/Position/Profession		Business Telephone Number (    )			Name of Supervisor						
Make of Vehicle					Color		Year		License Plate Number				
Do You Have Any Vehicles, Other Than Auto? (Include Boat, Campers, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes    If Yes, What Kind:					Size			Color		License Number			
Do You Have Any Pets? <input type="checkbox"/> No <input type="checkbox"/> Yes    If Yes, How Many?					Type			# Lbs. Full Grown					
Have You Ever Leased At a 1 <sup>st</sup> Lake Property Before? <input type="checkbox"/> No <input type="checkbox"/> Yes    If Yes, Which Property?					Address			Zip		Year			
Have You Ever Been Arrested For, Convicted Of, Entered a Guilty Plea, or a No Contest Plea To a Felony or Misdemeanor?									<input type="checkbox"/> No <input type="checkbox"/> Yes				
List Nearest Relative Not Living With You For Emergency Contact. Name					Address			City		State		Zip	
Does this person have your permission to enter your apartment in case of an emergency? <input type="checkbox"/> No <input type="checkbox"/> Yes							Telephone Number (    )		Relationship				

- You must present a US government issued ID to the rental office.

- The above information is correct to the best of my knowledge. I have no objection to inquiries for the purposes of verification of the above statement. It is understood that the above information will be held in strict confidence. I understand that 1<sup>st</sup> Lake Properties will use the information above to perform a criminal background search. Based upon the requested criminal background reports, my occupancy will be approved or denied. My credit report will not be accessed and/or used

- An application fee of \$25 has been submitted to perform a criminal background search. This fee is non-refundable.

Occupant’s Signature: \_\_\_\_\_

Occupant’s Name (Printed): \_\_\_\_\_

Date: \_\_\_\_\_

Apt#: \_\_\_\_\_



STATEMENT OF RENTAL POLICY

EQUAL HOUSING	Non-discrimination on basis of race, color, religion, sex, handicap status, family status or national origin is the comprehensive policy of this company.
APPLICATION FEE	Before an application can be processed, an “Application Fee” in the amount of \$35.00 is charged for each applicant and \$25.00 for each Occupant 18 years of age or older. All requirements must be met within seven (7) days or a new application fee must be paid. Application fees are non-refundable.
APPLICATION	To be completed by each applicant 18 years of age or older without omissions or falsifications. US Driver’s license or US government issued I.D. required as proof of identity. All applicants must be 18 or over to contract. Any occupant 18 years of age or older must complete an application for criminal screening purposes. If any individual applicant or occupant has been declined because of a criminal record, the entire application is considered declined and residency will be denied to all applicants and occupants unless accepted individuals are qualified accordingly.
QUALIFICATIONS	1 <sup>st</sup> Lake Properties, Inc. uses the SafeRent application screening process to review your consumer and criminal background. SafeRent uses an empirically derived, statistically sound, scoring system to evaluate your consumer report. Scoring is based on real data and statistics, so it treats all applicants objectively. Your consumer report contains information about you and your experiences, such as your bill-payment history, the number and type of accounts that you have late payments, collection actions, outstanding debt, and the age of your accounts. A criminal background check will be processed on each applicant and occupant 18 years of age or older. Verification of recent rent or mortgage payments may also be required. Based upon your applicant score, criminal background, rental/ mortgage and payment verification your application will be accepted, rejected or accepted with conditions. 1 <sup>st</sup> Lake requires verification of income within one business day of signing the Deposit/Application Receipt. If annual income is verified to be less than what was reported, by \$1,000 or more, a new consumer report may be ordered. 1 <sup>st</sup> Lake’s scoring system will be used when SafeRent is unable to score an applicant. Verification of income, employment, rental history and criminal background is required in order to process your application through our system. Scholarships, government assistance, subsidies and/or inconsistent income such as alimony, commissions, tips, etc. will require verification. If self employed, W-2’s, 1099’s or tax return is required. A copy of your last two (2) paychecks will be accepted.
VIEWING APT	A minimum of one person in a party must show a US government issued photo I.D. prior to viewing an apartment as a safety precaution. An available made ready apartment or model will be shown. Management has a standard criterion that must be met before an apartment can be considered ready to show.
RESIDENCY	Depending upon factors including the nature, severity and date of the criminal record, 1 <sup>st</sup> Lake Properties reserves the right to deny any applicant on the basis of one or more criminal conviction, guilty plea, no contest plea, deferred adjudication and/or arrest.
OCCUPANCY	Only two (2) persons per bedroom.
POSSESSION OF APARTMENT	Lessee will not be permitted to take possession of the apartment until all paperwork is completed and all monies due are paid in full. If Lessee takes possession of apartment on or after the 20 <sup>th</sup> of the month, the Lessee must pay the pro-rated rent plus the next month’s rent.
ELECTRICAL SERVICE	Providing electrical service to the apartment is the sole responsibility of the Lessee. Electrical service must be scheduled prior to move-in, as service in the property name will be disconnected by move-in date.
OTHER VEHICLES	Boats, trailers, RV’s, etc. are not permitted (unless approved by management). Oversized commercial vehicles are not allowed in the parking lot overnight.
NO CASH POLICY	Cash is never accepted.
RENTAL PAYMENT	The monthly rent is due on the first of each month. There will be a late fee after the third as per the lease agreement.
SECURITY DEPOSIT & ADMINISTRATIVE FEE	Security Deposit and Administrative Fee must be paid in the form of a check, money order, cashier’s check or credit card at the time the application is taken before processing can begin.
PET FEES	Pets are accepted at Lessor’s discretion. There is a separate deposit on pets and additional monthly pet rent. Should a pet be acquired after move-in, all current pet provisions must be adhered to. All service animals are excluded from the required pet deposit and pet rent.
ANTENNA & SATELLITE DISH RULES	Specific rules and regulations in the form of an addendum are necessary for the installation of an Antenna or Satellite Dish
CO-SIGNERS	<b>A co-signer, once approved, will be held financially responsible for any and all damages to the apartment, uncollected rents, deposits or fees.</b>

Read and Accepted by:

Lessee \_\_\_\_\_

Lessee \_\_\_\_\_

Lessee \_\_\_\_\_

Lessee \_\_\_\_\_

Apt# \_\_\_\_\_

Co-signer \_\_\_\_\_

Co-signer \_\_\_\_\_

Agent for Lessor \_\_\_\_\_

Date \_\_\_\_\_

