



**DAVIS REALTY**

**Rental Application for** \_\_\_\_\_ **(address)**

**Primary Applicant Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_  
First Middle Last

**Social Security#:** \_\_\_\_\_

**Current Address** \_\_\_\_\_ **Home Phone** \_\_\_\_\_  
Street City State Zip

**Driver's License #** \_\_\_\_\_ **State** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

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**Secondary Applicant Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_  
First Middle Last

**Social Security#:** \_\_\_\_\_

**Current Address** \_\_\_\_\_ **Home Phone** \_\_\_\_\_  
Street City State Zip

**Driver's License #** \_\_\_\_\_ **State** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**List all other occupants below:**

1. \_\_\_\_\_  
Name DOB Relationship

3. \_\_\_\_\_  
Name DOB Relationship

How long at present address? \_\_\_\_\_ Rent \_\_\_\_\_ Own \_\_\_\_\_ Monthly Payment \_\_\_\_\_

Present Apt. Community/Mortgage Co. Name \_\_\_\_\_

Phone \_\_\_\_\_

Previous Address \_\_\_\_\_

How long at this address? \_\_\_\_\_

Street City State Zip

Rent \_\_\_\_\_ Own \_\_\_\_\_ Previous Mortgage Co. Name \_\_\_\_\_ Phone \_\_\_\_\_

**Current Employer** \_\_\_\_\_ Occupation \_\_\_\_\_

Length of Employment \_\_\_\_\_

Employer Address \_\_\_\_\_ Salary \_\_\_\_\_

Street City State Zip

Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_ Ext. \_\_\_\_\_

**Previous Employer** \_\_\_\_\_ Occupation \_\_\_\_\_

Length of Employment \_\_\_\_\_

Employer Address \_\_\_\_\_ Salary \_\_\_\_\_

Street City State Zip

Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_ Ext. \_\_\_\_\_

**Spouse Employer** \_\_\_\_\_ Occupation \_\_\_\_\_

Length of Employment \_\_\_\_\_

Employer Address \_\_\_\_\_

Annual Salary \_\_\_\_\_

Street City State Zip

Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_ Ext. \_\_\_\_\_

**Previous Employer** \_\_\_\_\_ Occupation \_\_\_\_\_

Length of Employment \_\_\_\_\_

Employer Address \_\_\_\_\_

Annual Salary \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_ Ext. \_\_\_\_\_

**Other sources of income you would like for us to consider:**

Source of Income \_\_\_\_\_  
Amount \_\_\_\_\_

Source of Income \_\_\_\_\_  
Amount \_\_\_\_\_

Have you ever been evicted? \_\_\_\_\_ Convicted of a felony? \_\_\_\_\_  
Filed Bankruptcy? \_\_\_\_\_

If yes to any of the above, please explain

\_\_\_\_\_

Do you have a cat? \_\_\_\_\_ if so, name \_\_\_\_\_ what kind? \_\_\_\_\_ M/F \_\_\_\_\_ Age \_\_\_\_\_  
Color \_\_\_\_\_ Weight \_\_\_\_\_  
(\$25.00per month fee)

\_\_\_\_\_  
Vehicle Make/Model Year \_\_\_\_\_ Color \_\_\_\_\_ Tag Number \_\_\_\_\_ State \_\_\_\_\_

\_\_\_\_\_  
Vehicle Make/Model Year \_\_\_\_\_ Color \_\_\_\_\_ Tag Number \_\_\_\_\_ State \_\_\_\_\_

**Please list two emergency contacts:**

\_\_\_\_\_  
Primary Contact Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_  
Relationship to Applicant \_\_\_\_\_ Home Phone \_\_\_\_\_ Work or Cell \_\_\_\_\_

\_\_\_\_\_  
Secondary Contact Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_  
Relationship to Applicant \_\_\_\_\_ Home Phone \_\_\_\_\_ Work or Cell Phone \_\_\_\_\_

**\*In the event of serious illness, death, or other circumstances that would make you unavailable, the emergency contact and/or Davis Realty LLC can remove your property from your unit or the common areas.**

\_\_\_\_\_ Initial for Authorized Access

**Fair Housing**

In accordance with federal fair housing laws it is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin in connection with the rental of most housing. The federal agency which administers compliance with this law is the U. S. Department of Housing and Urban Development.

**Equal Credit 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 the U. S. Equal Credit Opportunity, Federal Trade Commission.

**Application Fee**

Applicant has submitted the sum of \$\_\_\_\_\_ which is a non-refundable payment for the processing of this application. The application fee is not a rental payment or security deposit.

\_\_\_\_\_  
Initials

**Security Deposit**

Applicant has submitted the sum of \$\_\_\_\_\_ which is payment of the security deposit for an apartment. If for any reason the application is declined by management, the security deposit will be refunded in full. If the application is approved and applicant fails to occupy the premises on the agreed upon date, except due to delay caused by construction or the holding over of a prior resident, applicant will forfeit the security deposit. Applicant understands and agrees that if applicant cancels more than 72 hours after the submission of the application to management, the security deposit will be forfeited.

