

# Northwoods Apartments Rental Application

**APPLICANT**

Full Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Home Telephone # (\_\_\_\_) \_\_\_\_\_ Cell Phone # (\_\_\_\_) \_\_\_\_\_ Work Telephone # (\_\_\_\_) \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Gender Male or Female Social Security # \_\_\_\_\_  
 Proof of Identification: Type \_\_\_\_\_ Identification Number \_\_\_\_\_  
*(Examples: Driver's License, Passport, etc.)*

**SPOUSE (If Applicable)**

Full Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Home Telephone # (\_\_\_\_) \_\_\_\_\_ Cell Phone # (\_\_\_\_) \_\_\_\_\_ Work Telephone # (\_\_\_\_) \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Gender Male or Female Social Security # \_\_\_\_\_  
 Proof of Identification: Type \_\_\_\_\_ Identification Number \_\_\_\_\_  
*(Examples: Driver's License, Passport, etc.)*

How did you hear about us? \_\_\_\_\_

**LIST OTHERS WHO WILL RESIDE IN THE APARTMENT ON A PERMANENT BASIS:**

List additional occupants of the apartment including ones under the age of 18. All additional occupants over the age of 18 are required to submit a separate application for approval. Only 2 persons per bedroom are permitted to occupy an apartment. A criminal history records search must be made for all occupants.

Full Legal Name	Social Security Number	Relationship	Sex: M/F	Date of Birth
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**RENTAL AND/OR MORTGAGE INFORMATION:**

**Present Address:** \_\_\_\_\_ Apt # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Monthly Payment \$ \_\_\_\_\_ Rent or Own? \_\_\_\_\_ Rent/Owned: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Landlord/Lender Name \_\_\_\_\_ Address \_\_\_\_\_  
 Landlord/Lender Telephone # (\_\_\_\_) \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ Apt # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Monthly Payment \$ \_\_\_\_\_ Rent or Own? \_\_\_\_\_ Rent/Owned: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Landlord/Lender Name \_\_\_\_\_ Address \_\_\_\_\_  
 Landlord/Lender Telephone # (\_\_\_\_) \_\_\_\_\_

**EMPLOYMENT INFORMATION:**

Employer \_\_\_\_\_ Address \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Employment Date: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Position \_\_\_\_\_ Income \$ \_\_\_\_\_ **Hr./Mo./Yr.** Supervisor's Name \_\_\_\_\_

**Spouse Employer: (If Applicable)**

Employer \_\_\_\_\_ Address \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Employment Date: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Position \_\_\_\_\_ Income \$ \_\_\_\_\_ **Hr./Mo./Yr.** Supervisor's Name \_\_\_\_\_

**OTHER INCOME:**

Type of Income	Source/Bank	Gross Annual Amount
_____	_____	\$ _____
_____	_____	\$ _____

**FOR OFFICE USE ONLY**

Date	Agent	Apt # Type	Lease Term: 7, 9 or 12 \$25.00 premium for short term lease	Desired Date of Occupancy
Rental Amount \$ _____	Security Deposit \$ _____ (Additional deposit and/or cosigner may be required)			
Pet Rent \$ _____	Application Fee \$ _____		Administrative Fee \$ _____	
Special/Concession:	Pet Fee \$ _____ (If Applicable)		Form of Payment _____	
Application: Approved _____ or Declined _____		Date _____		
Manager's Signature _____				



**Relative/Emergency Contact (Not Residing With You):**

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Telephone # (\_\_\_\_) \_\_\_\_\_ Work Telephone # (\_\_\_\_) \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Telephone # (\_\_\_\_) \_\_\_\_\_ Work Telephone # (\_\_\_\_) \_\_\_\_\_

VEHICLES:	Make	Model	Color	License #	State	Year
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**Only one vehicle is permitted per resident /occupant. Boats, jet skis, trailers, campers and/or other recreational vehicles are prohibited.**

PETS:	Name	Type	Gender	Mature Weight (lbs.)	Breed	Color	Age
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

**NOTE:** Keeping of a pet or animal requires consent of management, payment of applicable fees and monthly pet rent, and execution of a Pet/Animal Addendum. In specific circumstances, certain animals may be kept for limited purposes pursuant to Landlord's policies, such as animals used for individuals with disabilities and official police K9. Contact the office for details.

