

Rental Application

For Management Use Only

Date Needed: _____ Apt. No: _____
 Rent: \$ _____ Bedroom No: _____
 Agent: _____ Apt Type: _____
 Total Amount Received: \$ _____

APPLICANT PERSONAL INFORMATION

Applicants Last Name			First			Middle			Date of Birth		
Student Status <input type="checkbox"/> Freshmen <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate						U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No		Social Security #		Driver's License #	
Address (when <u>at</u> school)			Street			City			State		Zip
Address (when <u>not at</u> school)			Street			City			State		Zip
Daytime Phone Number			Other Phone Number			e-mail Address					

GUARANTOR INFORMATION

Parent/Guardian (Guarantor) Name			Last			First			Middle			Relationship		
Address			Street			City			State		Zip			
Daytime Phone Number			Other Phone Number			e-mail Address								

APPLICANT RESIDENCY INFORMATION

Name of Present Landlord, Apartment Community or Mortgage Company						Phone Number		Monthly Payment				
Address			Street			City			State		Zip	
Previous Landlord or Apartment Community if less than 12 months at current address						Phone Number		Years at Previous Address?				
Address			Street			City			State		Zip	

APPLICANT EMPLOYMENT/INCOME INFORMATION

Present Employer *				Supervisors Name				How Long Employed?			
Business Address				Phone Number		Position/Title		Salary or Hourly Rate			

APPLICANT CREDIT/CRIMINAL INFORMATION

Name of Bank				City/State		Type of Account					
Have you ever (check if "yes"):											
<input type="checkbox"/> Been evicted or been asked to move			<input type="checkbox"/> Broken a rental agreement			<input type="checkbox"/> Declared bankruptcy			<input type="checkbox"/> Been sued for rent		
<input type="checkbox"/> Been sued for property damage			<input type="checkbox"/> Been arrested for a felony, misdemeanor, or sex-related crime that was resolved by conviction, probation, deferred adjudication, court-ordered community supervision, or pretrial diversion.								

OCCUPANCY INFORMATION

Term of Lease: <input type="checkbox"/> 10 month <input type="checkbox"/> 12 month			Payment Schedule: <input type="checkbox"/> Monthly <input type="checkbox"/> Bulk			Do you require a Handicapped Accessible Unit? <input type="checkbox"/> Yes <input type="checkbox"/> No					
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Identify Requested Roommates: (This is a Request Only)

1) Name	Last		First			Middle			Phone Number		
2) Name	Last		First			Middle			Phone Number		

MISCELLANEOUS INFORMATION

Vehicle Type (Make/Model/Year)				Color		License Number		State			
Do you carry renter's insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		Carrier		Agent		Phone Number					

EMERGENCY INFORMATION	
Emergency Contact Name	Address
Relationship	Phone Number

Fees:

Option 1: Process Application Only – Wait List

Applicant has submitted a non-refundable Application and Processing Fee of \$_____. This fee is not a rental payment or deposit amount. This fee will be utilized by Management to cover the costs for the credit and background check, and verification of application information. In the event this application is approved or disapproved, this amount is non-refundable and will be retained by Management.

Option 2: Process Application and Reserve Apartment Unit

Applicant has submitted a non-refundable Application and Processing Fee of \$_____. This fee will be utilized by Management to cover the costs for the credit and background check, and verification of application information. In addition the Applicant hereby deposits \$_____ with Management as a Reservation Fee in connection with this Rental Application. If the application is accepted, \$_____ of the Reservation Fee will be applied toward payment of the Security Deposit when Applicant takes possession of the unit. The remainder of the Reservation Fee is non-refundable in accordance with the Individual Lease Agreement and be utilized toward re-marketing efforts of the unit. If for any reason Management decides to decline the application, Management will refund the total amount of Reservation Fee to the Applicant in full. If Applicant cancels this application or fails to obtain a Parental/Guardian Guarantee Application within 24 hours of submission, then the full amount of the Reservation Fee will be refunded to Applicant. If the Applicant fails to enter into the Individual Lease Agreement or occupy the unit on the agreed upon date, Applicant understands that the full amount of the Reservation Fee will be retained by Management as liquidated damages by Landlord.

The undersigned warrants and represents the information on this Application to be true and correct. All persons and firms named may freely give any requested information concerning me and I hereby waive all right of action for any consequence resulting from such information. The undersigned authorizes Lane Management Corporation to release all information contained in this Application on behalf and for the benefit of the undersigned. I understand that Lane Management Corporation may obtain a background report, including information as to my credit and criminal history, in connection with my Application and that my Application may be rejected based on information contained in the reports.

