

RENTAL APPLICATION

Completing your Application Instructions

To help us complete your application in a very timely manner, please note the following when filling out each page. It is important that we receive all information in the correct format and all together.

Rental Application: Page 1

- Complete each line in full (if not applicable, please write N/A) on that subject line.

Rental Application: Page 2

- List any person that will be an occupant only! Occupants are any minors living in the household. Anyone 19 and older (18 if married) must fill out the application portion.
- Complete the remainder of the page with the applicable information or N/A
- Sign and date at bottom of page

Statement of Rental Policy:

- Please read so that you understand the appropriate fees and guidelines.
- Sign and date at the bottom of the page.

Rental Verification Form:

- The top portion is to be completed by the applicant(s).
- If you do NOT have rental history, please write:
"NO Rental History" under Community/Landlord Information.

Single Entry Debit Authorization Form:

- This is to be used to pay the Application Fee(s) and Security Deposit.
- Complete either the Checking or Savings account section or the Credit Card Section with your account information.
- SIGN & DATE at the bottom of the form!

Please note when we deduct the fees, they will be deducted in two separate transactions:

1. Application Fee(s)
2. Security Deposit

Bring your proof of gross income equal to 3x the rental rate in with your application.

*** Verification of income must include recent paycheck stubs and/or W2 forms. Self-employed or retired applicants must provide a financial statement from a CPA or previous year's tax statement with back up such as W-2's, 1099's, etc. Active-duty military personnel must provide a copy of his/her LES and orders.

Please attach a copy of your US Government Issued ID with this page!



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APPLICANT:

Full Name: _____

Current Address: _____

Phone: _____ Work: _____

Cell: _____

Email: _____

SSN #: _____ Date of Birth: _____

Driver's License #: _____

State Issued: _____

ADDITIONAL APPLICANT (if applicable):

Full Name: _____

Current Address: _____

Phone: _____ Work: _____

Cell: _____

Email: _____

SSN #: _____ Date of Birth: _____

Driver's License #: _____

State Issued: _____

Rental History: (check if you own your home)

Current Landlord: _____

Manager/Contact: _____

Phone: _____ Fax: _____

Move in Date: _____ Rent Amount: \$ _____

Rental History: (check if you own your home)

Current Landlord: _____

Manager/Contact: _____

Phone: _____ Fax: _____

Move in Date: _____ Rent Amount: \$ _____

Employment Information:

Current Employer: _____

Address: _____

Supervisor: _____ Phone: _____

Position/Title: _____

Employment Date: _____ Salary: _____

Any Additional Income: _____

Source: _____

Employment Information:

Current Employer: _____

Address: _____

Supervisor: _____ Phone: _____

Position/Title: _____

Employment Date: _____ Salary: _____

Any Additional Income: _____

Source: _____

Vehicle Information:

Make: _____ Model: _____

Year: _____ Color: _____

License Plate #: _____ State: _____

Vehicle Information:

Make: _____ Model: _____

Year: _____ Color: _____

License Plate #: _____ State: _____





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Other persons who will occupy apartment:

Name: _____ Relationship: _____ Birthdate: _____
 Name: _____ Relationship: _____ Birthdate: _____
 Name: _____ Relationship: _____ Birthdate: _____
 Name: _____ Relationship: _____ Birthdate: _____

Name	Phone Number	Relationship
Emergency Contact #1: _____	_____	_____
Emergency Contact #2: _____	_____	_____

Key Release: In the event of serious illness, death, or other circumstances that would make you unavailable, the emergency contact can remove your property from your unit or the common areas. **Applicant Initials:** ____

PETS:

Type: _____ Breed: _____ Weight: _____ Name: _____ Rabies #: _____
 Type: _____ Breed: _____ Weight: _____ Name: _____ Rabies #: _____

SECURITY DEPOSITS: The Security Deposit or hold fee shall be refunded upon denial of this application. I understand I may cancel this application by written notice within 72 hours and receive a full refund of this security deposit or hold fee within 30 days of the cancellation. If I cancel after 72 hours or refuse to occupy the premises on the agreed upon date, I understand the security deposit or hold fee will be forfeited to Management.

PET POLICY: Applicant must pay an additional sum of \$350 per pet (up to 40 lbs.) or \$550 per pet (over 40 lbs. or under six months of age) prior to occupying premises, and upon execution of a pet agreement. This amount is strictly a **NONREFUNDABLE** pet fee and does not cover damages caused by pets. **NO EXCEPTIONS. LIMIT OF 2 PETS.** Certain breed restrictions may apply. Doggie DNA registration required.

EQUAL HOUSING OPPORTUNITY: Title viii, section 804 of the Civil Rights Act of 1968 states that it is unlawful to discriminate against any person making application for rental housing, with regard to race, religion, color, sex, national origin, familial status or handicapped status.

APPLICATION FEE: An application fee of \$85 per applicant is required to process this application. The application fee and security deposit or hold fee is due with application in order to process. No application will be accepted without application fee, security deposit or hold fee, and complete application paperwork. **Security deposit and application fee(s) must be paid in separate checks or money orders.**

Have you ever been evicted or required to vacate from a previous rental property? _____

I learned about these apartments from: _____ BOAT/TRAILER/MOTORCYCLE?: _____

DESIRED MOVE IN DATE: _____ LEASE TERM: _____ FLOORPLAN: _____ W/D Needed: _____

By signing below, I hear by authorize permission to obtain credit history, criminal history, and rental history for all applicants included on this application.

