

APPLICATION FOR RENTAL

Notice: All adult applicants (18 years or older) must complete a separate application for rental.
APARTMENT RENT START DATE AGENT/REFERRED BY

APPLICANT INFORMATION

LAST NAME _____ FIRST NAME _____ MIDDLE _____

SSN# _____ DRIVER'S LICENSE # _____

BIRTH DATE _____ HOME PHONE _____ WORK PHONE EMAIL _____

CURRENT ADDRESS

STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

DATE IN _____ DATE OUT _____ LANDLORD NAME _____ LANDLORD PHONE _____

MONTHLY RENT \$ _____ REASON FOR LEAVING _____

PREVIOUS ADDRESS

STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

DATE IN _____ DATE OUT _____ LANDLORD NAME _____ LANDLORD PHONE _____

MONTHLY RENT \$ _____ REASON FOR LEAVING _____

OTHER OCCUPANTS

LIST NAMES AND BIRTH DATES OF ALL ADDITIONAL OCCUPANTS 18 YEARS OR YOUNGER

PETS

PET? Yes _____ No _____

Type _____ Weight _____ Color _____

Veterinarian Name _____ Phone # _____

License # _____

EMPLOYMENT & INCOME INFORMATION

1. OCCUPATION _____ EMPLOYER/COMPANY _____ MONTHLY SALARY \$ _____

SUPERVISOR NAME _____ SUPERVISOR PHONE _____ START DATE _____ END DATE _____

2. OCCUPATION EMPLOYER/COMPANY _____ MONTHLY SALARY \$ _____

SUPERVISOR NAME _____ SUPERVISOR PHONE _____ START DATE _____ END DATE _____

1. OTHER INCOME DESCRIPTION _____ MONTHLY INCOME \$ _____

2. OTHER INCOME DESCRIPTION _____ MONTHLY INCOME \$ _____

EMERGENCY CONTACT

1. NAME _____ ADDRESS _____ PHONE _____ RELATIONSHIP _____

2. NAME _____ ADDRESS _____ PHONE _____ RELATIONSHIP _____

PERSONAL REFERENCES

1. NAME _____ ADDRESS _____ PHONE _____ RELATIONSHIP _____

2. NAME _____ ADDRESS _____ PHONE _____ RELATIONSHIP _____

BACKGROUND INFORMATION

HAVE YOU EVER: Filed for bankruptcy? YES or NO _____ Willfully or intentionally refused to pay rent when due? YES or NO _____

Been evicted from a tenancy or left owing money? YES or NO _____ If yes, please provide Property Name, City, State, and Landlord Name.

Been convicted of a crime? YES or NO _____ If yes, please provide Type of Offense, County, and State.

VEHICLE INFORMATION

1. MAKE & MODEL _____ YEAR _____ LICENSE NO. & STATE _____

2. MAKE & MODEL _____ YEAR _____ LICENSE NO. & STATE _____

OTHER VEHICLES _____

OTHER INFORMATION

HOW DID YOU HEAR ABOUT THIS PROPERTY? _____

PLEASE INCLUDE ANY OTHER INFORMATION YOU BELIEVE WOULD HELP TO EVALUATE THIS APPLICATION

I/we, the undersigned, authorize Chapel Creek Apartments, Landlord and its agents to obtain an investigative consumer credit report including but not limited to credit history, OFAC search, landlord/tenant court record search, criminal record search and registered sex offender search. I authorize the release of information from previous or current landlords, employers, and bank representatives. This investigation is for resident screening purposes only, and is strictly confidential. This report contains information compiled from sources believed to be reliable, but the accuracy of which cannot be guaranteed. I hereby hold Chapel Creek Apartments, Landlord and its agents free and harmless of any liability for any damages arising out of any improper use of this information.

Important information about your rights under the Fair Credit reporting Act:

- You have a right to request disclosure of the nature and scope of the investigation.
- You must be told if information in your file has been used against you.
- You have a right to know what is in your file, and this disclosure may be free.
- You have the right to ask for a credit score (there may be a fee for this service).
- You have the right to dispute incomplete or inaccurate information. Consumer reporting agencies must correct inaccurate, incomplete, or unverifiable information.

These reports are being processed by Chapel Creek Apartments, 51 Chapel Creek Lane, Fultondale, AL 35242, (205) 849-0225.

A summary of your rights under the Fair Credit Reporting Act is available by visiting or writing (Para información en español, visite o escriba): <http://www.ftc.gov/credit> Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Avenue N.W., Washington D.C. 20580.

