

SECTION 1 : CONTACT INFORMATION

Occupant 1 Name		Co-Signer's Name (if applicable)		
Occupant 2 Name		Lessee (if a business entity)		
Social Security Number	Date of Birth	Phone	Cell Phone	Work Phone
Email Address (occupant 1)		Email Address (occupant 2)		
Present Street Address		City	State	Zip
Community/Landlord Name & Address		Landlord Phone	Dates of Residence	Monthly Rental Rate
Previous Street Address		City	State	Zip
Community/Landlord Name & Address		Landlord Phone	Dates of Residence	Monthly Rental Rate
Emergency Contact Name	Phone	Relationship		

SECTION 2 : EMPLOYMENT & VEHICLE INFORMATION

Present Employer		Employer Street Address		City	State	Zip
Manager Name	Manager Phone	Position	Dates Employed	Monthly Salary		
Previous Employer		Employer Street Address		City	State	Zip
Manager Name	Manager Phone	Position	Dates Employed	Monthly Salary		
Vehicle Make	Vehicle Model	Vehicle Year	License Plate Number	State	Driver's License Number	DL State

SECTION 3 : ADDITIONAL QUESTIONS

	NO	YES	
Do you require any special accommodations?	<input type="radio"/>	<input type="radio"/>	If yes, what type?
Do you own an animal?	<input type="radio"/>	<input type="radio"/>	Type, Weight:
Is your animal a guide or service dog?	<input type="radio"/>	<input type="radio"/>	
Have you ever been evicted from a place of rental?	<input type="radio"/>	<input type="radio"/>	If yes, when?
Do you owe any unpaid rent?	<input type="radio"/>	<input type="radio"/>	If yes, how much?
Have you ever violated a lease, rental agreement, or regulations at a former place of rent?	<input type="radio"/>	<input type="radio"/>	
Have you ever been charged with a misuse or abuse of any rental property?	<input type="radio"/>	<input type="radio"/>	
Have you ever been convicted of a crime other than a Motor Vehicle Violation?	<input type="radio"/>	<input type="radio"/>	If yes, explain:

SECTION 4 : DEPOSIT & RECEIPT: PLEASE READ

Applicant hereby deposits **\$200** as the "hold deposit." This amount will be refunded within 7 working days if the applicant is not accepted as a resident or if the applicant withdraws this application in writing within **24 hours** of submitting the application. If the applicant is accepted and does not enter into a lease agreement within **24 hours** of notification of acceptance, then the amount deposited shall be retained as liquidated damages for holding the apartment off the market. If applicant does enter into a lease agreement, then this document shall become part of the lease. If the landlord determines that any information contained herein is FALSE OR MISLEADING, then at the landlord's option, the lease shall be voidable upon 3 days notice.

THE \$45 APPLICATION FEE IS NON-REFUNDABLE

SECTION 5 : RELEASE AND SIGNATURE

This is to inform you that as a part of our procedure for processing your application, an investigative consumer report may be prepared whereby information is obtained through personal interviews with your landlord, employer, others with whom you are acquainted, a credit check, and a criminal report. I hereby agree, in the event of the approval of this rental application, to execute a lease in accordance with the terms set forth in this rental application and our rental liability shall commence on the date pursuant to the terms of the lease. The applicant understands that approval of this application is conditional upon the information supplied in the above mentioned consumer report meeting lease criteria. Owner and or agent for the owner may refuse possession of the above mentioned accommodations because of any derogatory information contained in the consumer report. I have read the foregoing and certify that the information herein is TRUE AND CORRECT, that this application is submitted for the purpose of inducing approval of this application in our behalf, and any errors in this application may be used by the owner and/or agent to terminate the lease at any time.



X

SIGNATURE OF APPLICANT

DATE

OFFICE USE ONLY

REQUIRED DOCUMENTATION

- Copy of driver's license or valid ID
- Copy of recent pay stub or employer ltr
- Approved Declined
- AGENT NAME: _____
- AGENT BUS. CARD ATTACHED
- Move-in Date: _____
- Lease Term Desired: _____

UNIT SPECIFICS

Community: _____ Rent: \$ _____
 Unit #: _____ Sec. Dep.: \$ _____
 Unit Type: Studio 1-BR 2-BR Pet Dep.: \$ _____
 Furnished: No Yes Pet Fee: \$ _____
 Hold Dep. Received Amt: \$ _____ Pet Rent: \$ _____
 Parking Space #: _____ Concession: \$ _____
 Parking Waitlist: No Yes _____
 Storage Space #: _____

DIFFERENT BROKERAGE RELATIONSHIPS ARE AVAILABLE WHICH INCLUDE LANDLORD AGENCY, TENANT AGENCY OR TRANSACTION-BROKERAGE.

