



Application Agreement

1. **Application Fee (nonrefundable).** You have delivered to our representative an application fee in the amount indicated below, and this payment partially defrays the cost of administrative paperwork. *It's nonrefundable.*
2. **Application Deposit (may or may not be refundable).** In addition to any application fee, you have delivered to our representative an application deposit in the amount indicated below. *The application deposit is not a security deposit.* However, it will be credited toward the required security when the Lease Contract has been signed by all parties; or it will be refunded if you are not approved; or it will be retained by us as liquidated damages if you give false information or if you fail to sign the Lease Contract or attempt to withdraw application.
3. **If You Withdraw Before Approval.** You and any co-applicants may not withdraw your Application or the application deposit. *If, before signing the Lease Contract, you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.*
4. **Completed Application.** An Application will not be considered "completed" and will not be processed until all of the following have been provided to us (unless checked) ____ a separate Application has been fully filled out and signed by you and each co-applicant; ____ an application fee has been paid to us; ____ an application deposit has been paid to us. *If no item is checked, all are necessary for the Application to be considered completed.*
5. **Non-approval in Seven Days.** We will notify you whether you've been approved within seven days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within seven days after we have received a completed Application.
6. **Refund after Non-approval.** If you or any co-applicant is disapproved or deemed disapproved under paragraph 2, we'll refund all application deposits within 30 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
7. **Extension of Deadlines.** If the deadline for approving or refunding under paragraphs 3, 5, or 6 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next day.
8. **Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
9. **Keys or Access Devices.** We'll furnish keys and / or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents; and (2) all applicable rents and security deposits have been paid in full. (3) A valid utility account number is provided for the utilities you are responsible for.
10. **Receipt.** Application fee (nonrefundable): \$ _____
 Application deposit (may or may not be refundable): \$ _____
 Total of above application fee and application deposit: \$ _____
 Total amount of money we've received to this date: \$ _____
11. **Signature.** Our representative's signature is consent only to the above application agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.

Acknowledgment

You declare that all your statements on the first and second page of the Application are true and complete. You authorize us to verify same through any means, including consumer reporting agencies and other rental housing owners. If you fail to answer any question or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right to occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

Qualifications for Approval

At least 6 months verifiable employment, At least 6 months verifiable rental history, At least earn or receive monthly 3 times the amount of the monthly rent quoted upon application, Background check and credit history that is acceptable at managements discretion

Applicant's Signature: _____ **Date:** _____

Co-Applicant Signature: _____ **Date:** _____

Signature of Owner's Representative: _____ **Date:** _____