

Artelyn Enterprises
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Rental Applicant/Tenant Information

Desired date of occupancy: _____ Length of lease: _____ Unit Applied for: _____

Name: _____ SS# _____ Date of Birth _____

Home phone: _____ Work phone : _____ Drivers License #: _____

Present Address: _____

City: _____ State: ____ Zip: _____ Dates of Residence _____ to _____

Landlord Name and Address _____ Phone # _____ Rent _____

Reason for Moving _____

Previous Address: _____

City: _____ State: ____ Zip: _____ Dates of Residence _____ to _____

Landlord Name and Address _____ Phone # _____ Rent _____

Reason for Moving _____

Persons under 18 years of age. Include age: _____

What pets do you have? _____ Do you have a waterbed? Yes ___ No ___ Waterbed Ins.? ___

Do you or anyone who will be living with you smoke? _____

Do you require any special accommodations? _____ If so, what type? _____

Present employer _____ Address _____

City: _____ State: ____ Zip: _____ Main Phone # _____

Position _____ Date Hired _____ Annual Income _____

Address _____ Supervisor: _____ Phone # _____

Previous employer _____ Address _____

City: _____ State: ____ Zip: _____ Main Phone # _____

Position _____ Date Hired _____ Date Left _____ Annual Income _____

Address _____ Supervisor: _____ Phone # _____

Other Income: _____

Email Address: _____

How did you hear about the rental? _____

What other sources did you use in your search? _____

List any aliases or previously used names (i.e. maiden, married, etc.): _____

Have you ever received an eviction notice? _____ Withheld rent? _____

Violated a lease, rental agreement, or regulations at a former residence? _____

Been arrested or cited? _____ Filed for bankruptcy? _____

If YES to any of the above, please explain _____

How many vehicles do you have? _____

Make _____ Model _____ Year _____ License _____

Make _____ Model _____ Year _____ License _____

Auto Loan: Bank _____ Address _____

Phone # _____ Loan # _____ Balance _____ Monthly Payment _____

Other Debt: Balance _____ Monthly Payment _____

Bank Reference _____ Account # _____ Phone _____

Address _____ Length of Bank relationship _____

Credit and/or other References:

Name _____ Relationship _____ Phone # _____

Address: _____ City: _____ State: _____ Zip: _____

Name _____ Relationship _____ Phone # _____

Address: _____ City: _____ State: _____ Zip: _____

Emergency Contacts:

Name _____ Relationship _____ Phone # _____

Address: _____ City: _____ State: _____ Zip: _____

Name _____ Relationship _____ Phone # _____

Address: _____ City: _____ State: _____ Zip: _____

ADMISSION AND OCCUPANCY POLICY

The following criteria is used when approving persons for residency with us. The criteria applies to every applicant who wishes to reside at this property. Apartments become available for occupancy when they are cleaned and ready to rent. Applications must be filled out completely. We adhere to fair housing laws. If negative information is found in any category, the application is subject to denial or, at our option, a co-signer and/or a higher security deposit may be required. **A perfect applicant is NOT required. We are looking for ability and willingness to pay your rent.**

We are able to provide tenants a nice place to live with reasonable rents by screening out bad tenants and charging fees to any that slip by the screening or become bad after we have approved them. We have found that our good tenants like being and having good neighbors. If you will be a good neighbor, we hope you apply.

CREDIT HISTORY

- 1. We will request a credit report on each adult applicant.

INCOME

- 1. Applicant's income will be verified before signing a lease. We are looking for gross income of 3 times the rent.

RENTAL/LANDLORD HISTORY

- 1. Applicants shall provide positive landlord references from a non family source for the previous two years.
- 2. We will verify that:
 - A. Previous rental payments were made on time and without demand for the previous two years.
 - B. Applicants respected their neighbors and showed care for the landlord's property.
 - C. Applicants will have satisfactorily completed their existing contract.

CRIMINAL RECORD

- 1. A criminal record verification for the city, county and/or state in which the applicant resides or has resided is made on all persons over the age of 18 who will occupy the apartment. Cause for which the application may be rejected includes conviction for:
 - A. Illegal drug activity or gang involvement of any kind.
 - B. Burglary
 - C. Any violent act against another person.
 - D. Criminal Trespass
 - E. Vandalism, Arson. etc.
 - F. Stalking
 - G. Passing Bad Checks
- 2. Anyone ever convicted of child abuse, child molestation or negligence involving a child is automatically denied.
- 3. In certain cases, acts over 10 years prior may be disregarded.

OCCUPANCY

Occupancy shall be limited to a maximum of two persons per bedroom.

Application Fee/Deposit: A fee of \$30 per adult applicant, payable to Artelyn Enterprises, is required at the time this application is submitted. This fee is non-refundable once the application review process has started. If you sign a lease, the \$30 will be credited to your security deposit.

Management will not approve a request by a Resident to add an additional person to a household until that applicant has completed the screening process using the criteria noted above. A lease change fee will be due at that time.

If it is found that the applicant has given false information or has not accurately completed the application, occupancy will be denied. If a lease has been entered into and such information is discovered, Artelyn Enterprises has the option to terminate the lease with a lease termination fee applied and action may be taken to evict or change the lease to a week to week tenancy.

I have read and understand that a credit check, verification from a resident's former landlord, employment history and criminal record check will be made as well as any other verification necessary as required by this Admission and Occupancy Policy needed to determine eligibility. In addition, it is understood that a similar verification may be made from time to time during my occupancy.

Applicant

____/____/____
Date