

Embassy properties, inc.

APPLICATION FOR OCCUPANCY

Date Completed: _____

Please have each resident fill out a separate application. Please fill out completely. Failure to complete application in full (including daytime phone numbers) will seriously delay completion of this application.

_ Resident Applicant or _ Co-Signer Applicant

About You

Daytime Telephone #		Evening Telephone #	
Desired Move In Date		Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated	
Name of Applicant	Date of Birth	Social Security #	Drivers License #
Name of Spouse/Roommate	Date of Birth	Social Security #	Drivers License #
Other Occupants: Name	Age	Social Security #	Relationship
Name	Age	Social Security #	Relationship

Rental History

If Rent, Apartment Name. If Own, Mortgage Company		Address	
City	State	Landlord's Telephone #	Reason for Leaving
Previous Address (If Less Than 2 Years at Present Address)		City	State Landlord's Telephone #
Pets <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cat <input type="checkbox"/> Dog	Breed	Age	Weight

Required Pet Deposit and Owner's Consent Prior to Occupancy

Emergency Contact

Name of Local Relative	Address	Telephone #
Name of Personal Reference	Address	Telephone #

Employment

Current Employer	Supervisor's Name	Supervisor's Telephone #
Address	Gross Monthly Income	How Long?
		Additional Income (Child Support Alimony or Other)
Previous Employer (If less than 6 months at Current Employer)	Telephone #	Reason For Termination

Other Info

Have you ever been evicted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been sued for property damage? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been sued for rent? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever broken a lease? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a felony, assault or misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give details: _____	
Do you foresee any negative reporting on your credit history? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give details: _____	
How did you hear about us? <input type="checkbox"/> Sign <input type="checkbox"/> Referral <input type="checkbox"/> Apartment Guide Magazine <input type="checkbox"/> For Rent Magazine <input type="checkbox"/> Word of Mouth	
<input type="checkbox"/> apartmentguide.com <input type="checkbox"/> forrent.com <input type="checkbox"/> rentnet.com Resident Referral- Name: _____ <input type="checkbox"/> Locator: _____ <input type="checkbox"/> Newspaper <input type="checkbox"/> Other: _____	

Vehicle Information

Year	Make/Model	Color	Driver's License #	State
Year	Make/Model	Color	Driver's License #	State

All applicants will be treated equally at this community. Embassy Properties, Inc. will not discriminate against any person based on race, religion, sex, color, familial status, disability or national origin.

Management reserves the right to prohibit showing of apartments up to thirty (30) minutes before dark and showing of apartments that are not in market-ready condition.

Rental Qualification Standards

Income Monthly income must exceed rental amount by three times. Each roommate, however, must qualify by two times the rent. Applicant must be currently employed and must be able to verify income and length of employment. A minimum of three months on the job is required.

Credit History A complete credit check will be made and closely reviewed. False information will result in the decline of your application. Applicant's credit report must have no outstanding judgments.

Last Residence Applicant must have at least six month established rental history other than from a friend or relative. Applicant must provide a way for us to contact present landlord and do his/her best to provide information on a previous landlord. Applicant must have left previous address in good standing, given proper notice, left owing no rent, with no major problems like noise complaints or damage to the property.

Number of Occupants Studio - 2 people
 One Bedroom - 2 people
 Two Bedroom - 3 people
 Three Bedroom - 4 people

Note: These are the qualification standards Embassy Properties, Inc. looks for prior to certifying an applicant for residency. Should there be a question on whether an applicant is approved or not, the manager will make all final decisions.

Applicant is required to pay a security deposit in consideration for Owner taking the apartment off of the market while processing this application. If approved, all monies deposited with this application will be held as reservation deposit credited towards any deposit which may be required of applicant at the time of rental agreement is executed. If approved and the rental unit is held for Applicant for more than **3 days**, and the Applicant withdraws this application, then all monies deposited shall be forfeited to Landlord.

Applicant represents that all of the above statements are true and complete. Applicant hereby authorizes verification of above information, credit, references, and criminal records. Applicant releases all persons or corporations requesting or supplying such information from all liability and responsibility. False information herein may constitute grounds for rejection of this application, termination of occupancy, and/or forfeiture of deposits and may constitute a criminal offense under laws of this state.

By signing, the applicant recognizes that the Landlord or his agent may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made to the Landlord.

 Applicant Full Name (printed) Applicant Signature Date

For Office Use Only

Community Name		Manager / Agent		Application Fee	\$ _____
Address		Apt. #	Move-In Date	Security Deposit	_____
	\$			Pet Deposit	_____
Lease Term	Rent	Specials		Other	_____
				Other	_____
				Total	\$ _____

**Disclosure to Applicant
Regarding Procurement of A Consumer Report**

In connection with your application for (credit, insurance, direct marketing), we may procure a consumer report on you as part of the process of considering your application.

Please be advised that we may also obtain an investigative report including information as to your character, general reputation, personal characteristics, and mode of living. This information may be obtained by contacting your previous employers or references supplied by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within 5 days on which we receive the request from you or within 5 days of the time the report was first requested.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights together with this document.

By your signature below, you hereby authorize us to obtain a consumer report and/or an investigative report about you in order to consider your application.

**The report will be processed by:
ADP Screening and Selection Services
301 Remington Street
Fort Collins, Colorado 80524**

Applicant's Name: _____
(Please Print Full Name including Middle Name)

Applicant's Address: _____

City/State/Zip: _____

Signature: _____

Social Security Number: _____