APPLICANT: _____ ADDITIONAL APPLICANT: _____ DATE: _____

COMMUNITY AGENT: _____ DATE RECEIVED: _____





STATEMENT OF RENTAL POLICY

Thank you for choosing an apartment home managed by HomeCorp Management. In order for someone to establish residency within our community, we require that each **applicant** meet certain criteria. Before you apply to rent an apartment, please take a moment to review and sign our rental policy.

1.) Occupancy Guidelines:

- One Bedroom - 2 Occupants Maximum
- Two Bedroom – 4 Occupants Maximum
- Three Bedroom – 6 Occupants Maximum

2.) Employment and Income Requirements: Applicant must have a verifiable monthly gross income of at least 3 times the amount of the rental rate. Verification of income must include recent paycheck stubs and/or W2 forms. Self-employed or retired applicants must provide a financial statement from a CPA or previous year's tax statement with back up such as W-2's, 1099's, etc. Active-duty military personnel must provide a copy of his/her LES and orders. Co-signors may be accepted only if income requirements are not sufficient. Co-signors must have a verifiable monthly gross income of at least 5 times the amount of the rental rate.

3.) Rental History: Applicant must provide current verifiable rental history. An application will not be approved if there is any outstanding balance to an apartment community or mortgage company. All applicants must have an acceptable rental history with no prior evictions and history of default in lease obligations or community policies. Should you have a balance or if you failed to fulfill a lease contract with another apartment community, a written statement from the rental, management, or mortgage company will need to be provided stating the balance has been paid.

4.) Credit Report: Credit will be judged on a scoring system by RealPage, Inc. The scoring scale is subject to change at any time. In the event the credit scoring is not acceptable for full approval, the application may be conditionally approved with additional deposit and/or documentation.

5.) Criminal History: An application will not be approved if he or she has been convicted of criminal offenses involving, but not limited to, homicide, rape, robbery, assault, drug trafficking, and/or distribution of any illegal substance. This requirement does not constitute a guarantee or representation that residents or occupants residing within our community have not been convicted of a felony.

6.) Security Deposit: A security deposit in the amount of \$250.00 and/or \$100 holding fee will be required to hold an apartment for up to 30 days. The security deposit shall be refunded upon denial of application. If applicant cancels the application by written notice within 72 hours, a full refund of security deposit will be processed within 30 days of cancellation. If a cancellation occurs after 72 hours, or if applicant refuses to occupy the premises on the agreed upon date, the security deposit will be forfeited. Additionally, a \$85.00 non-refundable application fee, per applicant, is required to complete the rental application. The deposit must be paid in a separate check or money order from the application fee.

7.) Pet Fee: Only two (2) pets per apartment are allowed. There is a \$350.00 (for pets up to 40 lbs.) and \$550.00 (for pets over 40 lbs.) **non-refundable** fee to be paid upon any housing of a pet. An additional fee may be charged for dogs under one year of age. Breed restrictions apply (See agent for complete list). The pet fee is due on the move-in date. Doggie DNA registration is required.

8.) Renters Insurance: Renters Insurance is required before occupying the apartment. Proof of coverage must list the apartment address and apartment number. Minimum coverage of \$100,000 liability and \$10,000 contents is required. An agent can assist in obtaining renters insurance.

9.) General Applicant Requirement: All applicants must be at least 19 years of age to fill out an application and sign the lease agreement. (18 if married.)

10.) Equal Housing Opportunity: Title viii, section 804 of the Civil Rights Act of 1968 states that it is unlawful to discriminate against any person making application for rental housing, with regard to race, religion, color, sex, national origin, familial status or handicapped status.

I have read and understand the rental policies listed above:

Applicant Signature Date

Co-Applicant Signature Date

Manager/Leasing Consultant Signature Date





RENTAL VERIFICATION FORM

I/We hereby authorize the release of any and all rental history information regarding residency at the location specified below:

*To be completed by the person **renting** the residence:*

Residents Name on Lease: _____

Community/Landlord Information:

Name: _____ Phone: (_____) _____

Address: _____

Resident Signature: _____ Date: _____

*To be completed by the person **verifying** residency:*

Dates of Residency: _____ Rental Amount: _____

Number of Late Rental Payments: _____

Number of Dispossessory Warrants: _____

Any Lease Violations or Complaints: _____

Damages Upon Move-out: Yes: ___ No: ___ | Pets: Yes, please explain?: _____ No: ___

Deposit Returned: Yes: ___ No: ___ Balance Upon Move-out: \$ _____

Was Notice Given: _____

Would you lease to applicant again: _____

Preparer's Signature/Title

Date:

We would like to thank you in advance for your assistance.

Upon completion, please fax back to: _____

Highland Hills Apartment Homes

SINGLE ENTRY DEBIT AUTHORIZATION FORM

I (we) hereby authorize Highland Hills Apartment Homes to initiate debit entries to my (our) account indicated below, and to debit or credit the same such account. If this item is returned unpaid, I authorize an additional returned item fee of the maximum amount allowed by the state to be charged to this account.

Checking or Savings Account

Type of Account	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		
Depository Financial Institution Name			
Name on Account			
Routing Number		Account Number	

Credit Card Account

Card Type	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover		
Name on Card			
Credit Card Billing Address			
Card Number			
Expiration Date		CVV	

Payment Setup Information

Amount		Transaction Date	
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Authorization

This authorization is to remain in full force and effect for the number of payments authorized above or until Highland Hills Apartment Homes has received written notification from me (or us) of its termination, in such time and such manner as to afford Highland Hills Apartment Homes a reasonable opportunity to act on it.

Name		Unit #	
ID#		State	
Signature			
Date			