

## APPLICATION TO RENT OR LEASE

Tenant  
 Guarantor

Unit Address/Unit Type \_\_\_\_\_ Move-in Date \_\_\_\_\_ Rental Rate \_\_\_\_\_

(All sections must be completed)

**Individual applications required from each occupant 18 years of age or older**

Last Name		First Name		Middle Name		Social Security Number or TIN	
Other name used in the last 10 years				Work Phone		Home Phone Number ( )	
Date of birth		E-mail Address				Mobile/Cell phone number ( )	
Photo ID/Type	Number		Issuing government		Exp. Date	Other ID	
Will you have pets?		Type(s)			How many?		

### PROPOSED OCCUPANTS

Full Name		Birthdate	
Full Name		Birthdate	
Full Name		Birthdate	

### RESIDENT HISTORY

1.	Present address			City	State	Zip
	Date in	Date out	Owner/Agent/Mgmt	Owner/Agent/Mgmt phone number ( )		
	Reason for moving				Current rent \$ /month	
2.	Previous address			City	State	Zip
	Date in	Date out	Owner/Agent/Mgmt	Owner/Agent/Mgmt phone number ( )		
	Reason for moving				Rent \$ /month	

### EMPLOYMENT

Status      Full/Time <input type="checkbox"/> Part/Time <input type="checkbox"/> Retired <input type="checkbox"/> Student <input type="checkbox"/> Unemployed <input type="checkbox"/> Self-Employed <input type="checkbox"/>						
A.	Present Occupation or Source of Income				Employer name	
	Dates of employment		Supervisor's phone number ( )	Employer address		
	Name of your supervisor				City, State, Zip	
Current gross income \$			Per (check one) Week <input type="checkbox"/> Month <input type="checkbox"/> Year <input type="checkbox"/>			

### CREDIT REFERENCES

Name of your bank	Branch or address	Saving/Checking Account Number

*In case of emergency notify:*

Full Name		Address: Street, City, State, Zip		Relationship	Phone ( )
Full Name		Address: Street, City, State, Zip		Relationship	Phone ( )

*Have you ever:*

BEEN SUED FOR NON PAYMENT OF RENT?			[YES / NO]
BEEN SUED FOR DAMAGE OF A RENTAL?		[YES / NO]	BEEN EVICTED OR ASKED TO MOVE OUT? [YES / NO]
FILED FOR BANKRUPTCY? Date:		[YES / NO]	If Yes, date of DISCHARGE:
BROKEN A RENTAL AGREEMENT OR LEASE?		[YES / NO]	If Yes, EXPLAIN:

### AUTOMOBILE

Make	Model	Year	License #
Make	Model	Year	License #

Applicant represents that all of the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request. Applicant consents to allow Owner/Agent to disclose tenancy information to previous or subsequent Owners/Agents. The undersigned hereby offers to rent premises on terms and conditions described herein. The undersigned warrants that the above stated information is true and correct and any information contained in the Application which is false, misleading, or inaccurate shall be cause for rejection of the Application. The Applicant understands the processing of this Application includes the preparation of a credit report, personal interview with references, and authorizes the release of any information required for this processing and authorizes Management to verify such information. **THE UNDERSIGNED APPLICANT REPRESENTS THAT HE/SHE AND THE OTHER LISTED OCCUPANTS ARE THE ONLY INTENDED OCCUPANTS OF SUBJECT PREMISES. IF THIS APPLICATION IS NOT APPROVED AND ACCEPTED BY MANAGEMENT, THE DEPOSIT WILL BE REFUNDED. THE APPLICANT HEREBY WAIVES ANY CLAIM FOR DAMAGES BY REASON OF NON-ACCEPTANCE WHICH MANAGEMENT MAY REJECT WITHOUT STATING A REASON.** Upon acceptance and before taking occupancy, Applicant agrees to pay balance due (listed on the Holding Agreement) and to execute the Rental Agreement.

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant (signature required)



**AUTHORIZATION TO RELEASE INFORMATION TO PROSPECTIVE LANDLORD  
OR PROPERTY MANAGER AND NATIONAL CREDIT REPORTING**

I, \_\_\_\_\_ represent that I am herewith applying to rent residential premises from River Quarry Apartments.

It is important that my prospective landlord or property manager be provided with information regarding my tenancy with current or former landlords or property managers, credit history, and any criminal records National Credit Reporting will be providing said information.

Each of the parties stated and hereby request and authorize to speak with or communicate with the prospective landlord or property manager set forth above and National Credit Reporting for the purpose of discussing any and all the facts and circumstances of my current or former tenancy, as well as the other information listed above. There are no limitations or restrictions regarding what may be discussed or revealed to my personal landlord or property manager and National Credit Reporting.

You are also herewith given express permission and consent to provide copies of my entire tenancy file, credit history and criminal record history to the prospective landlord or property manager and National Credit Reporting.

I hereby hold the above named parties and National Credit Reporting free and harmless of any liability for providing written or verbal information and/or discussing the quality of my tenancy with my prospective landlord or property manager and National Credit Reporting.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signed Prospective Tenant**



**Upon leasing your new apartment home there are a few things you will need to bring with you to expedite the leasing process:**

- Payment:** For Deposit and Application Fee we will require 2 separate money orders, cashier's checks, personal check or credit card. CASH IS NOT ACCEPTED.  
*(If moving in within 14 days please submit money orders or cashier's checks only)*
- Deposit:** \$250 Junior One Bedroom and One Bedroom  
\$300 Two Bedroom  
\$350 Three Bedroom and Townhouse
- Application Fee:** \$30 Personal  
\$40 Canadian  
\$51 Business

**REQUIRED DOCUMENTATION TO RENT**

- Application:** each person eighteen years or older is required to complete an application. Residential history dated three years from the date of application will be verified. Please be prepared to provide all residential addresses, contact names and phone numbers for this time frame.
- Release Form:** signed and dated release form to allow a credit/background check
- Qualification Requirements:** each applicant must read thoroughly, then sign and date.
- Copy of state or government issued photo ID (ie. drivers license or passport)** We make a copy for our records.
- Pay Stubs:** 1 full month of the most recent, consecutive pay stubs per applicant. If it is a new position, an offer letter on company letterhead is acceptable. For self employment or other sources of income, please refer to the Qualification Requirements

Generally, files may take 3 business days to approve. However, the processing time may be delayed if information does not concur or incorrect information is submitted during that process. In some cases, supplemental documentation date within the last three years may be needed to further verify residential history.

**Thank you for your interest in River Quarry Apartments!**

WWW.RIVERQUARRYAPARTMENTS.COM

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