

**Application for Residency**

Community & Apartment Information						
Application Date	Community Name <b>Castle Way Apartments</b>		Apartment #	Unit Type	Move-In Date	
Lease From	Lease To	Rent	Premium	Concession	Sec. Deposit	Garage Remote Deposit
Application Fee	Administration Fee	Other Fee	Washer/Dryer Rent	Pet Rent	Pet Deposit	Garage Rent
Applicant Information						
Name  _____ First                      Middle                      Last			Driver's License # & State	Social Security #	Date of Birth	
Applicant Residence History – 2 Year Continuous History						
Present Address		City	State	Zip	Email Address	
Home Phone Number	How Long? Years ____ Months ____		(Please circle) OWN HOME                      RENT APARTMENT LIVE WITH PARENTS                      STUDENT HOUSING                      MILITARY			
Cellular Number	Reason for Leaving/Moving		Landlord/Mortgage Company Phone Number			
Monthly Payment	City		State	Zip		
Previous Address	How Long? Years ____ Months ____		(Please circle) OWN HOME                      RENT APARTMENT LIVE WITH PARENTS                      STUDENT HOUSING                      MILITARY			
Home Phone Number	Reason for Leaving/Moving		Landlord/Mortgage Company Phone Number			
Monthly Payment	City		State	Zip		
Any litigation, such as: evictions, suits, judgments, bankruptcies, foreclosures, etc?    Yes ____    No ____						
Have you ever been convicted of, or pled guilty or no contest to, any criminal offense(s) or had any criminal offense(s) disposed of other than by acquittal or a finding of "Not Guilty"?    Yes ____    No ____						
If "yes" to any of the above, please explain giving specific dates: _____ _____						
Applicant Employment History – 3 Year Continuous History						
Present Employer				Position		
Business Address		City	State	Zip		
Business Phone Number	Supervisor	Start Date	Current Annual Income			
Previous Employer		Position				
Business Address		City	State	Zip		
Business Phone Number	Supervisor	Dates of Employment Start ____/____/____ End ____/____/____	Annual Income			
Co-Applicant Information						
Name  _____ First                      Middle                      Last			Driver's License # & State	Social Security #	Date of Birth	
Co-Applicant Residence History – 2 Year Continuous History						
Present Address		City	State	Zip	Email Address	
Home Phone Number	How Long? Years ____ Months ____		(Please circle) OWN HOME                      RENTED APARTMENT LIVING WITH PARENTS                      STUDENT HOUSING                      MILITARY			
Cellular Number	Reason for Leaving/Moving		Landlord/Mortgage Company Phone Number			
Monthly Payment	City		State	Zip		
Previous Address	How Long? Years ____ Months ____		(Please circle) OWN HOME                      RENTED APARTMENT LIVING WITH PARENTS                      STUDENT HOUSING                      MILITARY			
Home Phone Number	Reason for Leaving/Moving		Landlord/Mortgage Company Phone Number			
Monthly Payment	City		State	Zip		
Any litigation, such as: evictions, suits, judgments, bankruptcies, foreclosures, etc?    Yes ____    No ____						
Have you ever been convicted of, or pled guilty or no contest to, any criminal offense(s) or had any criminal offense(s) disposed of other than by acquittal or a finding of "Not Guilty"?    Yes ____    No ____						
If "yes" to any of the above, please explain giving specific dates: _____ _____						

**Co-Applicant Employment History – 3 Year Continuous History**

<b>Present Employer</b>		<b>Position</b>	
<b>Business Address</b>		<b>City</b>	<b>State</b> <b>Zip</b>
<b>Business Phone Number</b>	<b>Supervisor</b>	<b>Start Date</b> ____/____	<b>Current Annual Income</b>
<b>Previous Employer</b>		<b>Position</b>	
<b>Business Address</b>		<b>City</b>	<b>State</b> <b>Zip</b>
<b>Business Phone Number</b>	<b>Supervisor</b>	<b>Dates of Employment</b> Start ____/____ End ____/____	<b>Annual Income</b>

