



# TOWNE PROPERTIES LEASE APPLICATION

We hereby offer to lease apartment no. \_\_\_\_\_ at \_\_\_\_\_ For the term of \_\_\_\_\_ Year(s).

There is a Non-Refundable \_\_\_\_\_ Fee to process this application. How did you find out about us? \_\_\_\_\_

1. Name(s) \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Soc. Sec. # \_\_\_\_\_ Date of Birth \_\_\_\_\_

2. Present Address \_\_\_\_\_ Home # \_\_\_\_\_ Cell# \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-Mail \_\_\_\_\_

Lease  Own  How Long (In Months) \_\_\_\_\_ Monthly Payment \_\_\_\_\_  
Name, address and phone number of landlord or mortgage company \_\_\_\_\_

3. Previous Address if above is less than two years: \_\_\_\_\_

4. Present occupation \_\_\_\_\_ Employed by \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_ Work E-Mail \_\_\_\_\_ Start Date \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_

Previous Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ How Long \_\_\_\_\_

5. Spouse's Employer \_\_\_\_\_ How Long \_\_\_\_\_

Present Position \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Work E-Mail \_\_\_\_\_

Previous Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ How Long \_\_\_\_\_

6. Other Occupants of Apartment \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_

7. Have you ever been convicted of a felony? Yes  No

8. Pets: Number of Dogs \_\_\_\_\_ Lbs. \_\_\_\_\_ Breed(s) \_\_\_\_\_ Number of Cats \_\_\_\_\_

9. Have you ever had problems with pest contamination, such as bed bugs? Yes  No

If yes, please identify the year, describe the problem, and describe the corrective actions taken, if any: \_\_\_\_\_

10. Number of autos owned or used by all occupants \_\_\_\_\_  
Model \_\_\_\_\_ Color \_\_\_\_\_ Tag #/State of Issue \_\_\_\_\_

11. Do you have renter's insurance? Yes  No  If Yes, Name of carrier \_\_\_\_\_  
Personal Driver's License # \_\_\_\_\_

12. Emergency:  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Relationship \_\_\_\_\_ Phone \_\_\_\_\_

I/WE UNDERSTAND AND AGREE THAT IF THIS OFFER TO LEASE IS ACCEPTED, I/WE WILL EXECUTE A LEASE WITH TOWNE PROPERTIES AND THE FIRST RENTAL PAYMENT WILL BE DUE UPON THE FIRST DAY PRIOR TO OCCUPANCY AND WILL COVER THE PERIOD FROM THE FIRST DAY OF TERM THROUGH THE REMAINDER OF THAT MONTH. THEREAFTER, ALL RENTAL PAYMENTS WILL BE DUE AND PAYABLE IN ADVANCE ON THE FIRST DAY OF EACH MONTH. I/WE HEREBY CONSENT TO ALLOW TOWNE PROPERTIES THROUGH ITS DESIGNATED AGENT AND ITS EMPLOYEES, TO OBTAIN AND VERIFY MY/OUR CREDIT, CRIMINAL AND RELATED INFORMATION FOR THE PURPOSE OF DETERMINING WHETHER OR NOT TO LEASE TO ME/US AN APARTMENT. I/WE UNDERSTAND THAT SHOULD I/WE LEASE AN APARTMENT, TOWNE PROPERTIES AND ITS AGENT SHALL HAVE A CONTINUING RIGHT TO REVIEW MY/OUR CREDIT INFORMATION, RENTAL APPLICATION, CRIMINAL INFORMATION, RELATED INFORMATION, PAYMENT HISTORY AND OCCUPANCY HISTORY FOR ACCOUNT REVIEW PURPOSES AND FOR IMPROVING APPLICATION METHODS.

I/WE UNDERSTAND THAT A DEPOSIT OF \$ \_\_\_\_\_ IS REQUIRED IN ORDER TO HOLD THE UNIT REQUESTED DURING CONSIDERATION OF THIS APPLICATION. I/WE UNDERSTAND THAT THIS PAYMENT WILL BE RETURNED ONLY IF THIS APPLICATION IS NOT APPROVED BY TOWNE PROPERTIES.

I/WE HEREBY AGREE THAT TOWNE PROPERTIES MAY RETAIN THE ENTIRE DEPOSIT OF \$ \_\_\_\_\_ TENDERED BY ME/US WITH THIS LEASE APPLICATION SHOULD TOWNE PROPERTIES APPROVE THE LEASE APPLICATION, AND I/WE FOR ANY REASON FAIL, REFUSE, OR DECIDE NOT TO EXECUTE A LEASE AGREEMENT WITH TOWNE PROPERTIES FOR THE UNIT DESCRIBED ABOVE.

THE APPLICATION FEE IN THE AMOUNT OF \$ \_\_\_\_\_ IS NOT REFUNDABLE.

EACH APPLICANT SHALL BE PROCESSED UNDER THE TERMS OF THE EQUAL HOUSING STATUES AND EACH APPLICANT SHALL BE GIVEN THE RIGHT TO INSPECT, SELECT, AND LEASE HOUSING ACCOMMODATIONS WITHOUT REGARD TO RACE, SEX, COLOR, RELIGION, NATIONAL ORIGIN, HANDICAP, OR FAMILIAL STATUS.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

RECEIVED BY: TOWNE PROPERTIES REPRESENTATIVE FOR \_\_\_\_\_ COMMUNITY \_\_\_\_\_  
DATE \_\_\_\_\_ REPRESENTATIVE \_\_\_\_\_

COMMUNITY \_\_\_\_\_ TO BE COMPLETED BY LEASING PROFESSIONAL ADDRESS \_\_\_\_\_ APT# \_\_\_\_\_

TYPE \_\_\_\_\_ RENT \_\_\_\_\_

POSSESSION DATE/LEASE BEGINS \_\_\_\_\_ LEASE EXPIRES \_\_\_\_\_

SPECIAL TERMS (IF APPLICABLE) \_\_\_\_\_

