



Rental Application

To be completed by each occupant and co-signer

Personal Information

Applicant's Name	_____	_____	_____	_____	_____
	First	M.I.	Last	Social security #	D.O.B. (m-dd-yy)
Anticipated Move-in date	_____ (mm-dd-yy)			Unit Preference	_____
Email Address	_____				
Present Address	_____				
	Street			Apt #	
	City	County		State	Zip
Home Phone	() _____	Cell	() _____		
Owner/Landlord	_____			Rent Amount	_____
Owner/Landlord Contact	_____			Length of Occupancy	_____

Pet Information	_____				
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe Later		
If yes, please describe pet	_____				
	Breed Type			Pet's Name	Weight

Previous Address	_____				
	Street			Apt #	
	City	State	Zip	County	
Owner/Landlord	_____			Rent Amount	_____
Owner/Landlord Contact	_____			Length of Occupancy	_____

Present Employer	_____				
	Company Name				
Employers Address	_____				
	Street	City	State	Zip	
Position/Dept. #	_____		Length of employment	_____	
Supervisor Name	_____		Phone # ()	_____	
Gross Monthly income	_____		Full Time _____	Part Time _____	





Rental Application

To be completed by each occupant and co-signer

Previous Employer		_____			
	Company Name	_____			
Employers Address	Street	City	State	Zip	
Position/Dept. #	_____	Length of employment	_____		
Supervisor Name	_____	Phone #	() _____		
Gross Monthly income	_____	Full Time	_____	Part Time	_____

Additional Information					
Vehicle Information					
Year	Make	Model	License Place # and state		
_____	_____	_____	_____		
Personal Reference		_____	Phone #	() _____	
			Email Address	_____	

Emergency Contact (Friend or relative)				
Name:	_____	Address	_____	
Phone #	_____	Street	Apt.	
Relationship to applicant	_____	City	State	Zip
		_____	_____	_____

Other	
Have you ever been evicted?	Yes _____ No _____
Have you ever been arrested?	Yes _____ No _____
Have you ever been convicted?	Yes _____ No _____
Have you ever filed bankruptcy?	Yes _____ No _____
If you answered "yes" to any, please explain:	





Rental Application

To be completed by each occupant and co-signer

I hereby deposit with the owner/agent, a non-refundable application fee of \$ _____ in order to process my application.

Application received on _____.

I hereby deposit with The View on Fifth, a hold fee of \$ _____ in order to hold a unit for lease.

Holding fee received on _____.

If this application is approved and I am unable to fulfill the conditions of the lease agreement and/or cancel my application, I understand that the holding fee becomes non-refundable. If the application is denied, the hold fee will be refunded within 30 days. Upon execution of the lease, this holding fee will be applied to my security deposit upon move in.

The undersigned does hereby consent that all information stated on this application may be verified and processed through a Credit Reporting Agency. This may include, but not limited to, a credit and criminal report. I hereby release all parties from liability in connection with the provision and use of such information. I understand that this application does not constitute any oral and/or written commitments on the part of the owner/agent.

Signature Date

Please list any additional occupants that will reside on the premises

Name/Age

Name/Age

Name/Age

FOR OFFICE USE ONLY

Unit Style _____	Agent Name _____
Unit Reserved _____	Application received on _____
Rent Amount \$ _____	Holding Fee/Security Dep. received on _____
Specials _____	Move in date _____
Notes:	





Rental Application

To be completed by each occupant and co-signer

1. General:

All applicant(s) must be at least 18 years of age at time of application and qualify based on the standards below. All occupants over the age of 18 must be a lease holder.

Each applicant must submit an application and pay an application fee in the amount of \$35.00 (non-refundable).

A current photo identification is required for each applicant (driver's license, military 10, and/or passport).

All of our units are smoke-free.

Occupancy Standards:

- One (1) Bedroom: 2 person maximum
- Two (2) Bedroom: 4 person maximum
- Three (3) Bedroom: 6 person maximum

The View on Fifth provides rental housing to qualified residents without regards to race, color, religion, sex, disability, familial status, national origin, sexual orientation, marital status, age, source of income, or any other applicable protected class. All housing provided within the guidelines established by federal, state, and local laws regulating the multifamily housing industry.

2. Income:

The gross monthly income must be at least three (3) times the monthly rent. Co-applicants may combine income.

Applicant(s) must provide the leasing office with proof of income.