**BROKERAGE DISCLOSURE TO TENANT
DEFINITIONS OF WORKING RELATIONSHIPS**

For purposes of this document, landlord includes sublandlord and tenant includes subtenant.

Landlord’s Agent: A landlord’s agent works solely on behalf of the landlord to promote the interests of the landlord with the utmost good faith, loyalty and fidelity. The agent negotiates on behalf of and acts as an advocate for the landlord. The landlord’s agent must disclose to potential tenants all adverse material facts actually known by the landlord’s agent about the property. A separate written listing agreement is required which sets forth the duties and obligations of the broker and the landlord.

Tenant’s Agent: A tenant’s agent works solely on behalf of the tenant to promote the interests of the tenant with the utmost good faith, loyalty and fidelity. The agent negotiates on behalf of and acts as an advocate for the tenant. The tenant’s agent must disclose to potential landlords all adverse material facts actually known by the tenant’s agent, including the tenant’s financial ability to perform the terms of the transaction and, if a residential property, whether the tenant intends to occupy the property. A separate written tenant agency agreement is required which sets forth the duties and obligations of the broker and the tenant.

Transaction-Broker: A transaction-broker assists the tenant or landlord or both throughout a real estate transaction by performing terms of any written or oral agreement, fully informing the parties, presenting all offers and assisting the parties with any contracts, including the closing of the transaction, without being an agent or advocate for any of the parties. A transaction-broker must use reasonable skill and care in the performance of any oral or written agreement, and must make the same disclosures as agents about all adverse material facts actually known by the transaction-broker concerning a property or a tenant’s financial ability to perform the terms of a transaction and, if a residential property, whether the tenant intends to occupy the property. No written agreement is required.

Customer: A customer is a party to a real estate transaction with whom the broker has no brokerage relationship because such party has not engaged or employed the broker, either as the party’s agent or as the party’s transaction-broker.

RELATIONSHIP BETWEEN BROKER AND TENANT

Broker and Tenant referenced below have NOT entered into a tenant agency agreement. The working relationship specified below is for a specific property described as:

_____ or real

estate which substantially meets the following requirements:

N/A
_____.

Tenant understands that Tenant shall not be liable for Broker’s acts or omissions that have not been approved, directed, or ratified by Tenant.

CHECK ONE BOX ONLY:

Multiple-Person Firm. Broker, referenced below, is designated by Brokerage Firm to serve as Broker. If more than one individual is so designated, then references in this document to Broker shall include all persons so designated, including substitute or additional brokers. The brokerage relationship exists only with Broker and does not extend to the employing broker, Brokerage Firm or to any other brokers employed or engaged by Brokerage Firm who are not so designated.

One-Person Firm. If Broker is a real estate brokerage firm with only one licensed natural person, then any references to Broker or Brokerage Firm mean both the licensed natural person and brokerage firm who shall serve as Broker.

CHECK ONE BOX ONLY:

Customer. Broker is the landlord's agent and Tenant is a customer. Broker is not the agent of Tenant.

Broker, as landlord's agent, intends to perform the following list of tasks:

Show a property **Prepare and Convey** written offers, counteroffers and agreements to amend or extend the lease.

Customer for Broker's Listings – Transaction-Brokerage for Other Properties. When Broker is the landlord's agent, Tenant is a customer. When Broker is not the landlord's agent, Broker is a transaction-broker assisting in the transaction. Broker is not the agent of Tenant.

Transaction-Brokerage Only. Broker is a transaction-broker assisting in the transaction. Broker is not the agent of Tenant.

If Broker is acting as a transaction-broker, Tenant consents to Broker's disclosure of Tenant's confidential information to the supervising broker or designee for the purpose of proper supervision, provided such supervising broker or designee shall not further disclose such information without consent of Tenant, or use such information to the detriment of Tenant.

THIS IS NOT A CONTRACT.

If this is a residential transaction, the following provision shall apply:

MEGAN'S LAW. If the presence of a registered sex offender is a matter of concern to Tenant, Tenant understands that Tenant must contact local law enforcement officials regarding obtaining such information.

TENANT ACKNOWLEDGMENT:

Tenant acknowledges receipt of this document on _____.

Tenant

Tenant

BROKER ACKNOWLEDGMENT:

On _____, Broker provided _____ (Tenant)

with this document via hand delivery and retained a copy for Broker's records.

Brokerage Firm's Name: Portus, Inc. DBA Wheelhouse Apartments

Broker

