



## GUIDELINES FOR COMPLETING YOUR LEASE APPLICATION

### PLEASE FOLLOW THESE GUIDELINES SO WE CAN PROPERLY PROCESS YOUR APPLICATION

- Rental application must be filled out completely, including driver's license and social security numbers. Do not leave any blanks.
- Print legibly and answer *all* questions completely and truthfully.
- All addresses *must* include city, state and zip code.
- *All* occupants who will be living in the apartment must be listed.
- Documentation and/or verification of monthly income must be provided either in the form of pay stubs (copies of your last two) and/or the name and phone number of the department supervisor or human resources personnel who can verify this information.
- Applicants who are self employed may provide copies of their Schedule C and/or bank/financial statements showing monthly income.
- Statement of benefits and/or a letter of verification from a government and/or court appointed agency or your employer may be submitted as documentation of spousal/child support and/or social security/disability and/or pension benefits.
- Previous Landlord(s) must be listed along with a telephone number they may be reached.
- A non-refundable application fee of \$50.00 is due for each application.

YOU MAY FAX, MAIL, OR DROP OFF YOUR APPLICATION TO THE LEASING OFFICE ALONG WITH A PERSONAL CHECK PER APPLICANT MADE OUT TO FAIRWAY PARK PROPERTIES, L.L.C.. AFTER HOURS, A DROP SLOT IS LOCATED TO THE RIGHT OF THE LEASING OFFICE DOOR. OUR MAILING ADDRESS AND FAX NUMBER ARE LISTED BELOW.

THANK YOU IN ADVANCE FOR YOUR COOPERATION.

**FAIRWAY PARK PROPERTIES, L.L.C.**



# RENTAL APPLICATION

By: \_\_\_\_\_

Date Received: \_\_\_\_\_

**PLEASE NOTE: PROVIDE THE DATES OF BIRTH FOR THOSE INDIVIDUALS 18 YEARS OLD OR OLDER ONLY.****PETS ARE NOT PERMITTED WITHOUT EXPRESS WRITTEN PERMISSION AND ADDITIONAL PET FEES.**

Applicant Name: First:	MI:	Last:	DOB:	Social Sec#:
Spouse Name: First:	MI:	Last:	DOB:	Social Sec#:
Occupant Name: First:	MI:	Last:	DOB:	Social Sec#:
Occupant Name: First:	MI:	Last:	DOB:	Social Sec#:
Occupant Name: First:	MI:	Last:	DOB:	Social Sec#:
Occupant Name: First:	MI:	Last:	DOB:	Social Sec#:
How did you learn about Fairway Park?			Do you have any pets?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>VEHICLE INFORMATION</b>		Number of Automobiles/Vehicles:	
Applicant Driver's License #:	State:	Spouse Driver's License #:	State:
Make/Model:	Year:	Color:	License Plate #
Make/Model:	Year:	Color:	License Plate #

<b>RESIDENCE HISTORY</b>			
Present Address:	City:	State:	Zip:
Length of Residence:	Telephone:	E-Mail:	
Landlord or Lender:	Address:	Telephone:	
<input type="checkbox"/> Rent <input type="checkbox"/> Own	Monthly Payment:\$	Lease Expiration:	Reason for Moving:
Previous Address:	City:	State:	Zip:
Landlord or Lender:	Telephone:	Length of Residence:	
Has any landlord ever sued you for non-payment of rent or evicted you?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you had two or more late rental payments in the past year?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>EMPLOYMENT HISTORY</b>			
Employed By:	Telephone:		
Address:	City:	State:	Zip:
Position:	How Long:	Gross Income: \$	wk/mo/yr (circle one)
Other Income Source:		Amount: \$	wk/mo/yr (circle one)
Previous Employer:	How Long:		
Spouse's Employer:	Telephone:		
Address:	City:	State:	Zip:
Position:	How Long:	Gross Income: \$	wk/mo/yr (circle one)
Other Income Source:		Amount: \$	wk/mo/yr (circle one)

<b>CREDIT REFERENCES</b>			
Bank/Checking:	Acct #:	Bank/Savings:	Acct #:
Auto Lender:	Acct #:	Auto Lender:	Acct #:
Charge Card:	Acct #:	Charge Account:	Acct #:
Have you ever filed Bankruptcy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted of a Felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>DEPOSITS</b>	
Applicant has deposited the equivalent of one month's rent in the amount of \$_____ as security deposit for apartment # _____. If this Application is denied, this deposit shall be returned to applicant. If this Application is approved, Applicant agrees to enter into a Rental Agreement for said apartment within (7) days of the Application date. If Applicant fails or refuses to enter into a Rental Agreement for any reason, the deposit shall be retained and applied to damages for lost rent or lost market opportunity.	
I certify that the items in this rental application are true and complete to the best of my knowledge. I hereby provide authorization to obtain and verify my employment, criminal and credit history and to obtain credit reports in connection with this application. I further authorize landlord, its agents and/or attorneys to obtain credit reports and information at any time during and after my tenancy, in the event of a breach of any lease or term of tenancy.	
Applicant Signature:	Date:
Applicant Signature:	Date: