

Dear Future Resident,
Welcome to Apartments. As part of our easy application process, we hav 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.
 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.)
 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 payment 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,



IMPORTANT: Were you referred by a resident living at this property? ☐ If yes, list Apt. No.
Name:
☐ Apartment Leasing Company



If you're interested in joining the 1st Lake Team, call (504) 455-5059 or visit 1stlake.com for employment opportunities.

APPLICATION FOR APARTMENT

										AFT. NO.												
PROPERTY NAME											MONTHLY RENTAL RATE											
DESIRED DATE OF OCCUPANCY (DATE RENT BEGINS) LEASE TERM																						
How did you search for a				ıs? (Plea	se selec	ct as ma	ny as	apply)														
Searched on: Went Directly to: Searched In print: Other:												_										
☐ Google.com☐ Bing.com			m ıtFinder	com	=	☐ ForRent.com ☐ Twitte ☐ Hot Pads.com ☐ Yelp												☐ Emp. Program ☐ Property Referral				
☐ Yahoo.com			itGuide.	ve.com	·						☐ Flyer/Brochu☐ N.O. Renters							nt Refe				
	☐ Ap	artmen	ts.com		☐ Myl						☐ Times Picayune				e 🔲 Drive By							
	g.com										Yellow Pages						Resid	ent				
		☐ Rent.com ☐ Rentals.com					⊔ ∐_										Visit					
Applicant #1	<u> </u>	cebook		Security #						lephone Number Dat			Date o	Date of Birth Age				F-M	ail Add	ress		
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Present Address	<i>‡</i>		State					Zip				Name of Property										
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Y M																()					
Name of Apartment Comm	nunity a	at Whic	ch You I	Previousl	y Reside	ed	Apa	rtment I	Num	ber	How	Long?			Te	elepho	one nu	ımbe	r			
	1	011										Y M			()						
Address		City			State					<u>'ip</u>		Owner/I	Owner/Manager's Name									
Marital Status N	/larried	ł		Sing	le	Γ	Div	orced Sep					parated				Widowed					
Name of Employer			Δι	ddress							City					State	-	T 7	Zip			
Name of Employer			/ "	Jul 000					City							State			Zip			
How Long? Gros	s Annı	ual Inco	ome	Other In	come	Posit	ion/Pr	ofession	n	Bu	siness	Teleph	elephone Number 1			ame c	of Sup	ervis	l ervisor			
Y M									()				iono riambor			, ta 5. 5. 5. p						
Applicant #2			Social	Security#	! Driv	ers Licer	ise Nu	ımber	ber Telephone			ne Number Date o			of Birth Age			e E-Mail Address				
• •				,					(()			/ /			İ		L Mail / tadiooo				
Present Address			Apt. #	‡	City					Stat	te		Zip					Nam	lame of Property			
	1.4																					
How Long?		Owne	er/Mana	ger's Naı	me											Tel	ephon	ne Nu	ımber			
Y M																()					
Name of Apartment Comm	nunity a	at Whic	ch You I	Previousl	y Reside	ed	Apa	rtment I	Num	ber	How	Long? Y	М		Te	elepho	one nu	ımbe	r			
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Address		City				Stat	Е		4	<u>ʻ</u> ip		Owner/I	viariage	5 Na	me							
Marital Status : Married Single Divorced Separated Widowed																						
Name of Employer	Address	ddress					City				State				Zip							
How Long? Gross Annual Income Other Income Position/Profession Business Telephone Number Name of Supervisor																						
Y M ()																						
			LIST	OTHER	PERSO	NS WHO Relation		OCCU	PY T	HIS A												
Name			Social				ecurity N		Date of Birth													
Make of Vehicle – Applica		Color	Color			ar		License Plate Num				nher										
wate of verticie – Applicat							Color Year				130 1	Tate Number										
Make of Vehicle – Applica						Color Ye			Year Licen			nse Plate Number										
• • • • • • • • • • • • • • • • • • • •																						
Do You Have Any Vehicles, Other Than Auto? (Include Boat, Campers, etc.) Size Color License Number										oer												
	s, Wha	at Kind:																				
Do You Have Any Pets?	I N 4	0	1	Name			Тур	е				Co	lor		A	Age			# lbs.	Full G	rown	
□ No □ Yes If Yes, H															.,							
Have You Ever Leased At ☐ No ☐ Yes If Yes		.ake Pr ch Prop		setore?				Addre	SS						2	Zip			Year			
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Have You Ever Been Arrest Misdemeanor?	sted F	or, Con	ivicted (Jf, Entere	ed a Gui	ity Plea,	or a N	o Conte	est P	lea 1	o a Fe	lony or		Ιг	ΠN		Ye			No [Yes	
(1st Applicant) List Nearest	t Relat	ive Not	Living	With A	Address				_	City				State	_			5	<u>''</u>	NO L	165	
You For Emergency Conta			Living	,	laarooo					Oity				Otato			- .p					
Name											1											
Does this person have you ☐ No ☐ Yes	ır pern	nission	to ente	r your ap	artment	ın case o	of an e	mergen	cy?		l ele	ephone N	Number			Rela	ationsh	ııp				
	t Doloi	tiva Na	t Livina	\\/;th /	\				_	City	'	,	+	Ctoto		<u> </u>	7in					
(2 nd Applicant) List Neares You For Emergency Conta		uve NO	LLIVING	vviui A	Address					City				State	·	'	Zip					
Name																						
Does this person have you	ır pern	nission	to ente	r your ap	artment	in case o	f an e	mergen	су?		T	elephon	e Numb	er	T	Rela	ationsh	nip				
☐ No ☐ Yes		_									()										
- Applicant has deposited here																						
hereinafter provided in the Lease Agreement. In the event the application is approved and applicant fails or refuses to enter into the contemplated lease, owner shall retain the said deposit as liquidated damages to cover the cost of taking and processing this application and removing the premises from the market and holding same for applicant. In the event this application is																						
disapproved, or for any other	reason	for whice	h owner	is respons	sible the I	Lease Agre	eement	is not co	onsun	matec	d, this o	deposit w	ill be retu	ırned t	o app	olicant	. The a	applica	ation is	made	with the	
understanding that it is subject applicant score and criminal ba																						
you signed the Application Con	nfirmati	ion and	Deposit I	Receipt. If	annual inc	come is ve	rified to	be less t	than v	what w	vas repo	orted, by	\$1,000 or	more,	a new	v appl	icant re	port v	vill be	ordered		