\_\_\_\_\_  
Initials

**Permission to Release Information**

I warrant and represent that the information submitted on this application is true and correct. I understand that any false information will constitute grounds for rejection of the application. I hereby authorize the release of all credit, income and rental/mortgage information to the agents and/or employees of Crowne Partners. I understand that the lease agreement will not become effective until this application is approved by management.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date

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

## Procedure to Apply for Housing

Applicants are to be reviewed and signed at the Leasing Office. Each applicant applying for an apartment must complete an APPLICATION. If there is more than one applicant applying for an apartment, each applicant must complete and sign an Application. There is a **\$50.00** Application Processing Fee. We will only process an application when ALL required documentation is received. (See Below) Once your application is submitted, we will make every effort to process it as quickly as possible.

You must remit a **NON-REFUNDABLE \$50.00** Application Processing Fee made payable to Davis Realty LLC. We cannot accept cash. Personal Checks are acceptable.

### **RESERVING AN APARTMENT AFTER APPLICATION APPROVAL**

You must remit a \$200.00 Deposit as your promise to execute a lease made payable to Davis Realty LLC if you are applying for residency. We will reserve the apartment indicated on your application during the application –processing period. This amount will be applied to your Security Deposit upon being approved for the apartment or refunded if you are declined. However, if you decide to not enter into a lease agreement after you have been approved for residency, we will deduct \$50.00 from your deposit as an administration fee and apply the balance of monies paid toward loss of rent if applicable.

### **DOCUMENTATION REQUIRED**

Each Applicant will need to provide us with his/her Social Security Card. If you do not have a Social Security Card, we will accept a Tax Identification Card or a letter from Social Security Office. In addition, you must provide us with a VALID PICTURE ID. This can be in the form of a Driver's License, US Passport, Resident Alien Card, Foreign Passport with a valid Visa or any other government issued ID.

We require two Current Pay Stubs for each applicant who is applying for an apartment. Under certain circumstances, we may also ask you to submit a copy of your W-2 and/or income tax return and/or other relevant information. If you have been employed with your current employer less than (1) year, please provide information from your previous employer on the back of the Application.

If you are self-employed and do not have pay stubs, we will accept 2 statements from a checking, savings or money market account.

**IMPORTANT NOTICE: Rent as offered, is subject to change pending full execution of the Lease Agreement. However, the rent quoted on an application will be guaranteed for a thirty (30) day period from the date of that application. If you do not execute the Lease Application offered within that (30) day period, the rental amount for the unit may be increased and any previous rental amount quoted will be considered null and void.**

If you decide to join us please note the following:

- Lease agreements are for a period of least 12 months
- Lease agreements must be signed at least 2 weeks prior to your schedule move-in date At Lease signing, the Resident will be required to pay the following:
- First Month's Rent
- Security Deposit equal to one (1) month rent
- Key Deposit of \$50.00
- Pet Fee if applicable \$250 Cat (2 cats per unit maximum) –Security \$25 additional per month for Rent

This is an Equal Housing Opportunity Community

## Qualification Guidelines

Welcome to Davis Realty LLC at Clippership Row . Davis Realty LLC is pledged to the letter and the spirit of the U.S. Policy for the achievement of Equal Housing Opportunity throughout the nation. It is the policy of Davis Realty LLC to adhere to the Fair Housing Act, which prohibits discriminatory housing practices, based on race, color, religion, sex, handicap, familial status, or national origin.

Please note these are the current criteria and nothing in these requirements shall constitute a guarantee or representation by our community that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that have resided here prior to these requirements going into effect: additionally, our ability to verify whether these requirements are met is limited to the information we receive from various resident reporting services.

### Rental Criteria:

- A rental application must be completed for each individual age eighteen (18) or over, OR by a combined credit couple, including guarantors if required. A fee of **\$50.00** per application will be due prior to processing any application.
- Applicant(s) combined gross monthly income must be verifiable and meet or exceed the following OR a guarantor/co-signer must be included in the application.
  1. Combined Credit Couple (marriage/civil union) at least three (3) times the monthly rent
  2. Single Occupant – at least two and half (2.5) times the monthly rent
  3. Roommates – at least one and half (1.5) times the monthly rent Each
- Applicants must have verifiable employment and/or income history. Self-employed persons must provide a copy of the prior year's tax return. Unemployed applicants must provide documentation regarding sources of income, e.g. – social security, pension, savings, interest, or provide a guarantor/co-signer that meets the guarantor/co-signer qualifying standards below . Copies of all documentation will be retained in the lease file.
- Applicants must have a verifiable rental/mortgage history. Applicants with negative resident history – outstanding debt to any apartment community/landlord or eviction from apartment community/landlord – **will be denied**. Guarantors/Co-Signers cannot be substituted for this requirement.
- Applicants must have a favorable credit history. Favorable credit history and all outstanding obligations will be considered against the credit rating.
- Guarantors/Co-Signers must meet all of the above qualification and must have at least six (6) times the monthly rent of the apartment being applied for. The guarantor must physically sign the lease either in the office or in front of a notary.
- Any applicant who have been determined to have a criminal conviction or current indictment for possession, sale, manufacture or distribution of controlled substances, prostitution, theft, burglary, felony, fraud, or for any crimes involving firearms, weapons or crimes against persons or property will be denied residency and occupancy. In the event a record comes back “adjudication withheld”, nolle prose” or adjudication deferred”, further documentation may be required and applicant may be denied on this basis. Guarantors/co-signers cannot be a substitute for this requirement.

Management reserves the right to add or delete any or all of the above guidelines and qualifications. I have read and understand the Guidelines and Qualifications for Rental.

\_\_\_\_\_ Prospective  
Resident(s) Date: