

# Application for Occupancy

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Date: \_\_\_/\_\_\_/\_\_\_ Property Name: \_\_\_\_\_ Profile #: \_\_\_\_\_

Unit/Lot #: \_\_\_\_\_ Monthly Rent: \_\_\_\_\_ Security Deposit: \_\_\_\_\_ Processing Fee\$: 30.00

Pet Fee: \_\_\_\_\_ Move In Date: \_\_\_/\_\_\_/\_\_\_ How did you hear about us? \_\_\_\_\_  
(Only in CT)

## Applicant #1 Personal Information

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_ Tel. #: \_\_\_\_\_

Soc. Sec. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_ Marital Status: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_ Email: \_\_\_\_\_

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ How Long? \_\_\_\_\_ Present Landlord: \_\_\_\_\_ Tel. #: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Previous Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ How Long? \_\_\_\_\_ Previous Landlord: \_\_\_\_\_

Tel. #: \_\_\_\_\_ Monthly Rent: \_\_\_\_\_

Gross Weekly Income \$ \_\_\_\_\_ Employer: \_\_\_\_\_ Tel. #: \_\_\_\_\_

How Long? \_\_\_\_\_ Job Title/Rank: \_\_\_\_\_ Supervisor or CMC \_\_\_\_\_

Tel. #: \_\_\_\_\_ Address: \_\_\_\_\_ Former Employer: \_\_\_\_\_

Tel. #: \_\_\_\_\_ How Long? \_\_\_\_\_ Job Title/Rank: \_\_\_\_\_

When do you expect a job transfer or Separation from service? \_\_\_\_\_

Bank Name: \_\_\_\_\_ Address: \_\_\_\_\_

Account # \_\_\_\_\_ Balance: \_\_\_\_\_

## **HAVE YOU**

Ever filed Bankruptcy? \_\_\_\_\_ ever been evicted? \_\_\_\_\_ ever been convicted of a felony? \_\_\_\_\_

ever broken a rental agreement? \_\_\_\_\_ ever been sued for non-payment of rent? \_\_\_\_\_

Why are you leaving present landlord? \_\_\_\_\_

Any pets? \_\_\_\_\_ Describe: \_\_\_\_\_ (dogs allowed at mobile homes only)

**YOU MAY ONLY HAVE A PET IF APPROVED AND YOU SIGN A PET AGREEMENT**  
(Certain breeds of dogs are not permitted)

Nearest Relative \_\_\_\_\_ Address: \_\_\_\_\_ Tel. #: \_\_\_\_\_

In case of emergency notify: \_\_\_\_\_ Address: \_\_\_\_\_

**Applicant #2 Personal Information**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_ Tel. #: \_\_\_\_\_

Soc. Sec. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Marital Status: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_ Email: \_\_\_\_\_

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ How Long? \_\_\_\_\_ Present Landlord: \_\_\_\_\_ Tel. #: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Previous Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ How Long? \_\_\_\_\_ Previous Landlord: \_\_\_\_\_

Tel. #: \_\_\_\_\_ Monthly Rent: \_\_\_\_\_

Gross Weekly Income \$ \_\_\_\_\_ Employer: \_\_\_\_\_ Tel. #: \_\_\_\_\_

How Long? \_\_\_\_\_ Job Title/Rank: \_\_\_\_\_ Supervisor or CMC \_\_\_\_\_

Tel. #: \_\_\_\_\_ Address: \_\_\_\_\_ Former Employer: \_\_\_\_\_

Tel. #: \_\_\_\_\_ How Long? \_\_\_\_\_ Job Title/Rank: \_\_\_\_\_

When do you expect a job transfer or Separation from service? \_\_\_\_\_

Bank Name: \_\_\_\_\_ Address: \_\_\_\_\_

Account # \_\_\_\_\_ Balance: \_\_\_\_\_

**HAVE YOU**

Ever filed Bankruptcy? \_\_\_\_\_ ever been evicted? \_\_\_\_\_ ever been convicted of a felony? \_\_\_\_\_

Ever broken a rental agreement? \_\_\_\_\_ ever been sued for non-payment of rent? \_\_\_\_\_

Why are you leaving present landlord? \_\_\_\_\_

Any pets? \_\_\_\_\_ Describe: \_\_\_\_\_ (dogs allowed at mobile homes only)

**YOU MAY ONLY HAVE A PET IF APPROVED AND YOU SIGN A PET AGREEMENT**

**(Certain breeds of dogs are not permitted)**

Nearest Relative: \_\_\_\_\_ Address: \_\_\_\_\_ Tel. #: \_\_\_\_\_

In case of emergency notify: \_\_\_\_\_ Address: \_\_\_\_\_

Tel. #: \_\_\_\_\_ Relationship: \_\_\_\_\_

List all other people to live in unit:

\_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

\_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Make of car #1: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate #: \_\_\_\_\_ ST: \_\_\_\_\_

Make of car #2: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate #: \_\_\_\_\_ ST: \_\_\_\_\_

I (We) understand the processing fee is a non-refundable cost of processing this application.

I (We) acknowledge that the above information is true and correct, and authorize verification of ALL above information. Any false information or failure to provide backup documentation for information provided herein may constitute cause for rejection of this application and forfeiture of my deposit.

I (We) have read and agree to ALL of the terms contained here.

### **Renters Only:**

I (We) have deposited the sum of \$\_\_\_\_\_ (hereinafter the “earnest money deposit” in consideration for Owner/Manager taking the unit off the market while processing this application. If this application is approved, I (We) agree to enter into a Lease Agreement and take possession of the unit by the move in date on this Application for Occupancy. The earnest money deposit shall be refunded to me (us) if the application is NOT approved. I understand that I may cancel this application by written notice within 24 hours and receive a full refund of this earnest money deposit. After 24 hours, I understand that:

### **EARNEST MONEY DEPOSIT IS NON-REFUNDABLE IF YOU ARE APPROVED FOR OCCUPANCY AND DON'T TAKE THE UNIT**

Initial: \_\_\_\_\_ Time: \_\_\_\_\_

At the time the Lease Contract is executed, the earnest money deposit will be applied to and become a part of the first month's rent.

\_\_\_\_\_ Date \_\_\_\_\_ Applicant #1 Signature

\_\_\_\_\_ Date \_\_\_\_\_ Applicant #2 Signature

\_\_\_\_\_ Date \_\_\_\_\_ Applicant #3 Signature

\_\_\_\_\_ Date \_\_\_\_\_ Leasing Agent

**ALL INCOMES MUST BE VERIFIABLE.**

**HAVE YOU PROVIDED PAY CHECK STUBS? \_\_\_\_\_**

**IF MILITARY, HAVE YOU PROVIDED A COPY OF YOUR LES? \_\_\_\_\_**