



**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: The Westcott Apartments

Is there another co-applicant?  yes  no

Co-applicant Name Email

Co-applicant Name Email

Co-applicant Name Email

Co-applicant Name Email

**OTHER OCCUPANTS**

Full Name Relationship

Date of Birth Social Security # Driver's License # State

Government Photo ID card # Type

Full Name Relationship

Date of Birth Social Security # Driver's License # State

Government Photo ID card # Type

Full Name Relationship

Date of Birth Social Security # Driver's License # State

Government Photo ID card # Type

Full Name Relationship

Date of Birth Social Security # Driver's License # State

Government Photo ID card # Type

**RESIDENCY INFORMATION**

Current Home Address (where you live now)

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Do you  rent or  
 own?  
 Dates: \_\_\_\_\_ \$ \_\_\_\_\_  
 From To 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: \_\_\_\_\_ \$ \_\_\_\_\_  
 From To Monthly Payment

Apartment Name

Landlord/Lender Name \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Present Employer \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Dates: \_\_\_\_\_ \$ \_\_\_\_\_  
 From To 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: \_\_\_\_\_ \$ \_\_\_\_\_  
 From To 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:

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**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 # _____	State _____
Make _____	Model _____	Color _____
Year _____	License # _____	State _____
Make _____	Model _____	Color _____
Year _____	License # _____	State _____
Make _____	Model _____	Color _____
Year _____	License # _____	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: <input type="checkbox"/> yes <input type="checkbox"/> no	

_____ Name	_____ Type	_____ Breed
_____ Gender	_____ Weight	_____ Color
_____ Age	Assistance Animal Status: <input type="checkbox"/> yes <input type="checkbox"/> 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. **Lease Contract Information.** The Lease Contract contemplated by the parties will be the current 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.
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.
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.
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 when the Lease Contract has been signed by all parties; 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): \$ \_\_\_\_\_
  2. Application deposit (may or may not be refundable): \$ \_\_\_\_\_
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.

## AUTHORIZATION AND ACKNOWLEDGMENT

### AUTHORIZATION

I authorize LJC Westcott LLC

(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 LJC Westcott LLC

(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, 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 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. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. 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.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

_____	_____
Apt. name or dwelling address (street, city)	Unit # or type
Person accepting application	Phone
Person processing application	Phone
Applicant or Co-applicant was notified by <input type="checkbox"/> telephone <input type="checkbox"/> letter <input type="checkbox"/> email, or <input type="checkbox"/> in person of <input type="checkbox"/> acceptance or <input type="checkbox"/> 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**

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____



It is the policy of Finlay Management and affiliated communities to offer apartment homes without regard to race, color, national origin, religion, sex, familial status, or handicap. Finlay Management is committed to compliance with all federal, state and local fair housing laws.

### **Identification**

All applicants 18 years of age or older must present a valid government issued photo identification. All persons 18 years of age or older must be a leaseholder.

### **Income/Employment**

The total gross monthly income of all applicants must be 3 times the monthly market rent before any discounts or concessions. Employment and monthly income must be verifiable. Acceptable proof of income is as follows: most recent paycheck stubs equal to one month's pay, most recent year's tax return, job offer letter on company letterhead.

### **Rental History**

Applicants must have a minimum one-year positive rental history. If applicant is a first time renter, we may require an additional deposit equivalent to one-month's rent.

### **Credit History**

We obtain a credit report on each applicant. An unsatisfactory or insufficient finding will result in the requirement of an additional deposit, guarantor, or denial. Applicants are responsible for ensuring their credit history is accurate.

### **Criminal Background**

We obtain a criminal background check on each applicant who will reside in the apartment. It is possible your application may be denied due to criminal convictions.

### **Guarantor**

If a Guarantor is required the Guarantor must be a U.S citizen, have established credit, make at least 5x the monthly rent and provide proof of income.

### **Occupancy Guidelines**

There is a maximum of two persons per bedroom with the exception of a child under 24 months of age, or unless otherwise dictated by local or state laws.

### **Tenant Liability Insurance**

You are required to carry a minimum of \$100,000 Personal Liability Insurance coverage. To satisfy this requirement, you must provide evidence of insurance coverage at initial lease signing and maintain this coverage throughout the entire term of your residency. In addition, we require that you list our community as an "Interested Party," "Party of Interest," or similar language. Failure to provide proof of renter's insurance will result in automatic enrollment to our master policy resulting in a \$10 per month fee.

### **Animals**

There is a maximum of two pets per apartment, exotic animals are prohibited and weight limits may apply. Restricted breeds are as follows:

Akita	Doberman	Wolf Dog/Hybrid
American Bull Dog	Pit Bull Terrier	German Shepherd
Bullmastiff	Rottweiler	Siberian Husky
Chow Chow	Staffordshire Terrier	





Mixed breeds of the dogs listed above are also restricted. Additional breed and weight restrictions may apply.

**Acknowledgement**

Applicant acknowledges and agrees that the criteria referenced above will be considered in the qualification process. Applicants who do not meet the requirements referenced above will be declined or be subject to additional requirements, including, but not limited to, additional fees, deposits, rent or providing a guarantor.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Finlay Management /Agent for Owner

\_\_\_\_\_  
Date

