



RENTAL APPLICATION

Applicant: _____ Marital Status: _____

Co-Applicant: _____

Present Address: _____

Home Telephone: () _____ Daytime Telephone: () _____

Email Address: _____

Landlord: _____ Landlord's Telephone: () _____

Landlord's Address: _____

How Long Have You Lived At Above Address? _____ Rental Amount: _____

Reason For Moving: _____

Previous Address (if less than 1 year): _____ Rental Amount: _____

Employer: _____ Supervisor: _____

Employer's Address: _____

Employer's Telephone: () _____ Length of Employment: _____

Position: _____ Annual Income: _____

Previous Employer (if less than 1 year): _____ Length of Employment: _____

Please List Any Other Income: _____

Do you Own a Pet? _____ If yes, How Many? _____ Type of Pet: _____

| Residents to Occupy Apartment: | Social Security # | Birth Date | M/F |
|---------------------------------------|-------------------|------------|-------|
| Applicant: _____ | _____ | _____ | _____ |
| Co-Applicant: _____ | _____ | _____ | _____ |
| Occupant: _____ | _____ | _____ | _____ |
| Occupant: _____ | _____ | _____ | _____ |
| Occupant: _____ | _____ | _____ | _____ |
| Occupant: _____ | _____ | _____ | _____ |

In Case of Emergency, Notify: _____ Relationship: _____

Address: _____ Telephone: () _____

FOR OFFICE USE:

Date: _____ Consultant: _____ Approval: _____

Apartment #: _____ Type: _____ Rate: _____

Address: _____

Occupancy Date: _____

Lease Term: From: _____ To: _____

| | |
|--|-----------------|
| Application Fee (Non-Refundable) | \$ _____ |
| Security Deposit | \$ _____ |
| Pet Fee (Non-Refundable) | \$ _____ |
| Prorated Rent (____ days @ \$____) | \$ _____ |
| 1st Month's Rent | \$ _____ |
| Monthly Pet Fee | \$ _____ |
| Other | \$ _____ |
| TOTAL DUE | \$ _____ |
| Less Application Deposit | \$ _____ |
| Balance to be paid before move in | \$ _____ |

1. At the time of this Application, Applicant deposits with Springford the sum of \$ _____. Applicant agrees that if he/she cancels this application or refuses to enter into a lease agreement with Springford, he/she will forfeit the deposit as liquidated damages. If Applicant enters into a lease agreement with Springford, this deposit will be applied to Applicant's security deposit. If Applicant's rental application is rejected, Springford will refund this deposit to Applicant.
2. Applicant executes this rental application for lease of the apartment listed on this application. Upon the acceptance of this rental application by Springford, Applicant will sign lease for the apartment prepared and presented by Springford and this Rental Application will become a part of the lease.
3. **Applicant certifies and agrees that only the person(s) listed on this rental application will reside in the apartment.**
4. Applicant will pay the total security deposit and sign the lease agreement within two weeks from the date the application is approved. Prior to moving into the apartment, Applicant must pay Springford all other amounts due in connection with the lease. Security deposit and all move in monies must be paid by certified check, money order, or credit card.
5. **If this rental application is accepted by Springford, prior to moving into the apartment, Applicant must provide to Springford proof of renter's insurance. Applicant must maintain in effect the renter's insurance throughout the entire term of the lease.**
6. I/We hereby authorize Screening Reports, Inc. to do a complete investigation of all information provided above. I/We have personally filled in and/or reviewed all information listed above. A complete investigation may include any or all of the following: Credit Report, Criminal Record Search, Rental History References, Employment Verifications, Vehicle Records, Licensing Records, Personal Interviews with above references and/or any other necessary information. I/We understand by signing this release, I/We are allowing Screening Reports, Inc. to perform a criminal background search on additional occupants for the address applied for. I/We acknowledge that SRI provides reports to apartments/rental units and does not participate in the approval or denial process. I/We acknowledge that SRI monitors criminal activity and reports it promptly to the community. My/Our signature(s) below authorizes all above listed companies to release rental, job history (including salary) and criminal record information. I/We hereby expressly release Screening Reports, Inc., its affiliates and subsidiaries, and any procurer or furnisher of such information, from any liability whatsoever in the use, procurement, or furnishing of such information. I/We understand that my application information may be provided to various local, state, and/or federal government agencies, including, without limitation, various law enforcement agencies. As an Applicant, I represent that the above statements are correct and complete. The information may be used in determining whether to lease to me a home/homesite in the community. I agree that I have no right to occupy a home/homesite in the community until and unless this application is approved, a lease is signed and I have made any necessary initial payments. I understand that any misrepresentation on this application may be cause for lease termination and/or non-acceptance of this application.

Applicant(s) acknowledge having read all terms of this application.