- 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 Applicant 2:_

Applicant 1: _

information will be held in strict confidence.



Occupant Information (To be attached to the apartment application)

Name (First, Middle, Last)		Social Security I	Telephone Number Date			Birth 	Age		=-Mail Address			
Present Address	Apt. #	City	1	State		Zip		1	Name of Property			
How Long? Y M	Owner/Manage							Telephon	ephone Number)			
Name of Apartment Community	at Which You	ed A	partment Nu	mber	How Long? Y	P M	Tele (phone nu)	e number			
Address	City		State		Zip	Owner/N	Manager's N					
Marital Status Marrie		Single		Divorced			parated	_		Widowed		
Name of Employer		dress			Ci	ty		Sta	ate	Zip		
How Long? Title/Position Y M	n/Profession	Business Teleph	none Nun	nber	Nam	e of Supervi	isor					
Make of Vehicle				Color	Yea	ar	License	Plate	Number			
Do You Have Any Vehicles, Oth Campers, etc.) ☐ No ☐ Yes If Yes, Wh		(Include Boat,		Size	•		Color			License Number		
Do You Have Any Pets? ☐ No ☐ Yes If Yes, Ho				Туре			# Lbs. Full Grown					
Have You Ever Leased At a 1 st No Yes If Yes, Wh	Lake Property nich Property?	Before?		Address			Zip			Year		
Have You Ever Been Arrested I Misdemeanor?	For, Convicted	Ity Plea,	or a No Conte	st Plea	To a Felony	or		1	No Yes			
List Nearest Relative Not Living Name	With You For	ict. Ad	dress		Cit	City			Zip			
Does this person have your per ☐ No ☐ Yes	mission to ente	er your apartment	in case o	f an emergen	cy? T	elephone N	lumber		Relations	ship		
- You must present a US government issued ID to the rental office.												
- The above information is correct t information will be held in strict con background reports, my occupancy w	fidence. I unders	tand that 1st Lake Pro	perties wi	ll use the inform	ation abo	ve to perform						
- An application fee of \$25 has been	submitted to perf	orm a criminal backg	round sear	ch. This fee is 1	non-refund	dable.						
Occupant's Signature:												
Occupant's Name (Prin	nted):											
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	1st 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. 1st 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. 1st 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 st 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 th 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-indate.
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	A co-signer, once approved, will be held financially responsible for any and all damages to the apartment, uncollected rents, deposits or fees.
Read and Accepted by:	



Co-signer _____

Agent for Lessor

Co-signer ___

Date ____

Lessee__

Lessee___

Lessee ____

Lessee____