

## TENANT'S PERSONAL AND CREDIT INFORMATION

Name	Social Security No.
Current Address	Driver's License No.
City State	Phone
Zip Code	Email
How long at current address?                      Landlord's Name	
Previous Address if less than two years                      Landlord's Name	Landlord's Phone
Occupants in addition to you	Pets?
Car Make Year Model and Color	License No.
Car Make Year Model and Color	License No.

### OCCUPATION

	Current Occupation*	Prior Occupation
Occupation		
Employer		
Self-employed dba		
How long?		
Address		
Phone		
Type of Business		
Position		
Name of Supervisor		
Monthly Gross Income		

\*If employed less than two years, please provide information on prior occupation.

### REFERENCES

Personal Reference	Address	Telephone	Relationship
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Nearest Relative (not living with you) Emergency contact	Address	Telephone	Relationship

Have you ever filed for bankruptcy? \_\_\_\_\_ Have you ever been evicted or had an eviction notice served on you? \_\_\_\_\_ Have you ever willfully and intentionally refused to pay any rent when due? \_\_\_\_\_ Have you ever been convicted of a misdemeanor or felony other than a traffic or parking violation? \_\_\_\_\_ Are you a current illegal abuser or addict of a controlled substance? \_\_\_\_\_ Have you ever been convicted of the illegal manufacture or distribution of a controlled substance? \_\_\_\_\_

**I DECLARE THAT THE FOREGOING IS TRUE AND CORRECT, AND AUTHORIZE ITS VERIFICATION AND THE OBTAINING OF A CREDIT REPORT.**

Applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

## ***Rental Application Guidelines***

Name(s) \_\_\_\_\_

Today's Date \_\_\_\_\_ Desired Move-In Date \_\_\_\_\_

To apply for an apartment, the following is required:

1. The entire application located on the reverse side of this page must be completed and signed by all applicants. **ALL APPLICATIONS MUST BE COMPLETED AND RETURNED WITHIN 48 HOURS.**
2. A separate application is required for all adults, 18 years or older. No exceptions. An application is required from the co-signer, if any.
3. A \$50.00 processing/credit check fee per application and a separate \$300.00 deposit to hold the apartment for you during the processing are required. No application will be processed without a processing fee.
4. **Reliable documentation and telephone numbers for all income and references must be provided – no exceptions.** **If employed, you will need last year's W-2 form or your two most current pay stubs. If self-employed, you will need to supply a copy of last year's income tax return and documentation for the current year. Any other income used as basis for consideration (such as alimony or retirement income) must have reliable documentation.**
5. Photo identification and documentation is required (i.e., driver's license, military identification or certified state identification).

### Policies and Procedures

1. "Qualifying is based on your income, (must be at least 3 times the rent)" credit, landlord history and/or ownership.
2. If you have water-filled furniture, you must maintain insurance and provide Skylark Management with a certificate of that insurance.
3. No apartment will be held for a period longer than 14 days unless it is not available within this time period.
4. If approved, the first month's rent and balance of security deposit must be paid in full with certified funds (i.e., cashier's check or money order) 'No later than" the first day of the lease term.