



**FAIR HOUSING INFORMATION**

We conduct business in accordance with the Federal Fair Housing Act. We do not discriminate on the basis of race, color, religion, national origin, sex, familial status, or disability, or any other protected class by applicable state or local fair housing laws.

**AVAILABILITY**

Applications for apartment reservations are accepted on a first come, first serve basis, subject to availability of the apartment type requested. A completed application with a holding fee and application fee is needed to reserve an apartment. An apartment is considered "available" when the leasing staff receives written notification from the current resident of their intent to vacate or when an apartment is vacant.

**QUALIFYING CRITERIA**

All information on the rental application must be filled in completely for consideration during the approval process.

Rental History – All rental history and or mortgage payments for last 2 consecutive years must be positive and reflect timely payments.

Income – Applicant must have verifiable current employment or demonstrate financial capacity to meet the proposed lease obligations. Monthly income of three times the monthly rental rate is considered adequate to meet the income criteria.

Employment – Applicant must be at the current employment for more than six months, or with their previous employer for more than one year.

Credit History – Credit report must reflect positive payment history (applicant cannot be approved if an open bankruptcy exists).

Credit report must not reflect any defaults or any 90-day past due accounts.

**OCCUPANCY GUIDELINES**

A maximum of two people per bedroom is allowed in an apartment home.

**TOUR POLICY**

Our policy requires a photo ID be left in the leasing office while viewing an apartment. Our policy also prohibits consultants from showing apartments that are not market ready.

**CREDIT RETRIEVER**

I hereby consent to PRESTON GROVE, through its designated agent and its employees, to obtain and verify my credit information for the purpose of determining whether or not to lease an apartment to me. I understand that should I lease an apartment, PRESTON GROVE, and its agent shall have the continuing right to review my credit information, rental application, payment history and occupancy history for account review purposes and for improving application review methods.

**DRUG/CRIME FREE**

I agree that myself or any other occupant, visitor, relative or household guest will not engage in criminal activity, including but not limited to, drug-related activity, on, near, or within sight of the rental premises. Also, I agree that any other visitor, relative, houseguest or myself will not engage in acts of or threats of violence. **VIOLATION OF THE ABOVE WILL BE GROUNDS FOR IMMEDIATE TERMINATION OF TENANCY AND CRIMINAL CONVICTION.**

**COMMUNITY FEES**

Holding/Administrative fee \$100.00 (Due at time of Application)

Application Fee \$50.00 per person/married couple, \$25.00 for cosigner applicant (Due at time of Application)

Security Deposit \$750.00 or Sure Deposit of \$131.25; Conditional credit an additional one month's rent (refundable) plus \$131.25 SD.

**PRO-RATED RENTS (WHERE APPLICABLE) or 1ST (FIRST) MONTHS' RENT (WHERE APPLICABLE) MUST BE PAID ONLY IN CERTIFIED FUNDS, (MONEY ORDER OR CASHIER'S CHECK) NO CASH OR PERSONAL CHECKS ARE ACCEPTED. CASH IS NOT ACCEPTED AT ANYTIME.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>For Office Use Only</b>	Community: _____ Rate: _____ Length of Initial Lease Term: _____
	Application Date: _____ Date Apt Required: _____ Deposit: \$ _____ Receipt #: _____
	Apt #: _____ Apt Type: _____ App Fee: \$ _____ Receipt #: _____

**IN ORDER FOR US TO PROCESS YOUR APPLICATION QUICKLY, ALL QUESTIONS MUST BE ANSWERED.**

Applicant's Last Name	First	Initial	Birthday	Driver's License # & State	Social Security #
Contact Phone Number			E-mail Address		

For credit purposes only: <input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Separated	Spouse's First Name	Initial	Birthday	Driver's License # & State	Social Security #
---	---------------------	---------	----------	----------------------------	-------------------

Student? <input type="checkbox"/> Yes <input type="checkbox"/> No	Apt to be Occupied by:	Expected Move-in Date:	Children's First, Middle Initial and Last Name (Required information - not optional)		
# of Full-Time Students: _____	Total _____ Adults	_____	1. _____	DOB _____	_____
			2. _____	DOB _____	_____
			3. _____	DOB _____	_____
			4. _____	DOB _____	_____

Do you have pets? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many?	Type & Size (keeping of pets requires a pet deposit/fee & owner's consent)	Who or what referred you to us?
---	-------------------	--	---------------------------------

**EACH APPLICANT 18 AND OVER MUST FILL OUT A SEPARATE APPLICATION UNLESS MARRIED | 2 YEARS OF EMPLOYMENT AND LANDLORD HISTORY ARE REQUIRED**

**EMPLOYER - APPLICANT'S**

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Your Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
 Monthly Income (Gross) \$: \_\_\_\_\_  
 Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_

