

Orchard Grove Apartments

Date of Application _____

Given by _____

Office Use Only

Assigned Address _____ Refugee Road, # _____ Move in Date _____
Lease Term: One Year / Other _____ Date _____ To _____
Rent \$ _____ Security Deposit \$ _____ Bedrms _____ # of Persons _____
Water \$ _____ Pet Fee (\$10/month/per pet) (additional pet deposit of \$200) _____
Check One: _____ Applicant _____ Co-Applicant _____ Spouse _____ Lease Guarantor

Applicant

Name _____ Driver Lic. # _____
Drivers Lic. Address _____
Social Security Number _____ Date of Birth _____
Phone _____ Cell/Pager _____ Email _____

Present Address

City, State, Zip _____
Rent Own From _____ To _____ Rent \$ _____
Present Owner _____
Phone _____
Owner's Address _____
City, State, Zip _____
Reason for Leaving _____

Marital Status

_____ Married
_____ Single
_____ Widow
_____ Separated

Previous Address

City, State, Zip _____
Rent Own From _____ To _____ Rent \$ _____
Previous Owner _____
Phone _____
Owner's Address _____
City, State, Zip _____
Reason for Leaving _____

Name/Ages of Children

1. _____
2. _____
3. _____
4. _____

Pets

Present Employer

City, State, Zip _____

Phone _____

Employed From _____ To _____ Position _____ Full-time Part-time
Monthly Income (gross) \$ _____ Supervisor _____

Previous Employer

City, State, Zip _____

Phone _____

Employed From _____ To _____ Position _____ Full-time Part-time
Monthly Income (gross) \$ _____ Supervisor _____

If Current Student:

College _____
College Funding \$ _____

Student Year (Circle One) 1 2 3 4 Graduate School
Source _____

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Vehicles

Year _____ Make _____ Model _____ License # _____ MO/Pmts \$ _____
Year _____ Make _____ Model _____ License # _____ MO/Pmts \$ _____

Credit Cards

Name _____ Name _____
Name _____ Name _____

Installment, Credit Card and Revolving Accounts

Current Total Balances Owed \$ _____ Current Total Monthly Payments \$ _____

Bank References

Bank _____ Bank _____

If YES, please explain on a separate sheet.

- Y N Are you presently being evicted from a residential dwelling or have you ever been evicted?
 Y N Have you or your co-applicant ever been threatened with an eviction from any leased premises?
 Y N Have you ever filed Bankruptcy? When?
 Y N Have you ever been convicted of any drug-related or alcohol-related activity?
 Y N Have you ever engaged in the sale of illegal drugs?
 Y N Do you currently engage in the use or sale of illegal drugs?
 Y N Have you ever been convicted of a crime other than a minor traffic offense?
 Y N Are there any money judgments against you?
 Y N Do you owe anyone money for a residential dwelling for rent or damages either disputed or not disputed?

How did you find out about us? _____

If a resident referral, please give name _____

Emergency

Name _____ Relationship _____
Address _____ Phone _____
City, State, Zip _____

Name _____ Relationship _____
Address _____ Phone _____
City, State, Zip _____

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Read Carefully Before Signing

I/We do hereby consent to and authorize the Owner and Winding Creek to obtain, verify, and exchange information on any reports concerning me as are maintained by, but not limited to: City, County, State, Federal Enforcement Agencies, present and/or past employers including but not limited to present and/or past salary verification, credit reporting companies, present and/or past residences. I understand that information obtained may be considered by the Owner and Winding Creek and/or credit reporting companies, in their sole discretion, as a factor in decisions they make, with respect to the property for which I am applying.

Furthermore, I hereby release and hold harmless: Agents, owners, and affiliates of, but not limited to: Their officers, directors, employees, agents, credit reporting agencies, present and/or past employers including but not limited to present and/or salary verification, present and/or past residences, its officers and employees that shall provide information to Winding Creek upon request, from and against any and all claims, demands, suits or expenses arising from or related to the content, validity or handling of said reports.

I hereby deposit with Winding Creek the sum of \$ _____, as _____ partial _____ full **security deposit** on the above premises which will be held and applied as follows: (a) The deposit will be refunded to the Applicant(s) if this application is not approved; (b) If this application is approved and the Applicant(s) signs the Rental Agreement, the deposit will be applied as part of the security deposit required by the Rental Agreement; or (c) If this application is approved and the Applicant(s) refuses to sign the Rental Agreement, the agent will retain \$100.00 as a processing fee and will have the right to retain all or part of the balance of the deposit as liquidated damages for the refusal by the Applicant(s) to sign the Rental Agreement.

A non-refundable **application processing fee** of \$ _____ has been given to Winding Creek Apts.

Applicant Signature _____ Date _____

Co-Applicant Signature _____ Date _____

Lease Guarantor Signature _____ Date _____

Office Use Only

Application Received By _____ Date _____

Breakdown: \$ _____ Security Deposit \$ _____ Other Fees Type _____
\$ _____ Application Fee \$ _____ Total Fee Received

Approved _____ Date _____

Disapproved _____ Date _____

Applicant Notified _____ Date _____

Conditions _____

By _____

Application Criteria

Equal Housing

We operate in accordance with the Federal Fair Housing Act as well as all state and local laws. We do not discriminate on the basis of race, color, religion, national origin, familial status, ancestry, sexual or affectional orientation, lawful sources of income, handicap, disability, or any other basis protected by applicable state or local housing laws.

Applications

Each prospective resident that is 18 years or older must complete an application. Applications are to be completed in full; applications containing untrue, incorrect, or misleading information will be denied. Applications must be returned with a money order for the non-refundable application fee of \$20 per application. The Security Deposit must be a separate money order from the application fee. Applications processed with Homestead America consider rental history, credit history, and income. *Bank account and/or Credit Card numbers need not be specified on the application.*

NOTE: The following MUST accompany ALL applications:

1. Verification of applicant's identification by two of the following:
 - a. any state or federally issued photo identification such as military id, driver's license or passport
 - b. birth certificate
 - c. social security card
 - d. certificate of eligibility or entry visa.
2. Verification of applicant's employment by the following:
 - a. Two most recent pay stubs, or
 - b. Signed letter (on company letterhead) from supervisor verifying applicant's employment, pay, position, length of employment, etc.

A security deposit and approved application are required in order to hold a particular apartment for a future resident. No specific apartment will be held longer than thirty (30) days.

Lease Guarantor

If a processed application is approved on a "conditional" basis, a Lease Guarantor will be considered. Applications for Lease Guarantors processed are scored the same as other applications, but are held to a more stringent, pre-established screening standard since Lease Guarantors are technically responsible for the rent on this apartment as well as their own place of residence.

Payment Responsibility

Each Leaseholder or Lease Guarantor is jointly and severally (fully) responsible for the entire rental payment and must sign the Lease Agreement. Management will not refund any part of the security deposit until all occupants vacate the apartment.

Felony Convictions and Negative Resident History

Applicants convicted of a felony offense will not be approved for residency, nor will anyone having negative residence history.

Occupancy Guidelines (Including children under the age of 18 years)

Two (2) occupants per bedroom

Lease Signings

Lease signings are done by appointment and all parties signing the lease must be present. Lease documents not signed at the leasing office must be notarized.