



FORBES MANAGEMENT, LLC

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RENTAL PROCEDURE

If you are interested in renting the apartment you have seen, the following procedure should be followed:

- 1. Pay the first month's rent.** This takes the apartment off the market for 24 hours.
- 2. Within 24 hours, we need the application completely filled out.** If you do not have sufficient income, or are a student, we will require a co-signer on the lease. If this is the case, you will be required to fill out the "co-signer" section of the application. The applicant and co-signer must sign the application.
- 3. The completed application should be turned in to our office with the application fee(s) and a copy of your photo ID.** The application fee is \$40 per person. If you have a co-signer, the fee is \$80 (\$40/person). This will cover the cost of the credit reports and other processing fees. This application fee is non-refundable and must be separate from the check for first month's rent.
- 4. The security deposit must be paid prior to move in.** The security deposit is usually equivalent to 1 month's rent, but may vary depending on circumstance. The exact amount of your security deposit will be listed on your security deposit agreement, which you will receive with your lease. We only accept one check for security deposit per apartment not per resident. The **entire** security deposit must be paid two weeks before the lease begins. **Security deposits are NOT accepted on move-in day.**

After receiving your application, first month's rent, and application fee(s), we will process your application. This should take no longer than 48 hours. You will be notified of our decision as soon as possible after we have received the application.

If your application is accepted, we will notify you immediately and a lease will be prepared for your signatures. The lease must be signed by all parties and returned to our office by the date indicated on the cover letter included in the lease packet. Otherwise, we may place your apartment back on the market and your deposit will be forfeited.

If your application is declined, we will call you and send a letter to the address listed on your application with the check for your first month's rent enclosed.

DATE _____ ADDRESS _____ APT. # _____ MONTHLY RENTAL RATE \$ _____
 PARKING? _____ LEASE START DATE _____ LEASE END DATE/LENGTH _____
 Cat? _____ LEASING AGENT _____

APPLICANT'S INFORMATION

EMAIL ADDRESS: _____

NAME _____ SOCIAL SECURITY # _____

BIRTHDATE _____ CELL PHONE # _____ DRIVER'S LICENSE # _____

CURRENT ADDRESS _____ APT# _____ CITY _____ STATE _____ ZIP _____

HOW LONG HAVE YOU LIVED HERE? _____ REASON FOR LEAVING _____

OWNER/ OWNER/
 AGENT AGENT'S PHONE # _____ CURRENT RENTAL RATE \$ _____

HOW DID YOU FIND US? _____ CRAIGSLIST _____ GOOGLE _____ REFERRAL _____ ZILLOW _____ ABODO _____ OTHER _____

EMPLOYER _____ EMPLOYER'S ADDRESS _____

EMPLOYER'S PHONE # _____ YOUR INCOME _____ YOUR POSITION/TITLE _____

DATES OF EMPLOYMENT _____ TO _____

SUPERVISOR'S NAME _____ SUPERVISOR'S PHONE # _____

APPLICANT'S VEHICLE (S)

MAKE OF VEHICLE _____ MODEL _____ YEAR _____ COLOR _____ PLATE # _____

APPLICANT'S CREDIT INFORMATION

BANKING INSTITUTION _____ CHECKING / SAVINGS (CIRCLE ONE)

CO-SIGNER'S INFORMATION

CO-SIGNER'S EMAIL: _____

CO-SIGNER'S NAME _____ CO-SIGNER'S S.S # _____

CO-SIGNER'S BIRTHDATE _____ CO-SIGNER'S PHONE # _____

CO-SIGNER'S CURRENT ADDRESS _____ CITY _____ STATE _____ ZIP _____

CO-SIGNER'S EMPLOYER _____ EMPLOYER'S PHONE # _____

EMPLOYER'S ADDRESS _____ CITY _____ STATE _____ ZIP _____

CO-SIGNER'S INCOME _____ POSITION/TITLE _____ DATES OF EMPL. _____ TO _____

SUPERVISOR'S NAME _____ SUPERVISOR'S PHONE # _____

PREVIOUS EMPLOYER NAME AND ADDRESS _____

DATES OF EMPLOYMENT WITH PREVIOUS EMPLOYER _____ TO _____

EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT NAME _____ PHONE# _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

This information may be used for emergencies, general contact or collections. Do not use spouse/roommates info.

I hereby apply to lease the aforementioned premises for the term set forth. I warrant that all statements set forth are true & correct.

I hereby deposit one month's rent as earnest money to be refunded to me if this application is not accepted. **Upon acceptance, this deposit shall be applied towards the first month's rent on the apartment.** I hereby waive any claim for damages by reason of non-acceptance. Owner or agent may reject without stating any reason for doing so.

I understand that if I decide that I do not wish to sign a lease for the apartment, I must notify the leasing office within 48 hours of submitting the deposit. I understand that if I fail to do so, I will forfeit my earnest money. Any deposited checks will be refunded after 10 business days of being deposited.

I recognize that as part of the procedure for processing my application an investigative consumer report may be prepared and verified through personal interviews. I authorize those sources to release such information to Forbes Management, LLC. Lease may be cancelled if any of the enclosed information proves inaccurate.

All apartments are shown and made available without respect to race, color, sex, religion, national origin, familial status, handicap or disability.

All occupant residents must be at least 20 years of age prior to the lease start date. Registered minor children living with their parent(s) or guardian(s) are excepted.

Signature of Applicant _____ Date _____

Signature of Co-Signer _____ Date _____

Security Deposit due two weeks prior to occupancy.**PLEASE PROVIDE PHOTO ID WITH APPLICATION****CONSUMER NOTICE:
THIS IS NOT A CONTRACT**

Forbes Management, LLC hereby acknowledges that with respect to this property, we are acting as the Owner/Landlord of this property.

I acknowledge that I have received this notice: _____
Consumer (Applicant) DateI acknowledge that I have received this notice: _____
Consumer (Co-Signer) DateI certify that I have provided this notice: _____
Forbes Management Date