



# APPLICATION FOR OCCUPANCY

(PLEASE PRINT & FILL IN ALL BLANKS COMPLETELY)

We do Business in Accordance with the Fair Housing Acts

Apt. No. \_\_\_\_\_ Move In Date \_\_\_\_\_

(MGMT. SHALL NOT BE LIABLE FOR DELAY IN POSSESSION OF APARTMENT UNIT)

Rental Rate\$ \_\_\_\_\_ Date \_\_\_\_\_

I learned of these apartments from \_\_\_\_\_

Lease Term \_\_\_\_\_

Head of Household \_\_\_\_\_

Social Security Number \_\_\_\_\_

DOB: \_\_\_\_\_  
Month Date Year

Drivers License No./State \_\_\_\_\_

SEX: MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

## OTHER OCCUPANTS LIVING WITH YOU

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ SOC. SEC. NO. \_\_\_\_\_

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ SOC. SEC. NO. \_\_\_\_\_

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ SOC. SEC. NO. \_\_\_\_\_

PET TYPE \_\_\_\_\_

PET COLOR \_\_\_\_\_

WEIGHT \_\_\_\_\_

## PART 1 - RESIDENCE HISTORY

PRESENT ADDRESS \_\_\_\_\_ CURRENT TELEPHONE NO. \_\_\_\_\_ HOW LONG? \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ REASON FOR MOVING? \_\_\_\_\_

1. AMOUNT OF RENT / MORTGAGE \$ \_\_\_\_\_ IF RENTING, LANDLORD'S NAME & NO. \_\_\_\_\_

2. MORTGAGE CO. & PHONE # (IF APPLICABLE) \_\_\_\_\_ LOAN # \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_ HOW LONG AT PREVIOUS ADDRESS? \_\_\_\_\_

(IF LESS THAN 5 YEARS AT CURRENT) \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ REASON FOR MOVING? \_\_\_\_\_

1. AMOUNT OF RENT / MORTGAGE \$ \_\_\_\_\_ IF RENTING, LANDLORD'S NAME & NO. \_\_\_\_\_

2. MORTGAGE CO. & PHONE #, IF APPLICABLE \_\_\_\_\_ LOAN # \_\_\_\_\_

## PART 2 - HEAD OF HOUSEHOLD EMPLOYMENT (Present employment on top line)

NAME OF COMPANY	STREET ADDRESS	CITY	STATE/ZIP	POSITION	HOW LONG	MONTHLY GROSS INCOME	SUPERVISOR & TELEPHONE #

## OTHER OCCUPANT'S EMPLOYMENT (Present employment on top line)

NAME OF COMPANY	STREET ADDRESS	CITY	STATE/ZIP	POSITION	HOW LONG	MONTHLY GROSS INCOME	SUPERVISOR & TELEPHONE #

ADDITIONAL INCOME SOURCE \_\_\_\_\_ AMOUNT? \_\_\_\_\_

## PART 3 - CURRENT BANK REFERENCES

Bank \_\_\_\_\_ Branch \_\_\_\_\_ Branch Telephone \_\_\_\_\_ How Long \_\_\_\_\_

CHECKING ACCOUNT NO. \_\_\_\_\_

SAVINGS ACCOUNT NO. \_\_\_\_\_

PART 4 - TRANSPORTATION

A. TYPE OF AUTO COLOR TAG NO. COUNTY STATE
FINANCED BY ACCOUNT NO. MONTHLY PAYMENT
B. TYPE OF AUTO COLOR TAG NO. COUNTY STATE
FINANCED BY ACCOUNT NO. MONTHLY PAYMENT

PART 5 - PERSONAL REFERENCES

NAME ADDRESS PHONE NO.
NAME ADDRESS PHONE NO.
EMERGENCY CONTACT RELATIONSHIP
ADDRESS PHONE NO.

