



Conventional Rental Application

Each Co-Applicant must complete a separate Rental Application.

Date: _____

The undersigned submits this application to rent apartment number _____ at the **Lake Forest** Apartment Community beginning at noon on _____, 20____ and ending _____, 20____ at a rental payment rate of \$ _____ Pet Fee \$ _____ Pet Deposit \$ _____ Parking \$ _____ Sec. Dep. \$ _____ Admin. Fee \$ _____ Landlord pays the following utilities: Water Sewer Heat Electric Gas Hot Water Trash Removal Tenant pays the following utilities: Water Sewer Heat Electric Gas Hot Water Trash Removal

Please tell us about yourself

Full Name: _____ Phone: (____) _____
Social Security #: _____ Driver's License #: _____
Marital Status: _____ Date of Birth: _____ Gender: _____
Your Vehicle Make/Model: _____ Year _____ Color _____ Auto License #: _____
2nd Vehicle Make/Model: _____ Year _____ Color _____ Auto License #: _____
Name of Co-Applicant(s): _____
Other Occupants: Names: _____ Date of Birth: _____ Relationship: _____
Names: _____ Date of Birth: _____ Relationship: _____
Names: _____ Date of Birth: _____ Relationship: _____
Person to Notify in Case of Emergency: _____
Relationship: _____ Phone: (____) _____
Do you have any pets? If yes, how many _____ Type _____ Weight _____ Breed _____ Age _____

Please give your resident history for the past 3 years (beginning with your current address)

Current Address: _____ Month/Year Moved In ____ / ____
City: _____ State: _____ Zip Code: _____ Month/Year Moved Out ____ / ____
Reason for leaving: _____ Monthly rental rate \$ _____
Owner or Landlord: _____ Phone: (____) _____

Previous Address: _____ Month/Year Moved In ____ / ____
City: _____ State: _____ Zip Code: _____ Month/Year Moved Out ____ / ____
Reason for leaving: _____ Monthly rental rate \$ _____
Owner or Landlord: _____ Phone: (____) _____

Please give your employment information

Employment Status: Full Time Part Time Retired Unemployed Student
Current Employer: _____ Phone: (____) _____
Address: _____ Occupation: _____
City: _____ State: _____ Zip Code: _____ Supervisor: _____
Dates Employed: _____ Supervisor Phone Number: (____) _____
Monthly Gross Salary: \$ _____

If employed by the above less than 3 years, please give the name and address of your previous employer

Employment Status: Full Time Part Time Retired Unemployed Student
Employer: _____ Phone: (____) _____
Address: _____ Occupation: _____
City: _____ State: _____ Zip Code: _____ Supervisor: _____
Dates Employed: _____ Supervisor Phone Number: (____) _____
Monthly Gross Salary: \$ _____

If there are other sources of income that you would like us to consider, please list income, source, and person (Bank, Employer, etc.) who we could contact for confirmation. You **DO NOT** have to reveal alimony, child support unless you want us to consider it in this application.

Amount \$ _____ Source/Verification Contact _____ Phone (____) _____

(PLEASE SEE BACK)

Have you ever:

Filed for bankruptcy within the last 3 years? _____ Yes _____ No
Been evicted from tenancy? _____ Yes _____ No
Refused to pay rent when due? _____ Yes _____ No

Have you ever been convicted of a felony? _____ Yes _____ No

If yes, please explain providing location, date and nature of each offense: _____

Have you ever been convicted of criminal sexual conduct such that you are required to register/notify local law enforcement agency of your address? _____ Yes _____ No

If yes, please explain providing location, date and nature of each offense: _____

How did you hear about this apartment community? _____

What attracted you to this apartment community? _____

Why are you leaving your present address? _____

A NON REFUNDABLE administrative fee of \$50.00 is required before an application will be considered. The applicant should contact the rental office within three (3) business days to determine if the application has been approved. Failure to contact the office to determine whether the application was approved or denied, and to set up a satisfactory lease signing date within that time period, may result in the forfeiture of any fees or deposits paid with this application. If the applicant is approved for residency and then decides not to lease the apartment, no refund will be given. The office reserves the right to deny any application.

I certify that the preceding information furnished is accurate and complete and agree that inaccuracies and/or omissions may be the basis for denial of my application or any tenancy created in reliance on this application. Misrepresentation on the application will result in forfeiture of all fees paid. I authorize DTN Management Co. to verify any of the information contained in this application and/or make a thorough credit evaluation.

Applicant's Signature: _____

Receipt of fee of \$ _____ is acknowledged by: _____

Check or Money Order # _____

No tenancy is created by this application, only through a written lease agreement signed by both the resident and the landlord. **Applicant further acknowledges that DTN Management Co. is the agent for the property owner.**

Applicant: DO NOT WRITE BELOW, FOR OFFICE USE ONLY

Identification Confirmed by: _____ Driver's License # _____

CURRENT LANDLORD REFERENCE:

Date: _____ Person Contacted: _____ Verified all information provided on Application: _____

Is applicant currently on a lease? _____ Number of late payments or NSF checks (within last 3 years) _____

Any complaints re: this applicant, their guests, pets, etc. _____

Would you rent to them again? _____

PREVIOUS LANDLORD REFERENCE:

Date: _____ Person Contacted: _____ Verified all information provided on application: _____

Is applicant currently on a lease? _____ Number of late payments or NSF checks (within last 3 years) _____

Any complaints re: this applicant, their guests, pets, etc. _____

Would you rent to them again? _____

CURRENT EMPLOYMENT REFERENCE:

Date: _____ Person Contacted: _____ Verified all information provided on application: _____

PREVIOUS EMPLOYMENT REFERENCE:

Date: _____ Person Contacted: _____ Verified all information provided on application: _____

Terms of Acceptance

Application Approved / Denied (circle one) Approved by: _____
Person notifying applicant: _____ Date: _____ Method of notification: _____

Approved:
Move In Date: _____
Lease Signing Date: _____
Rented by: _____
Guarantor: _____
Security Deposit: \$ _____
Concession/Special: \$ _____

Denied:
Reason for denial: (circle one) Income, credit, resident history or criminal