



HOW TO ADD SOMEONE TO YOUR LEASE

Step One:

A Completed Application for Residency must be filled out for each applicant or Leaseholder over 18 years of age – including the residents that are already on the lease. Applications are available on the Lynnewood Gardens Res Page and available at Resident Services. Proof of income, ID's and Social Security Cards are needed (even for current residents). The application fee is \$25.00 per applicant. The add on fee is \$35.00 per add on.

Step two:

Add on Form must be completed and signed by all applicants and current lease holders.

Step three:

Bring all required documents to the Resident Services Office on Mather Way. Make sure all applications are completed and signed and all checks or money orders are made payable to Lynnewood Gardens. Don't forget your proof of income and copies of your government issued ID and social security card. If you need us to make copies we will be happy to do so!

Step four:

Once all required documents are brought in, we will process your request to add someone to your lease. This is an approval process, so expect this to take anywhere from 1 to 3 business days. Since we are re-qualifying you and the additional applicants credit and income together – it is possible that your security deposit amount may change or that the application for an add on can be denied. Lease changes are not complete until new lease is signed by all parties and management.

TO BE COMPLETED BY CURRENT LEASE HOLDER

I / We _____ and _____, current Lease Holder, residing at the
(NAME) (NAME)

Above address understand that the occupant(s) / roommate(s) listed below have / has completed the necessary application,

Paid the required monies and having been approved by Lynnewood Management, will be moving into the above listed Apartment with me / us. I / We further understand and agree that the new occupant(s) / roommate(s) will be joining me / Us in assuming obligations of the existing lease for this dwelling.

I / We also understand that upon eventual termination of the Lease, the Security Deposit will be refunded in my name as well as the name of the new additional occupant(s) / roommate(s) as noted below.

_____ SIGNATURE	/	_____ DATE	_____ SIGNATURE	/	_____ DATE
_____ SIGNATURE	/	_____ DATE	_____ SIGNATURE	/	_____ DATE

TO BE COMPLETED BY NEW ROOMMATE(S) / OCCUPANT(S)

I / We _____ and _____, have completed the necessary application and paid the Required monies, will be moving to the above address at Lynnewood Gardens Apartments. Further, I/We agree to assume The obligations of the existing lease for this dwelling in conjunction with the above mentioned occupants beginning _____.

_____ SIGNATURE	/	_____ DATE	_____ SIGNATURE	/	_____ DATE
_____ SIGNATURE	/	_____ DATE	_____ SIGNATURE	/	_____ DATE

Management Signature / _____
Date

APPLICATION FOR RENTAL							
Notice: All adult applicants (18 or older) must complete a separate application for rental.							
Apartment		Rent	Move In Date		Agent		
APPLICANT INFORMATION							
Last Name First Name MI.					Birth Date		
SSN Government Issued ID #					Cell Phone		
Home Phone		Work Phone		Email			
CURRENT ADDRESS							
Street Address City State Zip							
Date In	Date Out	Landlord Name			Landlord Phone		
Monthly Rent	Reason for Leaving						
PREVIOUS ADDRESS							
Street Address City State Zip							
Date In	Date Out	Landlord Name			Landlord Phone		
Monthly Rent	Reason for Leaving						
OTHER OCCUPANTS/RESIDENTS UNDER THE AGE OF 18 YEARS OLD MUST BE LIST BELOW FOR NEW APARTMENT							
List Names and Date of Birth of all Additional occupants/residents:							
PETS		Support animals for the disabled are not considered to be pets, but do require advance written approval from management.)					
Pets?	Describe	Type	Breed	Lbs	Type	Breed	Lbs
EMPLOYMENT & INCOME INFORMATION							
1.Job Title		Employer/Company/Address			L. C. Verify Initial _____	Monthly Gross Salary	
Supervisor Name			Supervisor Phone		Start Date	End Date	
2. Job Title		Employer/Company/Address			L. C. Verify Initial _____	Monthly Gross Salary	
Supervisor Name			Supervisor Phone		Start Date	End Date	
1. Other Income Description						Monthly Income	
2. Other Income Description						Monthly Income	
EMERGENCY CONTACT							
1. Name		Relationship	Address			Phone	
2. Name		Relationship	Address			Phone	

Have you ever been convicted and/or arrested for a crime?	
If so, please list and explain the nature of the crime:	

