



Unit Number: _____ Base Rent: _____
 Lease Term: _____ Move in Date: _____
 Date Application Completed: _____

APPLICATION FOR RESIDENCY *Each co-applicant and each applicant 18 years old and over must submit a separate application. Each married person must submit separate applications.*

Applicant: _____
First Middle Initial Last
 Preferred Name: _____ Phone: _____
 Email Address: _____ DOB: _____ SSN: _____

LIST ALL PERSONS TO RESIDE IN APARTMENT

FULL LEGAL NAME	DATE OF BIRTH	SOCIAL SECURITY #

CURRENT ADDRESS

STREET _____ APT# _____ CITY _____ STATE _____ ZIP _____
 RENT/OWN: _____ LANDLORD/MANAGEMENT COMPANY: _____
 PHONE: _____ YEARS AT ADDRESS: ____/____
 ADDRESS: _____

PREVIOUS ADDRESS *If current address is less than 3 years – list previous address:

STREET _____ APT# _____ CITY _____ STATE _____ ZIP _____
 RENT/OWN: _____ LANDLORD/MANAGEMENT COMPANY: _____
 PHONE: _____ YEARS AT ADDRESS: ____/____
 ADDRESS: _____



EMPLOYMENT INFORMATION

Employer

Position

Period of Employment

Monthly Income

If current employer is less than 3 years – list previous employer:

Employer

Position

Period of Employment

Monthly Income

Do you or do any of your occupants have charges pending against you or against them for any criminal offense(s), excluding minor traffic offenses?

Yes _____ No _____

If Yes, explain:

Have you or any of your occupants ever been convicted, plead guilty, or plead no contest to a crime, excluding minor traffic offenses?

Yes _____ No _____

If Yes, explain:

PETS

A one-time pet fee and monthly pet rent are required. No exotic pets allowed. There is a maximum of 2 pet(s) per apartment. National Pet Restriction: Prohibited breeds include Pit Bulls, Rottweilers, Cane Corsos and any cross breed or related breed. Examples or related breeds include but are not limited to: American Staffordshire Terriers, Staffordshire Bull Terriers, Bull Terriers and American Bulldogs. English Bulldogs are not a prohibited breed under AJH Management policy.

Pet Name: _____ **Breed:** _____ **Weight:** _____

Pet Name: _____ **Breed:** _____ **Weight:** _____



RENTABLE ITEMS

Rentable Item	Monthly Price	Quantity

APPLICANTS SIGNATURE _____ **DATE** _____

APPLICATION FEE/DEPOSIT

You must deliver to us an application fee in the amount indicated _____, and this fee is partially to offset the cost of our administrative work. The application fee is a **non-refundable fee**.

Also, you must deliver to us an application deposit. The application deposit is required because we will take the apartment home you have selected off the market. The application deposit is not your security deposit, but will be credited towards your security deposit when the lease is executed by all parties.

If you or a co-applicant is disapproved during our screening process, we will refund the application deposit to you within 30 days. Any refund will be payable to all applicants and mailed to the primary applicant.

However, unless we disapproved of an applicant or authorize, in writing, the withdrawal of the application, you or your co-applicants cannot withdraw an application or the application deposit. If you or any co-applicant withdraws the application or fails to execute the lease within 3 days of in person or telephone approval or 5 days if approval is mailed, **we will be entitled to retain the entire application deposit as liquidate damages**. Additionally, we will not have any further obligations to you or any co-applicant.

If any deadline for signing, approval, or refunding falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next day.

QUALIFICATIONS CHECKLIST (FOR OFFICE USE ONLY)

SCREENING DECISION:	ACCEPT	ACCEPT WITH CONDITONS	DECLINED
VERIFIED BY:	PROPERTY MANAGERS SIGNATURE:		
DATE APPLICANT NOTIFIED:			