Signature of _____ DATE _____
Applicant



1. **Lease Contract Information.** The Lease Contract contemplated by the parties is attached or, if no Lease Contract is attached, the Lease Contract will be the current Lease Contract noted above. Special information and conditions must be explicitly noted on an attached Lease Contract or in the Contemplated Lease Contract Information above.
2. **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.
3. **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 deposit when the Lease Contract has been signed by all parties; OR it will be refunded under paragraph 10 if you are not approved; OR it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraph 6 or 7.
4. **Approval When Lease Contract is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.
5. **Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
6. **If You Fail to Sign Lease Contract After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.
7. **If you Withdraw Before Approval.** You and any co-applicant may not withdraw your application or the application deposit. If 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.
8. **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); 0 a separate Application has been fully filled out and signed by you and each co-applicant; 0 an application fee has been paid to us; 0 an application deposit has been paid to us. If no item is checked, all are necessary for the Application to be considered completed.
9. **Non-approval.** We will notify you whether you've been approved within 10 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 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.
10. **Refund after Non-approval.** If you or any co-applicant is disapproved or deemed disapproved under paragraph 9, we'll refund all application deposits within 30-45 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
11. **Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraph 6, 9, or 10 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next day.
12. **Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
13. **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 referred to in the Lease Contract; and (2) all applicable rents and security deposits have been paid in full.
14. **Receipt.** Application fee (nonrefundable): \$ _____;
Application deposit (may or may not be refundable): \$ _____;
Total of above application fee and deposit: \$ _____;
Total amount of money we've received to this date _____, \$ _____.
15. **Signature.** Our representative's signature is consent only to this 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 page of this Application are true and complete. You authorize us to verify same through any means. 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 of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorneys' 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.

If you're seriously ill or injured, what doctor may we notify? (*We're not responsible for providing medical information to or calling doctors or emergency personnel.*) Doctor's Name: _____

Doctor's Phone: () _____

Important medical information about you in an emergency: _____

Applicant's Signature: _____

Date: _____

Signature of Spouse: _____

Date: _____

Signature of Owner's Representative: _____

Date: _____

Chapel Creek Apartments

Applicant Consent Form

I hereby consent to allow Chapel Creek Apartments, through its designated agent and its employees to obtain and verify my credit and criminal information for the purpose of determining whether or not to lease an apartment to me. I understand that should I lease an apartment, Chapel Creek Apartments and its agents shall have the continuing right to review my credit information, rental applications, payment history, and occupancy history for account review/purposes and for improving application review methods.

Applicant(s) Names(s) Please *Print*

Applicant Signature

Date

Co-Signer or Guarantor Signature

Date

FOR OFFICE USE ONLY

1. Apt. name or dwelling address (street, city) Chapel Creek 51 Chapel Creek Lane Fultondale, AL 35068
Unit # or Type: _____
2. Person accepting application: _____ Phone: () _____
3. Person processing application: _____
Phone: () _____
4. Date that applicant or co-applicant was notified by ☐ Telephone, ☐ Letter, ☐ in Person of ☐ acceptance or non-acceptance: _____
(Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)
5. Name of person(s) who were notified (at least one applicant must be notified if multiple applicants):

6. Name of owner's representative who notified above person(s):

Chapel Creek Apartments

REQUEST FOR RENTAL VERIFICATION

DATE: _____

PREVIOUS LANDLORD: _____

RENTAL ADDRESS: _____

APPLICANT(S) NAME: _____

PLEASE PROVIDE THE FOLLOWING:

MOVE IN DATE: _____ MOVE OUT DATE: _____

PROPER NOTICE GIVEN: _____ EVICTIONS: _____

NAME OF ANYONE ELSE ON LEASE: _____

RENT AMOUNT: _____ ANY PETS: _____

LATE PAYMENTS: _____ ANY OVER 30 DAYS: _____

ANY NSF: _____ BALANCE OWES: _____

ANY DOCUMENTED COMPLAINTS/DISTURBANCES ETC.. :

WOULD YOU RE-RENT?: _____

VERIFIED BY: _____ DATE: _____

THANK YOU FOR YOUR TIME,

PLEASE FAX BACK TO 205-849-0227 OR

EMAIL CHAPELCREEKAPTS@GMAIL.COM

Chapel Creek Apartments

Request for Employment Verification

To: _____ @ _____
Fax # _____

We need to verify employment history on _____ who has applied for residency with us and by signing this form at the bottom of the page is giving you permission to release this information to us. Please confirm the following information below and sign where indicated. We appreciate your faxing the information to us at your earliest convenience.

Social Security No.

Date of Hire

Date of Termination

Salary

Full Time Status

Verified By

Print Name

Signature

Date

Title

Application signature to release information (Sign here Only)

Please fax back to 205-849-0227

Reservation Agreement

Addendum to the Lease Application for Residency

Applicant has submitted the sum of \$ _____, which is a non-refundable application fee for Application of Residency. Such sum is not a rental payment or security deposit. If for any reason your application should not be accepted, this fee is non-refundable. Falsified information will constitute grounds for rejection of the application.

Additionally, a fee of \$ _____ has been received as a non-refundable redecorating fee. This sum is not a rental payment or security deposit. If for any reason, you, the applicant(s), decide to cancel this Application for Residency after the application is accepted, this fee is thereby forfeited. If the application is rejected, this fee will be refunded to the applicant(s).

An initial Security Deposit of \$ _____ has been received from the applicant(s). If for any reason, you, the Applicant(s) decide to cancel this Application for Residency after the application is accepted, the security deposit is thereby forfeited. If the application is rejected, the security deposit shall be refunded to the applicant(s).

New Address: _____

Requested Move in Date: _____

Monthly Rental Rate: _____

Requested Lease Term: _____

Concession: _____

I (We) have read and agree to the above terms.

Applicant Signature: _____

Management: _____

Date: _____