Applicants Signature _____ Date _____

THE LEASE AGREEMENT WILL NOT BECOME EFFECTIVE UNTIL THIS APPLICATION IS APPROVED BY MANAGEMENT.

The Fair Housing Act of 1988 makes discrimination based on race, color, religion, sex, familial status, handicap or national origin illegal in connection with rental housing. The Federal agency which administers compliance with this law concerning this company: Department of Housing and Urban Development, Washington, D.C. 20410

The Federal Equal Credit Opportunity act prohibits creditors from discriminating against credit applicants on the basis of sex or marital status. The Federal agency which administers compliance with this law concerning this company: Equal Credit Opportunity, Federal Trade Commission, Washington, D.C. 20580

This Section for Management Use Only

Residency Information	
Company Providing Information: _____ Spoke to: _____ Date: _____	Company Providing Information: _____ Spoke to: _____ Date: _____
Payment History 1) Ever Been Late: <input type="checkbox"/> No <input type="checkbox"/> Yes, explain: _____ 2) Ever a NSF: <input type="checkbox"/> No <input type="checkbox"/> Yes, explain: _____ 3) Current Balance \$ _____	Payment History 1) Ever Been Late: <input type="checkbox"/> No <input type="checkbox"/> Yes, explain: _____ 2) Ever a NSF: <input type="checkbox"/> No <input type="checkbox"/> Yes, explain: _____ 3) Current Balance \$ _____
Tenure 1) M/I Date: _____ 2) M/O Date: _____ 3) Proper Notice: <input type="checkbox"/> Yes <input type="checkbox"/> No 4) Deposit Refunded: <input type="checkbox"/> Yes <input type="checkbox"/> No	Complaints 1) Noise: <input type="checkbox"/> Yes <input type="checkbox"/> No 2) Pets: <input type="checkbox"/> Yes <input type="checkbox"/> No 3) Housekeeping: <input type="checkbox"/> Yes <input type="checkbox"/> No 4) Other: _____
Tenure 1) M/I Date: _____ 2) M/O Date: _____ 3) Proper Notice: <input type="checkbox"/> Yes <input type="checkbox"/> No 4) Deposit Refunded: <input type="checkbox"/> Yes <input type="checkbox"/> No	Complaints 1) Noise: <input type="checkbox"/> Yes <input type="checkbox"/> No 2) Pets: <input type="checkbox"/> Yes <input type="checkbox"/> No 3) Housekeeping: <input type="checkbox"/> Yes <input type="checkbox"/> No 4) Other: _____
Employment/Income Information	
Name of Company: _____ Spoke to: _____ Date: _____ 1) How long employed: _____ 2) Salaried Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No Annual Salary \$ _____ 3) Hourly Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No Hourly Rate \$ _____ Average Hours Per Week: _____	Name of Company: _____ Spoke to: _____ Date: _____ 1) How long employed: _____ 2) Salaried Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No Annual Salary \$ _____ 3) Hourly Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No Hourly Rate \$ _____ Average Hours Per Week: _____
Additional Income Type/Source: _____ Spoke to: _____ Amount: \$ _____	Applicant's Verified Income \$ _____ / Mo. Guarantor's Verified Income \$ _____ / Mo. Other Verified Income \$ _____ / Mo. TOTAL INCOME \$ _____ / Mo.
Application Approval	
This Application: <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED How Notified _____ Applicant Notified By _____	Information Verified By _____ Date _____ Manager _____ Date _____ Date _____
If Application denied, was Applicant given the name and address of the person or reporting agency that verified the application? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for Application Denial <input type="checkbox"/> Unfavorable Credit Report <input type="checkbox"/> Unfavorable Criminal Report <input type="checkbox"/> Unfavorable Report from Previous Landlord <input type="checkbox"/> Unfavorable Employment References <input type="checkbox"/> Insufficient Income <input type="checkbox"/> Incorrect Information Submitted on Application <input type="checkbox"/> Other: _____	Money Delivered with Application Application & Processing Fee \$ _____ Reservation Fee \$ _____ Other Fee: _____ \$ _____ Other Deposit: _____ \$ _____ Bulk Rent \$ _____ First Month Rent \$ _____ Total Received \$ _____