A (**\$400.00 dog fee and/or \$200.00 cat, rabbit, ferret, and large parrots fee**) non-refundable pet fee per pet is required due no later than the day of move-in. The pet fee will not be applied to any future damages that the pet/s may cause. An additional monthly pet rent is required in the amount **\$10.00**. Only two animals are allowed per apartment. Only **one** dog is permitted per apartment. Please inquire about breed and weight restrictions and other details.

**Disclosures**

The Civil Rights Act of 1968, as amended by the Fair Housing Act Amendments of 1988, prohibits discrimination in housing based on race, color, national origin, religion, sex, handicap, or familial status. The management of this property is committed to complying with the laws, which provide an equal housing opportunity to all. The federal agency, which administers compliance with the fair housing laws, is the United States Department of Housing and Urban Development.

**Application Fee**

I/We hereby agree, in the event of the approval of this application, to execute a lease in accordance with the terms set forth in this rental application and my/our rental liability shall commence pursuant to the terms of the lease. I/We agree that the **\$40.00** application fee (per applicant), which shall be retained by Landlord to cover Landlord's various costs of evaluating my/our application, whether or not Landlord approves my/our application, or whether or not I/We sign a lease or take possession of an apartment home, and I/We agree to this amount being retained by Landlord as a reasonable estimate of the actual costs to Landlord to evaluate my/our application. I/We understand that the application fees accompanying this application are non-refundable after I/We execute this application and will not be applied against the security deposit or any rent payable pursuant to the lease. Landlord and/or agent for Landlord reserve the right to reject this application and to refuse possession of the below-mentioned accommodation except for prohibitions under Disclosures above.

**Security Deposit**

In addition to the foregoing application fee, I/We agree that the \$\_\_\_\_\_ (**Additional deposit may be required**) security deposit accompanying this application shall be retained by Landlord to hold the unit identified on page three of this application for occupancy by me/us upon approval of this application and execution of a lease. If my/our application is rejected for any reason other than the falsification of information by me/us, the security deposit shall be refunded. If my/our application is accepted, but I/we notify Landlord that I/we do not desire to lease the unit within **48 hours** after Landlord notifies me/us in person or by telephone that my/our application has been accepted, then Landlord will refund the security deposit. Otherwise, Landlord shall be entitled to retain the security deposit to cover Landlord's various costs of holding such unit for me/us, and I/we agree to this amount being retained by Landlord as a reasonable estimate of the actual costs to Landlord to hold the unit for my/our occupancy. If Landlord returns the security deposit, Landlord may do so by one check delivered to only one applicant for the unit.

**Administrative Fee**

In addition to the foregoing application fee and holding fee, I/We agree that the **\$200.00** administrative fee accompanying this application shall be retained by Landlord to cover Landlord's various costs of processing my occupancy of the unit. If my/our application is rejected for any reason other than the falsification of information, the administrative fee shall be refunded to me. If my/our application is accepted, but I/We notify Landlord that I/we do not desire to lease the unit within **48 hours** after Landlord notifies me/us in person, by telephone or by fax that my/our application has been accepted then Landlord will refund the administrative fee. Otherwise, Landlord shall be entitled to retain the administrative fee to cover Landlord's various costs of processing such unit for occupancy by me/us, and I/we agree to this amount being retained by Landlord as a reasonable estimate of the actual costs to Landlord to process such unit for my/our occupancy. I/We understand that if I/we occupy the unit, the administrative fee will not be applied against the security deposit or any rent payable pursuant to the lease, but rather shall be retained by Landlord for the costs of processing my/our application. If Landlord returns the administrative fee to more than one applicant for the unit, then, at the option of Landlord, Landlord may do so by one check jointly payable to all applicants but delivered to only one applicant for the unit.