**OTHER EMPLOYMENT OR INCOME**

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Your Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
 Monthly Income (Gross) \$: \_\_\_\_\_  
 Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_

**EMPLOYER - SPOUSE'S**

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Your Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
 Monthly Income (Gross) \$: \_\_\_\_\_  
 Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_

**OTHER EMPLOYMENT OR INCOME**

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Your Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
 Monthly Income (Gross) \$: \_\_\_\_\_  
 Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_

**ADDITIONAL INCOME**

Source: \_\_\_\_\_ Amount: \_\_\_\_\_ Frequency: \_\_\_\_\_

**PRESENT RESIDENCE**

Address: \_\_\_\_\_ Monthly Rent/Pymt: \$ \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 From \_\_\_\_\_ to \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name of Owner and/or Apt Comm: \_\_\_\_\_  
 Phone: \_\_\_\_\_ County: \_\_\_\_\_ Do you:  Own?  Rent?

**PREVIOUS RESIDENCE**

Address: \_\_\_\_\_ Monthly Rent/Pymt: \$ \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 From \_\_\_\_\_ to \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name of Owner and/or Apt Comm: \_\_\_\_\_  
 Phone: \_\_\_\_\_ County: \_\_\_\_\_ Do you:  Own?  Rent?

**AUTOMOBILE**  Check box if you own an add'l car, motorcycle, boat

Vehicle 1: \_\_\_\_\_  
Year, Make, Model & Color of Applicant's Vehicle  
 License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

Vehicle 2: \_\_\_\_\_  
Year, Make, Model & Color of Applicant's Vehicle  
 License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

**IN CASE OF EMERGENCY NOTIFY**

Applicant's Nearest Relative, other than spouse \_\_\_\_\_ Phone # \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Relationship: \_\_\_\_\_

Applicant's Nearest Relative, other than spouse \_\_\_\_\_ Phone # \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Relationship: \_\_\_\_\_

**BANKING INFORMATION**

Checking Acct at: \_\_\_\_\_ Acct #: \_\_\_\_\_ Savings Acct at: \_\_\_\_\_ Acct #: \_\_\_\_\_  
 Average Balance: \$ \_\_\_\_\_ Phone #: \_\_\_\_\_ Average Balance: \$ \_\_\_\_\_ Phone #: \_\_\_\_\_

Have you or any other member of the household ever been convicted of a felony or juvenile felony?  Yes  No  
 If yes, please give detail: When \_\_\_\_\_ Where \_\_\_\_\_ Description of Crime: \_\_\_\_\_

A person with a known felony conviction will not be accepted. Person(s) must exhibit no criminal conviction involving violence, firearms, illegal drugs, theft, crime involving the theft or destruction of property, or any crime involving a minor. Person(s) who have received deferred adjudication for a felony involving these crimes will not be accepted. Person(s) who have received deferred adjudication will be considered, provided the probation period has been satisfactorily completed, case dismissed, or set aside. That is, unless the offense was of a sexual nature, especially any offense involving a minor, or stalking, or crime of violence, particularly those involving any type of weapon. Person(s) convicted of a misdemeanor crime may be accepted, except for convictions involving sexual immorality, e.g. public lewdness, indecent exposure, and acts against a minor. A conviction related to any of the above will cause an applicant to be rejected, even if the applicant has fulfilled the sentence and is currently on probation, or even if probation has been fulfilled. It is our right to ask an applicant the dates and nature of any conviction (and/or deferred adjudication) on public record and our responsibility to our other residents not to lease to anyone with a violent history. This pertains to lease holder(s) and occupant(s).

Applicant has paid an Application Deposit of \$ \_\_\_\_\_. Application Deposit shall be credit toward the required Security Deposit upon resident move-in. If the applicant finds it necessary to cancel a move-in, the Application Deposit will be refunded provided the cancellation takes place within seventy-two (72) hours after submitting an application, regardless of approval status. Application fees are nonrefundable.

Applicant expressly acknowledges that the Rules and Regulations as listed on the backside of this document have been read and understood and that said Rules and Regulations shall become part of the Lease Agreement.

By signing below I authorize any agent acting on behalf of the apartment community to obtain any and all background information on me including but not limited to a credit check and a criminal records check.