APPLICATION FEE - CREDIT HISTORY FEE

Applicant has submitted the sum of \$ \_\_\_\_\_, which is a nonrefundable payment for a credit check and processing of application, receipt of which is acknowledged by management, such sum is not a rental payment or payment of the lease fee. In the event this application is disapproved or the applicant cancels, this sum will be retained by management to cover the cost of processing application as furnished by the applicant. This application must be signed before it can be processed by the management company. Any false info will constitute grounds for rejection of application and lease will be nullified.

SECURITY DEPOSIT: Resident agrees to deposit \$ \_\_\_\_\_ with management before taking possession of the apartment as security for resident's fulfillment of the conditions of this agreement. Deposit will be returned to resident within thirty (30) days after apartment is vacated if:

- (1) Lease term has been fulfilled.
(2) All monies due management by resident have been paid; and
(3) Apartment is not damaged and is left in its original condition, normal wear and tear expected.
(4) Satisfied a written \_\_\_\_\_ day notice.

Deposit may be applied by management to satisfy all or part of resident's obligations and such act shall not prevent management from claiming damages in excess of the deposit. Resident agrees not to apply the deposit to any rent payment. Resident's security deposit by management in Escrow Acct. No. \_\_\_\_\_ at \_\_\_\_\_. Resident and management shall execute a Move-In/Move-Out Agreement. SECURITY DEPOSIT: IT WILL BE REFUNDED IN THE EVENT OF CANCELLATION BY APPLICANT DURING THE FIRST THREE (3) DAYS FROM THE DATE OF THE APPLICATION. IT IS NOT REFUNDABLE THEREAFTER. Applicant acknowledges at the time the keys are received and the rental agreement is signed, the following dollar amounts are due:

Table with 2 columns: Description, Amount. Rows: FIRST MONTH'S RENT, PRO-RATED RENT, OTHER, TOTAL AMOUNT DUE.

FOR JULIAN LECRAW & COMPANY, LLC:

I CERTIFY THAT THE ABOVE INFO IS TRUE TO THE BEST OF MY KNOWLEDGE AND COMPLETELY AUTHORIZE ITS VERIFICATION.

AGENT FOR MANAGEMENT APPLICANT SIGNATURE DATE
COMMUNITY MANAGER APPLICANT SIGNATURE DATE

ADMINISTRATIVE FEE AGREEMENT

MANAGER ACKNOWLEDGES RECEIPT OF \$ \_\_\_\_\_ DOLLARS NONREFUNDABLE.

ADMINISTRATIVE FEE: IT WILL BE REFUNDED IN THE EVENT OF CANCELLATION BY APPLICANT DURING THE FIRST THREE (3) DAYS FROM THE DATE OF THE APPLICATION FOR OCCUPANCY. IT IS NOT REFUNDABLE THEREAFTER.

APPLICANT ACKNOWLEDGES THE ADMINISTRATIVE FEE DOES NOT RELEASE THE RESIDENT FROM LIABILITY FROM DAMAGES TO THE APARTMENT ABOVE NORMAL WEAR AND TEAR. APPLICANT HAS THE RIGHT TO INSPECT THE APARTMENT PRIOR TO OCCUPANCY, DISCREPANCIES ARE TO BE NOTED ON THE MOVE-IN CHECK LIST PROVIDED AT THAT TIME. UNIT IS TO BE INSPECTED BY RESIDENT AND PROPERTY MANAGER (OR APPOINTEE) BEFORE AND AFTER OCCUPANCY. APPLICANT RESPONSIBLE FOR ANY DAMAGES UPON MOVE-OUT, ABOVE NORMAL WEAR AND TEAR, NOT LISTED ON MOVE-IN CHECK LIST. THE RENTAL PAYMENT WILL COMMENCE ON MOVE-IN DATE \_\_\_\_\_ WHETHER APPLICANT HAS MOVED IN OR NOT. SHOULD APARTMENT NOT BE AVAILABLE FOR ANTICIPATED MOVE-IN DATE AND A RESCHEDULED DATE IS NOT ACCEPTABLE, THE APPLICANT'S LEASING AND APPLICATION FEE WILL BE REFUNDED.