



# Application for Lease

COMMUNITY NAME \_\_\_\_\_

DATE: \_\_\_\_\_

## QUICK INFO:

Apartment # \_\_\_\_\_ Size: \_\_\_\_\_

Leasing: Consultant: \_\_\_\_\_

Initial Source: \_\_\_\_\_

Move-In Date: \_\_\_\_\_

**Pets:**      **YES**      **NO**      **N/A**

Breed and Weight: \_\_\_\_\_

*We want to make the leasing process simple yet complete. Please share the following with us to insure a quick and accurate prequalification.*

## PERSONAL INFORMATION

SS#: \_\_\_\_\_

Your Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Email: \_\_\_\_\_ Home Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_

Drivers License No.: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Auto Make: \_\_\_\_\_ Auto Model: \_\_\_\_\_ Plate No.: \_\_\_\_\_

## RESIDENCE HISTORY (Please provide a 2 year residence history)

Present Address: \_\_\_\_\_ Landlord Name and Phone: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Move-in Date: \_\_\_\_\_ Move-Out Date: \_\_\_\_\_ Monthly Rent: \_\_\_\_\_

Previous Address: \_\_\_\_\_ Landlord Name and Phone: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Move-in Date: \_\_\_\_\_ Move-Out Date: \_\_\_\_\_ Monthly Rent: \_\_\_\_\_

## EMPLOYMENT - Thank you for telling us about what you do and assisting us in helping you become a resident in one of our communities.

**Who Employs You:** \_\_\_\_\_ **Your Position:** \_\_\_\_\_

Wages (Monthly Gross Income): \_\_\_\_\_ Hours Per Week: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_ Your Work Phone: \_\_\_\_\_

**Next Previous Employer:** \_\_\_\_\_ **Your Position:** \_\_\_\_\_

Wages (Monthly Gross Income): \_\_\_\_\_ Hours Per Week: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_ Your Work Phone: \_\_\_\_\_

## BACKGROUND QUESTIONS

*We need to inquire about your background. The result of our inquiry will be assessed using our screening criteria. Please note that this information is kept private and used only for your application on file.*

Have you ever been convicted of, or plead guilty to, a crime:      YES      NO

If yes, please state where, when, by whom and which court and the crime.

Have you previously been evicted from a rental community?    Y / N

If so, state where and when:

# IGC Application for Lease

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## OCCUPANTS

Who will occupy the residence? (Please list everyone that will live in the household)

Please note: *Every occupant age 18 or older is required to complete a separate application. Thank you.*

	Name	Relationship to Applicant	Birth Date
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

☀ In case of emergency, please provide us with the contact information of the person we should call. Local is preferred.

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Relationship to Applicant(s): \_\_\_\_\_

The undersigned hereby makes application to IN GOOD COMPANY, LLC as Rental Agent (hereinafter referred to as IGC) for the lease of an apartment, at the monthly rate of \$ \_\_\_\_\_ payable monthly in advance on the first day of each month, for a term of \_\_\_\_\_ and request occupancy as of \_\_\_\_\_, 20 \_\_\_\_\_.

As an inducement to IGC to accept this application, the undersigned hereby represents and swears under oath and upon the penalties of perjury that all facts stated in this entire application are true and authorizes IGC to verify any information contained herein and make such other investigation as it shall deem necessary to determine the undersigned's financial and credit standing and moral character, including the investigation of my credit, criminal, and/or employment history, through public records, a reporting agency or otherwise. I further authorize the release of any information relevant to such investigation by any person or entity possessing such information.

## UNDERSTANDINGS AND AGREEMENTS

As APPLICANTS, I (we) understand and agree that:

1. I (we) will provide copies of most recently issues official identification document such as drivers license, state, or U.S. issued ID(s), or the equivalent if you are not a U.S. citizen. Also provide a copy of your SSN, IT IN, or similar identification number currently issued to you showing you are entitled to be in the U.S., along with one current form of photo identification.
2. I (we) acquire no right to any apartment until the Application is approved by the management, a lease is signed in the form submitted and a security deposit and the first month's rent in advance are paid in full. The above mentioned apartment will be used as a private dwelling only and occupied by only those persons listed in this Application. Move in payment to be made by money order, cashier's check or credit card.
3. Once the lease is signed by APPLICANT and IGC, the lease is a binding contractual obligation, even if the APPLICANT does not move in. APPLICANT will remain legally bound by the terms and conditions of the lease.
4. If the applicant is approved, the APPLICANT agrees to execute a lease with IGC. In addition, upon approval, the APPLICANT will pay a **HOLDING FEE** of \$ \_\_\_\_\_ / \_\_\_\_\_ (initial) immediately upon notification of approval. IGC is not required to provide to or otherwise hold an apartment for the approved APPLICANT without the payment of the **HOLDING FEE**. Upon move-in, the **HOLDING FEE** will be applied to the security deposit. If the APPLICANT fails to execute a lease or cancels, then the **HOLDING FEE** will be retained as liquidated damages and **WILL NOT BE REFUNDED**.

APPLICANT SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICE USE ONLY**

APARTMENT ADDRESS: _____	MOVE-IN DATE: _____
DATE APPROVED: _____	RENT: _____ DEPOSIT: _____ DATE DEPOSIT RECEIVED: _____

NOTES: \_\_\_\_\_

