

# VICTORIAN GARDENS

## LEASE APPLICATION



Date: \_\_\_\_\_ Application For Apt. # \_\_\_\_\_ Date of Occupancy: \_\_\_\_\_

### APPLICANT

Name: \_\_\_\_\_ SS#: \_\_\_\_\_ DOB: \_\_\_\_\_ Driver's Lic. No.: \_\_\_\_\_  
Address: \_\_\_\_\_ Day Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

### CO-APPLICANT

Name: \_\_\_\_\_ SS#: \_\_\_\_\_ DOB: \_\_\_\_\_ Driver's Lic. No.: \_\_\_\_\_  
Address: \_\_\_\_\_ Day Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

### OTHER OCCUPANTS

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ SS#: \_\_\_\_\_ DOB: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ SS#: \_\_\_\_\_ DOB: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ SS#: \_\_\_\_\_ DOB: \_\_\_\_\_

**IF YOU ARE A HOMEOWNER SKIP TO RENTAL HISTORY**  
**IF YOU ARE CURRENTLY RENTING CONTINUE**

### RENTAL HISTORY

Present Address: \_\_\_\_\_ Home Phone # \_\_\_\_\_  
How long at current address: \_\_\_\_\_ Current Monthly Rent Payment: \_\_\_\_\_  
Landlord's Name and Phone # \_\_\_\_\_ Reason for Moving: \_\_\_\_\_  
Prior Address: \_\_\_\_\_ Home Long at prior address: \_\_\_\_\_  
Landlord's Name and Phone # \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

### CURRENT EMPLOYER: (If Retired, skip to other income)

Employer: \_\_\_\_\_ Business Phone: ( ) \_\_\_\_\_  
Position: \_\_\_\_\_ How Long: \_\_\_\_\_ Annual Income: \$ \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Child Support/Alimony \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

### CURRENT EMPLOYER: (If Retired, skip to other income)

Employer: \_\_\_\_\_ Business Phone: ( ) \_\_\_\_\_  
Position: \_\_\_\_\_ How Long: \_\_\_\_\_ Annual Income: \$ \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Child Support/Alimony \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

### OTHER INCOME

SS Entitlement (monthly): \_\_\_\_\_ Pension Income (monthly): \_\_\_\_\_ Other Income: \_\_\_\_\_  
Bank Name: \_\_\_\_\_ Checking Acct #: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_  
Bank Name: \_\_\_\_\_ Savings Acct #: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_

### VEHICLES

Vehicle Make & Model: \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate # \_\_\_\_\_  
Vehicle Make & Model: \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate # \_\_\_\_\_

### CAT

Type/Breed: \_\_\_\_\_ Size/Weight: \_\_\_\_\_ Name: \_\_\_\_\_

### MISCELLANEOUS:

Water Bed: Yes \_\_\_\_\_ No \_\_\_\_\_  
Do You Own Real Estate?: Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, Please Explain: \_\_\_\_\_  
Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_

### NEAREST RELATIVE NOT LIVING WITH YOU/EMERGENCY CONTACT:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

I/We represent that the information provided in this application is true and correct to the best of my knowledge. I/We have deposited herewith \$250.00 good faith deposit along with a non-refundable processing fee of \$\_\_\_\_\_. If approved I/We hereby acknowledge that my good faith deposit shall be applied to my First month's security deposit. Upon approval, all matters concerning this application must be finalized by lease signing within 7-10 days of approval. I/We Understand that the balance of all securities and rent must be paid upon the lease signing by certified funds. The good faith deposit of \$250.00 is refundable if Applicant(s) are denied or this application is cancelled in writing with five (5) days of the above date. All documents that are required to be submitted with this Application must be submitted with 72 hours of the above date. I/We understand that this application is not a rental agreement and that this application does not Create any obligation on behalf of the Landlord. I/We understand that the information provided might be used by the Landlord to determine where to accept This application. I authorize the Landlord to verify all the information given in this application, including banking and personal references, rental history as Well as employment information provided.

**I/We also authorize Landlord to perform a credit check and a criminal history check. I/We consent to the release of information relating to my credit and the information provided in this application.**

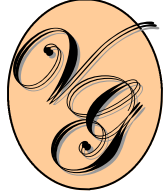
Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Building #: \_\_\_\_\_ Apt. #: \_\_\_\_\_ Floor: \_\_\_\_\_ Style / Size: \_\_\_\_\_ Rent: \_\_\_\_\_ Lease Term \_\_\_\_\_  
Deposit: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check / Cash / Money Order: \_\_\_\_\_ Agent: \_\_\_\_\_  
Landlord: \_\_\_\_\_

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## Landlord Verification Authorization

In connection with your apartment application, landlord reference verification will be made on you to verify your rental history/

By signing below, I We/ hereby authorize agent or a reporting agency or bureau employed by it to investigate my/our character, general reputation, and mode of living, and financial responsibility.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Application Signature

\_\_\_\_\_  
Date

Apartment # \_\_\_\_\_

I/We also acknowledge that I/We have been given a list of all documents necessary to process the application and agree to provide them within **72 hours** of signing this agreement.

Application has been received \_\_\_\_\_, 72 Hours from this date is  
Application Date

\_\_\_\_\_, which is when all documents necessary to process application **MUST** be

Received. If Documents are not received I/We will forfeit apartment # \_\_\_\_\_, as well  
as our \$250.00 Security Deposit.

X \_\_\_\_\_  
Tenant

X \_\_\_\_\_  
Tenant

I/We also acknowledge that all transactions regarding the above said application are to be executed within seven (7) to ten (10) days by lease signing; apartment shall be re-leased on the tenth (10<sup>th</sup>) day if lease signing is not completed. Failure to comply will result in automatic forfeit of apartment as well as deposit.

X \_\_\_\_\_  
Tenant

X \_\_\_\_\_  
Tenant

# *Victorian Gardens*



## **APPLICANT REQUIRED DOCUMENTATION CHECKLIST**

### **ALL DOCUMENTS THAT APPLY MUST BE SUBMITTED AT TIME OF APPLICATION OR WITHIN 72 HOURS OF SUBMISSION OF APPLICATION**

- COPY OF DRIVER'S LICENSE(S)
- COPY OF SOCIAL SECURITY CARD(S)
- COPIES OF THREE (3) MOST RECENT PAY STUBS
- EMPLOYMENT VERIFICATION LETTER
- COPY OF CURRENT W-2 FORM
- COPY OF FIRST PAGE OF THE MOST RECENT TAX RETURN(S)
- COPY OF SSI OR PENSION ELIGIBILITY LETTER (IF APPLICABLE)
- COPIES OF SIX (6) MOST RECENT RENT RECEIPTS OR PAYMENTS (IF CANCELLED CHECKS PLEASE PROVIDE COPIES OF THE FRONT AND BACK)
- IN CASE OF THE SALE OF YOUR HOME – PLEASE PROVIDE US WITH A LETTER FROM YOUR ATTORNEY VERIFYING PROOF OF SALE, CLOSING DATE, FIRM COMMITMENT
- IN CASE OF SELF-EMPLOYMENT – BUSINESS TAX RETURN (1<sup>ST</sup> PAGE)
- IN CASE OF COMMISSIONS ONLY AS A SOURCE OF INCOME – THREE (3) MOST RECENT COMMISSION STATEMENTS.