Acceptable forms of income include:

Two current consecutive paystubs

W-2 forms (if self-employed)

Offer Letter (must be on business letter head, with hire date, position title, and salary/hourly rate)

Government issued proof of income for Military (LES)

Social Security Verification

Disability from a government issued agency

Retirement pension account

Court ordered Child Support Allocation

Court Ordered Alimony

3. Credit:

A credit report is required for all applicants. Factors that are reviewed in the credit report include, but are not limited to, delinquent accounts, collection accounts, credit score, bankruptcies, social security number verification, and address verification. Any bankruptcy within the past 2 years will require a guarantor and a copy of the discharge papers must be provided to the leasing office. All collections with a utility company or other rental property must be paid in full. The leasing office must receive a receipt that states a zero balance on any open collections. There are levels at which an application may not be approved.

- 1000-700: Approved with standard deposit
- 699-650: Approved with half months' rent as an additional deposit
- 649-550: Approved with full months' rent as an additional deposit
- 549-0: Application will be declined or denied

4. Employment:

Must have a minimum of 6 months verifiable employment history. If employed less than six (6) months, previous employment will be verified for continuance. New employment positions will require an offer letter from management.

5. Rental History:

Must have a minimum of one year verifiable rental history. Rental history must be positive with no evictions, no outstanding utility bills, no money owed to any landlord, and have fulfilled all previous lease agreements. Home ownership will be verified by credit report. First time renters with positive credit, must pay a security deposit equal to one month's rent and/or have a qualified guarantor.





Rental Application

To be completed by each occupant and co-signer

6. Criminal History:

A criminal report will be conducted on all applicants. No persons will be permitted to reside at The View on Fifth having serious offenses that may be a threat to our community. Any applicant will be denied for the following criminal report:

- Any felony conviction
- Any terrorism-related conviction
- Any drug-related conviction
- Any prostitution-related conviction and/or sex-related conviction
- Any cruelty to animals-related conviction
- Any misdemeanor conviction involving violence, assault/battery, drugs, fire arms, and/or damage to a property
- Active status on probation or parole resulting from any of the above
- Any applicant that has ever been evicted
- Applicants with open/pending cases will be suspended until the final outcome of the case.

Automatic Denial:

If application is denied, applicant will be notified immediately and will refunded the \$50.00 hold fee within 30 days to the address that was listed as the current address on the application. The applicant hereby waives any claim for damages by reason of non-acceptance. Factors that will result in an automatic denial include, but are not limited to:

- Credit score of 549 or below
- Open bankruptcy or a bankruptcy that has been discharged less than two (2) years with no guarantor
- Any criminal history that is described in the "Criminal History" section above
- Unpaid Collections from previous landlord or property management companies
- Any previous evictions
- One (1) or more three-day notice (pay rent or vacate) from previous landlord(s)
- Two (2) or more NSF checks in the past year will result in denial
- Falsified information on application

Guarantor:

If a guarantor is required, he or she must be approved through the same screening process. Guarantor will need to complete an application, pay an application fee, provide proof of income (gross monthly income must be five (5) times the apartment rent and mortgage payment combined), and provide a current photo ID. The guarantor must be a home owner. The guarantor is jointly liable for all funds due related to the lease agreements.

A qualified guarantor may be required if:

- Applicant fails to meet the income criteria
- Applicant is a first time renter
- The non-existence of a credit rating
- Discharged bankruptcies within the past two (2) years.

I have read the above information and hereby certify that the information provided on my application is true and complete to the best of my knowledge.

Signature

Printed Name

Date





Rental Application

To be completed by each occupant and co-signer

Residential Verification Form

I/We, _____ allow The View on Fifth Apartments, to complete rental verification for my current/past residence at your community. Please accept my signature below as an authorization of release.

Signature _____

Date _____

Resident(s) Name: _____

Resident(s) Address: _____

1. What was the monthly rent? \$ _____

2. Move-In Date: _____

3. Lease Expiration Date: _____

4. Did the resident(s) pay their rent on time? Yes No
a. If any late Payments, How Many? _____

5. Did the resident(s) have any NSF's? Yes No
a. If so, how many? _____

6. Are there any outstanding balances on account?

7. Was proper notice to vacate given? Yes No

8. Was apartment left in appropriate condition? Yes No

9. Have there been any violations of the lease? Yes No

a. If yes, please explain _____

10. Were there any noise complaints against the resident(s) Yes No

11. Would you re-rent to resident(s) again? Yes No

Comments:

Name: _____ Title: _____

Thank you for your time and cooperation! Please fax this back to The View on Fifth at (614) 291-2601 or you can Email it to: info@hometeamproperties.net

The Staff at The View on Fifth

