



## APARTMENT APPLICATION

Please Print and Complete All Questions. Incomplete Information may result in Automatic Rejection

**Which building and apartment are you applying for :** \_\_\_\_\_

Name: \_\_\_\_\_ Social Security: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
First Middle Last

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Spouses Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Driver's License # \_\_\_\_\_ State: \_\_\_\_\_ Current Member of the Military Service: Yes \_\_\_\_\_ No \_\_\_\_\_

Present Address: \_\_\_\_\_  
Number Street Apt# City State Zip

How Long at this Address: \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_ per month

Present Landlord: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

### NAME ALL OTHER PERSONS APPLYING WITH APPLICANT

NAME	RELATIONSHIP	DATE OF BIRTH	SOCIAL SECURITY#



## APPLICANT EMPLOYMENT & INCOME

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_

Present Employer: \_\_\_\_\_ Telephone: \_\_ (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ How long employed: \_\_\_\_\_

Position: \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_ Other Income: \_\_\_\_\_

Source of other income: \_\_\_\_\_ Total Annual Income: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Telephone: \_ (\_\_\_\_) \_\_\_\_\_

If less than 2 years at current position

Do you engage in home occupation? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

### BANK REFERENCES

Bank Name: \_\_\_\_\_ Address: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Address: \_\_\_\_\_

Has applicant, spouse, or other potential occupants ever been arrested or indicted for, or convicted of, a felony or misdemeanor Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Have any judgments been entered against applicant, spouse, or other potential occupants? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

In case of an emergency, please contact: Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_ (\_\_\_\_) \_\_\_\_\_

## **YOU MUST PROVIDE THE FOLLOWING WITH THIS APPLICATION:**

**COPY OF DRIVERS LICENSE OR PHOTO ID  
COPY OF SOCIAL SECURITY CARD  
COPY OF 3 RECENT BANK STATEMENTS  
COPY OF RENT STATEMENTS FOR 12 MONTHS OR CANCELLED CHECKS BACK AND FRONT**

**COPY OF RECENT INCOME W-2 FORM  
COPY OF 3 RECENT PAY STUBS  
COPY OF RECENT TAX RETURN**

**WE RESERVE THE RIGHT TO REQUEST ADDITIONAL DOCUMENTS**



**Please Note: No Dogs, Cats or other Pets Permitted.**

Fair credit reporting:

You agree that we and/or the owner/agent may obtain or use an investigative consumer report in connection with this application to lease an apartment. Subsequent similar reports may be requested or utilized in connection with an update, renewal or extension of this application or your lease and for any other legitimate business purpose. Upon request, you will be informed whether a consumer report or an investigative consumer report has been obtained, and if such report was obtained, of the name and address of the consumer reporting agency that furnished the report. You agree that we are authorized to obtain consumer reports or investigative reports pertaining to you after you vacate the apartment in order to collect amounts due or for other legitimate business purposes.

I hereby certify that the statements made in this application have been examined by me and are true, correct, and complete to the best of my knowledge. I have no objection to the inquiries to be made in the future for the purpose of verifying the facts herein stated or determining the qualifications of my application. I understand that the filing of this application in no way obligates owner/agent to reserve or lease an apartment for me.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

- **Non-refundable fee of \$20.00 for the Credit and Criminal background check.**
- **Complete the One Time Credit Card Payment Authorization Form below:**



## One Time Credit Card Payment Authorization Form

Sign and complete this form to authorize **Houlihan Parnes Properties** to make a onetime debit to your credit card listed below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

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**Please complete the information below:**

I \_\_\_\_\_ authorize **Houlihan Parnes Properties** to charge my credit card account indicated below for \$ \_\_\_\_\_. This payment is for the processing of the Application and Credit Screening.

Billing Address \_\_\_\_\_

Phone# \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Account Type:  Visa     MasterCard     AMEX     Discover

Cardholder Name \_\_\_\_\_

Credit Card# \_\_\_\_\_

Expiration Date \_\_\_\_\_

Security Code \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.