**CRIMINAL HISTORY CRITERIA AND RESIDENT CRIMINAL HISTORY RECORDS CONSENT**

The undersigned Applicant(s) hereby authorizes Northwoods Apartments to directly, or through a third party service provider, to investigate Applicant(s) criminal history record and to review any information pertaining to applicant which may be maintained by a federal or local law enforcement agency.

A criminal background history will be verified and the following will be grounds for rejecting an Application:

- Any felony convictions (with no time limit)
- Any Terrorism related convictions
- Any drug related convictions
- Any prostitution related convictions
- Any sex related convictions
- Any cruelty to animals related convictions
- Any person or property misdemeanor convictions
- Any of the above related charges resulting in "Adjudication Withheld" and/or "Deferred Adjudication", or
- Active status on probation or parole resulting from any of the above.

Have you or any occupant(s) listed ever been convicted of or pled guilty or "no contest" or had an adjudication withheld to any felony?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Have you or any occupant(s) listed ever been convicted of or pled guilty or "no contest" or had an adjudication withheld to a sexual offense?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Have you or any occupant(s) listed ever been listed on a registry of sexual offenders?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Have you or any occupant(s) listed ever been convicted of or pled guilty or "no contest" or had an adjudication withheld to any drug-related criminal offense?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Have you or any occupant(s) listed ever been convicted or pled guilty or "no contest" or had an adjudication withheld to any person or property misdemeanor?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

By signing this application, I/We authorize Landlord or Landlord's agent to verify any information contained herein. Any "yes" response to the personal and criminal history questions above, or any false statement on the application, will result in the rejection of my/our application and/or immediate termination of my/our lease. Further, if I/We subsequently are involved in conduct which would result in a "yes" response to any of the questions set forth above (even after I/We sign the lease and take possession of the apartment home), I/We understand that Landlord may terminate the Lease.

I/We have read the foregoing and certify that the information herein is True and Correct, that this application is submitted for the purpose of inducing approval of this application on my/our behalf.

Signature of Applicant(s): \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant(s): \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Management Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

**Consent to Consumer Report and Background Check**

This is to inform applicant that, as part of Landlord's procedure for processing applicant's application, an Investigative Consumer Report may be prepared whereby information is obtained through personal interviews with applicant's landlord, employer, or others with whom applicant is acquainted. This also is to inform applicant that, as also set forth in the lease if applicant's application is approved by Landlord, similar Investigative Consumer Reports may be prepared in the future after applicant has executed the lease and has become a resident of Northwoods Apartments. These inquiries include information as to applicant's character, general reputation, personal characteristics, mode of living and credit report. The federal Fair Credit Reporting Act requires Landlord to provide to applicant additional information about the nature and scope of the investigation if applicant provides Landlord with a written request within a reasonable time. Landlord has attached a summary of applicant's rights under the Fair Credit Reporting Act.

I/We, \_\_\_\_\_, the undersigned applicant(s) authorize Northwoods Apartments, or its agent, attorney or assign to order and review one or more consumer reports relating to, but not limited to, credit history, rental history and/or criminal background history. I/We further authorize Northwoods Apartments, its agent, and attorney or assign to order or prepare, and review, investigative consumer reports. I/We understand and authorize Northwoods Apartments, its agent, attorney or assign to continue to obtain or prepare consumer reports and investigative consumer reports both during the duration of any lease or agreement I/We may enter into as a result of this application and at any time thereafter, including for the purposes of collection of amounts I/We may owe under any lease or other agreement. I/We further authorize and direct all employers, financial institutions, banks, creditors, residential managers/landlords to release any and all information to Northwoods Apartments or its agent, attorney or assign. I/We acknowledge that I/We have received a summary of my rights under the Fair Credit Reporting Act.

I/We further understand and authorize Northwoods Apartments to obtain and use consumer report information (including, but not limited to, a credit score) for the purpose of conducting research into statistical credit models and evaluating the performance of various scoring models and sources of consumer reporting information, including, but not limited to, criminal conviction and skip tracing/eviction databases.

Signature of Applicant: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date \_\_\_\_\_