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_ Spouse: \_\_\_\_\_

Application Received by: \_\_\_\_\_ Referred by: \_\_\_\_\_

# RULES AND REGULATIONS

1. The lessor acknowledges that right of Lessee to entertain friends and to have parties and guests, but requires that perfect order and tranquility prevail. Lessee, members of lessee's family and Lessee's guests shall at all times maintain order in the apartment and at all places on the premises, and shall not make or permit any loud, improper or boisterous conduct or otherwise disturb the comfort or interrupt the sleep of other Lessees.
2. The driveways, sidewalks, courts, entry passages, stairs and halls shall not be obstructed or used for any purposes other than ingress and egress. Bicycles and such other vehicles shall not be brought into any building nor onto the lawn, nor be allowed to obstruct the driveways, sidewalks, courts, entry passages, stairs or halls.
3. Only Lessees, their families and invited guests, accompanied by Lessees, may use the swimming pool and other recreational and club facilities, if any provided by Lessor, either on or off the premises. All such facilities may be used by such persons only in strict compliance with the supplemental rules and regulations from time to time adopted by Lessor with respect to each of said facilities, supplemental rules and regulations may from time to time be amended.
4. Windows and doors shall not be obstructed. Nothing shall be thrown out of windows or doors. Lessee must exercise care and caution about leaving windows or doors open during inclement weather. Lessee shall be liable for any damage to interior, including paint, plaster, cabinets, carpets, floors or damage to any parts of the premises resulting from failure to exercise reasonable care. Waterbeds are permitted at the discretion of the manager. Evidence of insurance is required.
5. All windows, glass, doors, locks and hardware should be kept and maintained in good repair. Any damage shall be reported to Lessor immediately. The cost of repair or replacement thereon shall be borne by Lessor, unless such damage is caused by the act or negligence to Lessee.
6. Lessor will furnish one key for each outside door to the apartment and one mailbox key. All keys must be returned to the Property Manager of the premises upon termination of the occupancy.
7. Lavatories, sinks, toilets and all water and plumbing apparatus shall be used only for the purposes for which they were constructed. Sweepings, rubbish, rags, ashes or other foreign substances shall not be thrown therein. Any damage to such apparatus and the cost of cleaning, plumbing resulting from misuse shall be borne by Lessee.
8. Clothing, sheets, etc. shall not be hung from the windows, rails or porches or aired or dried in any yard space. All airing and drying or such articles shall be done in the places specifically provided. Appropriate window coverings are to be installed within 72 hours of occupancy.
9. Lessee will place all trash and garbage in sanitary containers in the locations designated by Lessor.
10. All radios, television sets, phonographs, etc., must be turned down to a level of sound that does not annoy or interfere with other Lessees. No band instruments (saxophone, trumpet, etc.) shall be played on the premises at any time. No music lessons, either vocal or instrumental, shall be permitted on the premises at any time.
11. Pets are prohibited except Lessor has the right to make exceptions in cases where a damage deposit/fee is secured and Lessor determines that the particular pet is not likely to be a nuisance or to annoy other Lessees.. Lessee shall be liable for any damage to shrubbery, lawns, buildings or any part of the premises, or to property of others, which is caused by Lessee's pet, to include damages to lessor due to loss of a resident as a result of said pet.
12. Washing vehicles and boats and performing mechanical work thereon is prohibited. Parking of motorcycles in any other than designated vehicle parking area is strictly prohibited. Lessee agrees that Lessor has the right to remove and store said vehicle at Lessee's expense. Parking of race cars, junk cars or storage of any vehicle that is not operable is prohibited. Adequate parking areas are provided by the Lessor as a service to the Lessee on a first come first served basis with no designated parking anywhere. Parking of boats, recreation or commercial vehicles in other than designated parking areas is strictly prohibited. Lessor reserves the right to refuse parking of any vehicle which may endanger life or property. Lessor or its agents have the right to remove and store or have removed and stored vehicles at Lessee's expense, which violate this rule.
13. Lessor reserves the right at any time and from time to time to prescribe such additional rules and to make such changes to the Rules and Regulations set forth an deferred to above as Lessor shall in its judgement determine to be necessary for the safety, care and cleanliness of the premises and for the preservation of good order, comfort or benefit of all Lessees generally.
14. Electricity and/or gas will be furnished by resident unless otherwise stated.
15. Applicant understands that the giving of false information or tendering a bad check may at Lessor's option breach and void any subsequent lease. Notice in writing of approval or disapproval may be mailed to applicant at address indicated on this application or delivered to applicant in person.

## Employment Check

Length	Ending Date	Salary	Title	Full Time	Permanent	Spoke to	by
Present:							
Previous:							

## Additional Income

Type	Source	Amount	Is it consistent?	Spoke to	by

## Credit

Credit Report to be Attached

## Crime

Criminal Report to be Attached

## Summary

Applicant's Income: \_\_\_\_\_ Apartment rent at time of move in: \$ \_\_\_\_\_ Does applicant meet qualifying standards?  Yes  No

Other Verified Income: \_\_\_\_\_ Total Verified Income: \_\_\_\_\_ Application:  Approved  Disapproved

Comments: \_\_\_\_\_

By: \_\_\_\_\_ Manager's Approval: \_\_\_\_\_ Notified by: \_\_\_\_\_