<b>Occupants (Other than Leaseholders)</b>			
<b>Name</b>	<b>Relationship</b>	<b>Date of Birth</b>	<b>Date of Birth</b>
1			3
2			4

<b>Automobile Information</b>			
<b>Make &amp; Model</b>	<b>Year</b>	<b>Color</b>	<b>License Plate Number &amp; State</b>
<b>Make &amp; Model</b>	<b>Year</b>	<b>Color</b>	<b>License Plate Number &amp; State</b>

<b>Pet Information</b>		
<b>Number of Pets</b>	<b>Breed of Pets</b>	<b>Height &amp; Weight of Pets</b>
		Ht _____ Wt _____
		Ht _____ Wt _____

<b>Miscellaneous Information</b>	
<b>We DO NOT insure your personal property.</b>	
<b>Do you presently have personal property insurance?</b>	Yes _____ No _____
<b>Do you have other sources of income?</b>	Yes _____ No _____
<b>Please explain:</b> _____	

<b>Emergency Contact</b>			
<b>Name</b>	<b>Home Phone</b>	<b>Work Phone</b>	<b>Relationship</b>
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
In the event of serious injury/ illness or death, may the emergency contact listed above enter, Remove and/or store all contents found in the dwelling, common areas or mailbox?			Yes _____ No _____

**Castle Way Apartments**

I hereby make an application for lease for the above described premises and services, on the terms above specified and pay herewith \$ \_\_\_\_\_ as an application deposit, \$ \_\_\_\_\_ as an administration fee and \$ \_\_\_\_\_ as an application-processing fee for reviewing credit. I understand that if my application is accepted, the application deposit will be applied towards my security deposit. However, if I voluntarily cancel my application, I will forfeit the application deposit and administration fee as liquidated damages. If the application is rejected for any reason other than falsification of information by applicant, the foregoing application deposit and administration fee shall be refunded to the undersigned. **It is understood that the application-processing fee is non-refundable.**

As an inducement to the owner of the property and Castle Way Apartments to accept this application, I warrant that all statements above set forth are true and complete. By signing this application, I authorize Castle Way Apartments and its agents to verify all information, references and credit records. Applicant acknowledges that the inclusion of any false information herein shall constitute grounds for rejection of this application, termination of any rental agreement and right of occupancy and forfeiture of the deposit and administration fee. It is my responsibility to ensure that you receive, within three (3) business days of the Application Date listed above, the proper information to verify this application. The failure of me to do this will result, at the landlord's discretion, in termination of this application and the forfeiture of the application deposit as liquidated damages. If you accept this application and deliver a lease to me for execution on the above terms in the form prepared by you, I shall sign and deliver the lease back to you by the move-in date listed above. If I fail or refuse to execute and deliver the said lease to you by said move-in date, the application deposit and administration fee made herewith is to be retained by you as liquidated damages, and there shall be no further liability on the part of the owner, agent, or the undersigned in respect to said proposed lease or application.

This application shall not be binding upon the owner until it has been signed and executed by an agent of Castle Way Apartments. The delivery of a lease to the undersigned for signature shall not be construed as acceptance of this application nor shall said lease be binding upon the owner until it has been signed and executed on the owner's behalf and a copy of said lease delivered to the undersigned.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fair Housing Amendments Act of 1988 makes discrimination based on race, color, religion, sex, handicap, family status, or national origin illegal in connection with the rental of most housing. The federal agency which administers compliance with this law concerning this company: Dept. of Housing and Urban Development, Assistant Secretary for Fair Housing and Equal Opportunity, Washington, D.C. 20410.

Equal Opportunity Act: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of sex or marital status. The Federal agency which administers compliance with this law is: Equal Credit Opportunity, Federal Trade Commission, Washington, D.C. 20580

**FOR OFFICE USE ONLY:**

**APPLICATION:**                      **Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_                      **Leasing Consultant** \_\_\_\_\_

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Property Manager, as agent for Castle Way Apartments