Have you ever been evicted by a Landlord?		
If so, please list and explain the nature of the eviction:		
Any Litigation, such as Suits, Judgments, Bankruptcies, Foreclosures, etc.?		
If so, please list and explain the nature of the litigation:		
VEHICLE INFORMATION		
1. Make & Model & Color	Year	License No. & State
2. Make & Model & Color	Year	License No. & State
Other Vehicles		
OTHER INFORMATION		
How did you hear about this Property?		
Please include any other information you believe would help to evaluate this application:		
<p>I/We have read the foregoing and certify the information herein is TRUE and CORRECT, and that this application is submitted for the purpose of inducing approval of this application in my/our behalf. I/We understand that the procedure for processing my application includes the preparation of an investigative Consumer Report, whereby information is obtained through credit report(s), court records, and personal interviews with my current and/or previous landlord, employer, or others with whom I am acquainted. I/We hereby consent for you to process our application through Weimark to obtain and verify my credit information, including, but not limited to a criminal background check for the purpose of determining whether or not to lease an apartment to me. This inquiry may include, but is not limited to, information regarding my character, general reputation, personal characteristics, and mode of living. I/We have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. Furthermore, I/We understand that should I lease an apartment, you shall have a continuing right to review my credit information, rental application, criminal background, payment history and occupancy history for account review purposes and for improving application methods.</p> <p>I/We hereby agree to execute a lease in accordance with the terms set forth in the rental application, in the event of the approval of this application. If I/We fail to cancel this application, fail to sign the lease, or fail to pay agreed rental, security deposit, or other required charges and fees, including a \$25.00 application fee (non refundable) and a \$250.00 holding deposit shown in this rental application, within twenty-four (24) hours from the date of this application, the deposit accompanying this application, and any monies subsequently paid, shall be forfeited to the owner as fixed and liquidated damages. The \$250.00 deposit will hold an apartment for 14 days from the date of the deposit. The balance of the first month's rent is due on or before the expiration of the 14 day period to continue to hold the apartment for up to 30 days. Owner and/or agent for the owner reserve the right to reject this application and to refuse possession of the above mentioned accommodations. I/We understand that if our name(s) appear on the register of sex offenders, as well as on court records or the like, this application will be rejected. This information is not privileged, and is valid in copy and fax form.</p>		
Applicant Signature		Date Signed
Applicant was (circle one):	Approved	Conditionally Approved Declined

DON'T FORGET!!!!!!

- ATTACH PROOF OF INCOME
- GOV'T ISSUED IDENTIFICATION
- COPY OF SOCIAL SECURITY CARD
- \$25.00 Application Fee
- \$35.00 Add on Fee (if your name is not already on the lease)

APPLICATION MUST BE FILLED OUT COMPLETELY AND SIGNED – IF SOMETHING DOES NOT APPLY TO YOU DO NOT LEAVE ANY SPACES BLANK (YOU CAN PUT N/A IF NOT APPLICABLE)

APPLICATION(s) MUST BE FILLED OUT BY CURRENT LEASE HOLDER(S) AND EACH PERSON THAT YOU WOULD LIKE TO HAVE ADDED TO LEASE. Let us know if you need more applications!

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Other Vehicles		
OTHER INFORMATION		
How did you hear about this Property?		
Please include any other information you believe would help to evaluate this application:		
<p>I/We have read the foregoing and certify the information herein is TRUE and CORRECT, and that this application is submitted for the purpose of inducing approval of this application in my/our behalf. I/We understand that the procedure for processing my application includes the preparation of an investigative Consumer Report, whereby information is obtained through credit report(s), court records, and personal interviews with my current and/or previous landlord, employer, or others with whom I am acquainted. I/We hereby consent for you to process our application through Weimark to obtain and verify my credit information, including, but not limited to a criminal background check for the purpose of determining whether or not to lease an apartment to me. This inquiry may include, but is not limited to, information regarding my character, general reputation, personal characteristics, and mode of living. I/We have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. Furthermore, I/We understand that should I lease an apartment, you shall have a continuing right to review my credit information, rental application, criminal background, payment history and occupancy history for account review purposes and for improving application methods.</p> <p>I/We hereby agree to execute a lease in accordance with the terms set forth in the rental application, in the event of the approval of this application. If I/We fail to cancel this application, fail to sign the lease, or fail to pay agreed rental, security deposit, or other required charges and fees, including a \$25.00 application fee (non refundable) and a \$250.00 holding deposit shown in this rental application, within twenty-four (24) hours from the date of this application, the deposit accompanying this application, and any monies subsequently paid, shall be forfeited to the owner as fixed and liquidated damages. The \$250.00 deposit will hold an apartment for 14 days from the date of the deposit. The balance of the first month's rent is due on or before the expiration of the 14 day period to continue to hold the apartment for up to 30 days. Owner and/or agent for the owner reserve the right to reject this application and to refuse possession of the above mentioned accommodations. I/We understand that if our name(s) appear on the register of sex offenders, as well as on court records or the like, this application will be rejected. This information is not privileged, and is valid in copy and fax form.</p>		
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