

Rental Application for The Cottages at UCO

Notice: Applications WILL NOT be accepted without the application fee!

Welcome to the Cottages at UCO. Before submitting your application for consideration, please read the following instructions. All persons occupying the property that are age 18 years or older must submit an application and be a signer on the Lease. Applications with unanswered questions will not be considered.

- 1) **Application:** Fill in all the blanks. If the question does not pertain to you, please enter N/A. **Do not leave any question blank.** Applications will not be accepted or processed if it is not completed and the proper funds submitted. All applicants must be of legal age and have full understanding of the English language.
- 2) **Background check:** A background check and credit report will be pulled on all parties signing the lease, including any co-signer. A \$40 non-refundable fee (\$60 for legally married couples) is due upon submitting an application, including a co-signer. All background and credit reports remain the property of the Cottages at UCO and will be kept in your file as a permanent record. The contents of your file will be shared with the owner of the property to make a decision about your application. Should you dispute the contents of your report, you will be given a phone number for the reporting agency. The Cottages at UCO will not be involved in any disputes and the property will not be held for you while a dispute is being settled.
- 3) **Holding/Security Deposit:** If you wish for us to hold a unit (any or a specific one) after approval of your application, you will need to pay the \$200 Holding Deposit no later than 72-hours after approval. The Holding Deposit will be applied towards your Security Deposit due at move-in. *The property owners will determine your Security Deposit after reviewing your application and background check.* All payments must be made payable to The Cottages at UCO. No post-dated or 3rd party checks will be accepted. If your application is accepted, your funds will be deposited immediately. If declined, you can pick up your check the following day, during regular office hours.
- 4) **Pets:** We allow certain pets, with restrictions. For more info, please discuss at the time of submitting your application or read it online at www.ucocottages.com/faq.html
- 5) **Qualifying:** All applicants must be 18 years of age or older and have Government Issued Identification. Expired IDs will not be accepted. Applications will not be considered without the proper Photo ID. Approved IDs are listed below:

- 1) Drivers License / State ID
- 2) Passport / Green Card / Work Visa

If you are an applicant with no Social Security Number, little or no rental history, or no employment, you will be charged a higher Security Deposit. The owners also reserve the right to restrict lease terms and/or charge a higher monthly rent amount. (Example. International Students can expect a \$1600 deposit, a 6-month lease, and monthly rent for a 2-bedroom to be \$1200.)

BE SURE TO PRINT CLEARLY.
If we cannot read your application, it will not be processed!

Applicant Information:

First Name: _____ Last Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____
Social Security # _____ Other # (DL or Passport) _____
Date of Birth: _____ Other/Former Names Used: _____
Current Employer: _____
Supervisor Name: _____ Phone: _____
Position: _____ # of Years: _____ Monthly Income: _____

Spouse Information (if applicable):

First Name: _____ Last Name: _____
Phone: _____ Email: _____
Social Security # _____ Other # (DL or Passport) _____
Date of Birth: _____ Other/Former Names Used: _____
Employer: _____
Supervisor Name: _____ Phone: _____
Position: _____ # of Years: _____ Monthly Income: _____

ALL questions below apply to both the Applicant and Applicant's Spouse.

Are you in the U.S. Military or a legal dependent of someone who is? Yes No

If so, is it the Applicant or Spouse? _____

Self or dependent of U.S. Military? _____

What branch? _____

Are you a student? Yes No If "yes", Associate Bachelors Masters Doctorate

Degree of Study: _____ **Anticipated Graduation Date:** _____

Year, Make, Model, Color, & Tag # of cars: _____

The Cottages at UCO does not carry insurance that covers the loss of any of your personal property regardless of the cause? Per the Lease agreement, you are required to carry Renters Insurance. Do you understand and agree to carry coverage for the full term of your Lease? Yes No

Do you presently own or rent your current residence? _____ How long? _____

If renting, amount of monthly rent? _____ Have you given notice? Yes No
Please complete the last page of this application.

Please provide the last 3-years of Resident History (rental or purchasing). We need the address, dates resided, Landlord name and phone number.

Please provide the last 3-years of Employment History. We need the company name, dates employed, salary, and phone number.

Have you ever been convicted of a felony? Yes No

If yes, when & what was the charge: _____

Do you currently have any pending criminal or felony charge? Yes No

If yes, please explain: _____

Do you have any pets? Yes No If yes, how many: _____ and then list

the breed, age, approx. weight, and name of each pet: _____

Full name & age of any minors to occupy the property on a regular basis:

In the event of an emergency and I cannot be reached, the following person will know how to get in touch with me: (Do not list a spouse or roommate.)

Full Name: _____

Phone: _____

Relationship: _____

The above information is true and correct to the best of my knowledge. I understand failure to complete this application in its entirety and/or intentional misrepresentation will be reason for me to not be considered as a prospective tenant.

I give the Cottages at UCO permission to check all of the attached application information. I understand that if I am approved for this property and later change my mind, the Cottages at UCO will keep my Holding Deposit, and the Security Deposit (if the Lease is already signed).

My signature on this application verifies that I/we understand and agree with its contents.

Signature: _____ **Date:** _____

Spouse Signature: _____ **Date:** _____

Upon approval of this application, a link will be emailed to each person listed on the lease. It will contain information on how to activate your Tenant Portal to review and sign your lease online. After the Lease is signed, you can also pay your Move-In Charges, if wanted. (Note the balance must be paid in full if doing it online.) Please be sure to complete this step within 48 hours of the approval email you will receive.

Email Address (*PRINT CLEARLY*): _____

Spouse Email Address: _____

How did you hear about the Cottages at UCO and/or this property listing?

___ **Friend/Family** If current tenant, who? _____

___ **University of Central Oklahoma (online or in print)**

___ **Online Search (search engine, Zillow, Trulia, Realtor.com, etc)**

___ **Other, please specify** _____

RENTAL VERIFICATION

Applicant's Name: _____

Spouse's Name (if applicable): _____

Address: _____ **City/State/Zip:** _____

Landlord/Company Name: _____

Landlord's Phone: _____ **Email:** _____

I / We authorize the Cottages at UCO, LLC to contact the above-named person/company in order to verify my rental history. I hereby authorize the release of the information requested below in order to complete the application process.

Applicant Signature _____ **Date:** _____

Spouse Signature: _____ **Date:** _____

STOP HERE. The below information to be completed by the Landlord Only:

Monthly Rent: _____ **Length of Residency:** _____

Paying Habits: _____

Evictions filed? _____ **If yes, when?** _____

Have you ever had any complaints or had to issue warnings? _____

Condition of Home/Apartment: _____

Fulfilled the Lease? _____ **Notice Given?** _____ **Re-Rent?** _____

Verified by: _____ **Phone:** _____ **Date:** _____

Please complete this form and fax it back to us at: 405-421-0124. Thanks!