

Orchard Glen Estates

Energy Efficient Apartments and Townhouses



AN APPLICATION IS REQUIRED FOR EACH PERSON OVER THE AGE OF 18.

APPLICATION FEE: \$30.00 per Applicant

PROPERTY ADDRESS: _____

HOW DID YOU HEAR ABOUT OUR PROPERTY? _____

PERSONAL INFORMATION

FULL NAME _____ Date of Birth _____

Social Security No. _____ Drivers License No./State _____

E-mail Address: _____ Phone Number: _____

How many pets do you or other occupants own? _____ Kind of breed, weight, age _____

Full Name of other Residents _____ Relationship to You _____ Date of Birth/Age _____

RESIDENCE HISTORY

PRESENT ADDRESS _____

Dates From _____ To _____

Present Landlord or Mortgage Company _____ Telephone _____

Monthly Payment \$ _____ Reason For Moving _____

PREVIOUS ADDRESS _____

Dates From _____ To _____

Present Landlord or Mortgage Company _____ Telephone _____

Monthly Payment \$ _____ Reason For Moving _____

EMPLOYMENT & INCOME INFORMATION

PRESENT EMPLOYER _____ Dates From _____ To _____

Employer's Address _____ Telephone _____

Position _____ Supervisor _____ Gross Monthly Income \$ _____

PREVIOUS EMPLOYER _____ Dates From _____ To _____

Employer's Address _____ Telephone _____

Position _____ Supervisor _____ Gross Monthly Income \$ _____

TOTAL GROSS HOUSEHOLD INCOME \$ _____

If there are other sources of income you would like us to consider, please list income, source and contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ _____ Per _____ Source _____ Telephone _____

Amount \$ _____ Per _____ Source _____ Telephone _____

Comments _____

OTHER INFORMATION

HAVE YOU OR CO-APPLICANT EVER: Been sued for non-payment for rent? YES ___ NO ___
Been sued for damage to rental property? YES ___ NO ___
Broken a Rental Agreement or Lease? YES ___ NO ___
Do you have water filled furniture or a water filled aquarium? YES ___ NO ___
Have you or any other person named on this application, ever been convicted of dealing or
manufacturing illegal drugs? YES ___ NO ___
Has the applicant or any other person on this application ever been convicted of a crime? YES ___ NO ___
If yes, what is the nature of the crime and date of conviction? _____

TOTAL NUMBER OF VEHICLES _____
Make/Model _____ Year _____ Color _____ Tag No./State _____
Make/Model _____ Year _____ Color _____ Tag No./State _____
Other Car, Motorcycles, Etc. _____

IN CASE OF EMERGENCY/ FAMILY REFERENCE: _____ Relationship _____
Address _____ Phone _____

APPLICANT SCREENING POLICIES & GUIDELINGS

APPLICATION POLICY

- A minimum of 72 hours are required to verify information on an application.
- Applications may be denied based upon demeanor, unacceptable behavior or attitude.
- If information on this application cannot be verified, the application may be denied.
- Upon signing a rental agreement, first month rent, deposit, and a non-refundable cleaning fee will be required.
- **Prior eviction (s) may result in denial of application.**
- No Co-Signers

CREDIT/CRIMINAL/PUBLIC RECORDS CHECK

- A credit check and criminal public records check may be performed.
- **Negative reports may result in denial of application.**
- Any individual who is currently an illegal substance abuser, or has been convicted of illegal manufacture or distribution of a controlled substance may be denied tenancy.

IDENTIFICATION

- Applicants must show identification, which must include a photograph.

SUFFICIENT INCOME/RESOURCES

- **Gross household income must be three times the rent**
- Income/Resources must be verifiable through pay stubs, employer contact, or a current tax records.
- Employment must be verified.

COMPLETE APPLICATION

- Each applicant over the age of 18 must submit an individual application with proper references.
- A non-fundable \$30.00 application fee will apply to EVERY person over the age of 18 who will be residing in the rental unit regardless of familial status.
- We will accept the first qualified applicant (s).
- We will NOT review incomplete applications.
- **2 years of rental history** of current and previous landlord references from unbiased/unrelated sources is required (within the last 3 years).
- Applicants must provide us with the information necessary to contact past landlords.
- We reserve the right to deny an application if, after making good faith effort, we are unable to verify prior rental history.

I hereby make application for an apartment and certify that this information is correct. I authorize you to contact any references that I have listed. I also authorize you to obtain my criminal, employment, and consumer credit reports from a reporting agency, which will appear as an inquiry on my file. I understand I will be denied if I have misrepresented any information on this application.

Applicant's Signature _____ **Date Signed** _____