

Liberty Associates LLC

D/B/A Stonewall, Gladstone, and Windsor Apts

Application for Occupancy

Referred by: Thrifty Nickel Friend Other Tenant Craigslist Other _____

Property Information

Property Name _____ Unit Type _____ Rent \$ _____

Leasing Rep _____ Move-In Date _____ Co-Signer for _____

Applicant Information

Single Married

Last Name _____ First _____ Middle _____

Maiden or Former Names _____ SSN (Social Security Number) _____

Date of Birth _____ Email Address _____

Cell Phone _____ Daytime Phone _____

Roommates Yes No Name of Roommates _____

SPOUSE Last Name _____ First _____ Middle _____

Maiden or Former Names _____

SSN (Social Security Number) _____ Date of Birth _____

Total number of occupant's _____ **Over 18** _____ **Kids under 18** _____

Residential Information – Include information for the last 3 years. Use 2nd page if needed.

PRESENT Rent Own Family Dates There _____ Rent \$ _____

Street Address _____ Apt _____

City _____ State _____ Zip _____

Apartment/Landlord Name _____ Phone _____

PRIOR Rent Own Family Dates There _____ Rent \$ _____

Street Address _____ Apt _____

City _____ State _____ Zip _____

Apartment/Landlord Name _____ Phone _____

OTHER Rent Own Family Dates There _____ Rent \$ _____

Street Address _____ Apt _____

City _____ State _____ Zip _____

Apartment/Landlord Name _____ Phone _____

Employment and Income Information

Employer _____ Position _____ Monthly Income \$ _____

Address _____ City _____ State _____ Zip _____

Start Date _____ Supervisor Name _____ Supervisor Phone _____

PREVIOUS Employer _____ Position _____ Monthly Income \$ _____

Address _____ City _____ State _____ Zip _____

Start Date _____ Supervisor Name _____ Supervisor Phone _____

SPOUSE Employer _____ Position _____ Monthly Income \$ _____

Address _____ City _____ State _____ Zip _____

Start Date _____ Supervisor Name _____ Supervisor Phone _____

PREVIOUS Employer _____ Position _____ Monthly Income \$ _____

Address _____ City _____ State _____ Zip _____

Start Date _____ Supervisor Name _____ Supervisor Phone _____

OTHER INCOME: Source of Income _____ Monthly Income \$ _____

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Application for Occupancy (Page 2)

Applicant Information (Please enter again in case Page 1 and Page 2 get separated)

Last Name _____ First _____ SSN _____

Additional Information

Have you ever willingly refused to pay rent? _____ If so, to whom and why? _____

Have you ever been evicted? _____ If so, to whom and why? _____

Have you ever been arrested or convicted of a crime? ___ If so, where, when and what was the charge? _____

Emergency Contact _____ Relationship _____ Phone _____

Address _____ Email _____

Character Reference _____ Relationship _____ Phone _____

Character Reference _____ Relationship _____ Phone _____

Driver's License # _____ State of Issue _____

Do you have any pets? ___ Yes ___ No Type of pet _____

Do you smoke? ___ Yes ___ No

Roommate Information - If you were on lease with other individual(s).

Name of Roommate(s) also on lease **Current Address** _____

Name of Roommate(s) also on lease **Prior Address** _____

Name of Roommate(s) also on lease **Other Address** _____

Failure to provide complete information, including daytime phone numbers for you and your references, will delay processing. **Incomplete applications will not be processed.**

This application must be signed by all adults who will occupy the apartment before it can be considered by the Landlord. Acceptance of this application, and any monies deposited herewith, is not binding upon Landlord until approved by Landlord in writing. If approved, all monies deposited with this application will be held as a reservation deposit to be either returned to the applicant or credited toward any deposit, which may be required of applicant at the time the rental agreement is executed. If approved and the rental unit is held for applicant for more than **3** days, then the applicant withdraws the application, all monies deposited shall be forfeited to Landlord. All applications fees are non-refundable and will be collected before processing applications.

By signing, the applicant recognizes that an investigative report will be prepared whereby information is obtained from credit bureaus, landlords and employers, through interviews and public records. This inquiry includes information as to your character, general reputation, credit and mode of living. This application may be disapproved as a result of any misrepresentation or insufficient information as a result of an incomplete application.



Applicant's Signature

Date

Spouse's Signature

Date

Liberty Associates LLC
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Criminal, Credit, Rental History & Employment Records Waiver

I, _____ do hereby give full permission to Liberty Associates LLC (Agent) to conduct a search of My Criminal, Credit, Rental History and Employment Records.

This form releases Liberty Associates LLC from any legal liability of reporting this information to the above-named agent.

Driver's License # _____ State of Issue _____

Social Security # _____ Date of Birth _____

Address _____
(Street, City, State and Zip)

Authorizing Signature

Date

Authorizing Signature

Date

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Statement of Rental Policy

Non-refundable Application Fee \$35.00 **per applicant** (anyone over 18 years of age)

We required an additional non-refundable administrative fee of \$50.00 **per applicant** to process your application

We require from 1 to 2 months' rent deposit based on credit history to hold an apartment. The deposit is refundable if application fails and up to 3 days after application is submitted. The deposit will be forfeited by applicant after 3 days from receiving if applicant decides not to take the apartment. We will not hold an apartment any longer than 30 days.

Rental Criteria

1. **Age:** Applicants must be 21 years of age. All applicants over the age of 18 are required to complete the application process.
2. **Income:** Monthly gross income of combined applicants must be 3 times the market rental rate per month.
3. **Credit:** All applicants must have satisfactory credit rating. If applicant is " approved conditional" applicant may be required to pay 2 months' rent deposit or higher deposit prior to move in.
4. **Co-signer:** Co-signer must fill out applications and be approved under the same conditions as the applicant.
5. **Criminal History:** We process criminal applications on applications. We reserve the right to reject your application due to criminal history. We do not rent to anyone with known drug arrest. DUI, Traffic tickets, and other misdemeanor will be review to be in consideration of time, cause and type. Amount of security deposit may be higher based on misdemeanor.
6. **Application Fee:** A non-refundable application fee (cash or money order only) must be paid by any applicants for verification of information before the process will begin.
7. **Administrative fee:** We require an additional \$50 non re-fundable fee (cash or money order only) per applicant to process your application.
8. **Payment:** Payment for application fees, deposits and first month' s rent must be paid by cash, cashier' s check, or money order. NO Personal Checks
9. **Occupancy Standards:** Not to exceed 2 people per bedroom. NO EXECPTIONS.
10. **I.D:** Government Issued Photo ID required with application.
11. **Rental History:** Current eviction or past eviction will deny your application. Satisfied evictions will be taken in consideration with a higher deposit based on the time, cause and cost of eviction

Number of Adults _____ Kids _____ going to be living in apartment

How did you hear about our apartments? _____

Applicants Signature

Date

Applicants Signature

Date