

UNIT

ADDRESS

TYPE OF LEASE: New  Renewal  Transfer  Sublet  Co-signer  Employment

**\* Application Processing Fee\* \$ 60.00**

MOVE IN DATE \_\_\_\_\_ RENT AMOUNT \$ \_\_\_\_\_ DEPOSIT AMOUNT \$ \_\_\_\_\_ LEASE TERMS \_\_\_\_\_

**\*THIS FEE IS NON-REFUNDABLE SHOULD THIS APPLICATION FOR RENTAL BE ACCEPTED OR NOT. INSERT "N/A" FOR NON-APPLICABLE ITEMS.**

<b>APPLICANT (PLEASE PRINT CLEARLY BELOW)</b>		<b>REQUIRED*****</b>	<b>REQUIRED*****</b>	
Applicant (Complete Legal Name-First-Middle-Last)		Social Security Number	Date of Birth	Driver's License Number
Present Address (Required*****)		Apt # City	State	Zip
Present Landlord Or Caretaker Name		Phone # of Present Landlord	Rent Paid	Dates of Occupancy
Previous Address #1		Apt # City	State	Zip
Previous Landlord Or Caretaker Name		Phone # of Previous Landlord	Rent Paid	Dates of Occupancy

**ADDITIONAL INFORMATION**

Pets (Circle) Yes No	Number of Children Under 18	Have you ever been convicted of a felony or gross misdemeanor? Yes No	Have you ever been evicted? Yes No
Type:		Explain:	Explain:

**SOURCE OF INCOME (EMPLOYMENT IF EMPLOYED)**

Current Employer	Position	Salary / per	Dates Of Employment
Address	City	State	Zip
Supervisors Name	Phone # ( ) -		
Previous Employer	Reason For Leaving	Dates Of Employment	
Address	City	State	Zip
Supervisors Name	Phone # ( ) -		

**ADDITIONAL SOURCES OF INCOME (i.e. Part Time Job, Assistance, Disability)**

Other Income Source	Address	City	State	Zip	Amount	Source Phone # ( ) -
---------------------	---------	------	-------	-----	--------	----------------------

**AUTO(S)**

Make	Year	License Plate #	Model & Color	Monthly Auto Payments \$	Paid To Whom
Make	Year	License Plate #	Model & Color	Monthly Auto Payments \$	Paid To Whom

**REFERENCES/ OR EMERGENCY CONTACTS**

Name of Closest Relative/ Reference	Address	City	State	Zip	Phone # ( ) -
In Case of Emergency Please Contact	Address	City	State	Zip	Phone # ( ) -

**YOUR EMAIL ADDRESS ( Will be used to contact residents for Important Notifications) PLEASE WRITE AS LEGIBLE AS POSSIBLE**

How many apartments did you check before applying? \_\_\_\_\_ What made you decide to rent our apartment? \_\_\_\_\_

How did you hear about our apartments? Newspaper  Drive by  Friend  Website  Other

If current tenant list \_\_\_\_\_

Application processing by Appfolio. The foregoing information is supplied to the management to induce them to rent to me and is true and correct in all respects, and I authorize a complete investigation of all information provided above. A complete investigation may include any or all of the following: Credit Report, Criminal Record, Rental References (including MPHA), Employment References and personal interviews with above references.

I fully understand the following: this application for lease is taken subject to the approval of an agent at the Elysian and is also subject to the availability of the desired apartment. If any information contained herein is found to be false, we may terminate the lease. I further agree to execute a written lease in the form prepared by Elysian Management prior to occupancy of the premises and to be bound by its terms and all of the rules and regulations governing said property.

Initials

By signing below I have read, understand and agree to abide by the terms of this agreement.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Rental Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Rental Criteria Requirements on the reverse side of this application**

## Background Screening and Rental Criteria

Please send an electronic copy to [elysianapts711@gmail.com](mailto:elysianapts711@gmail.com) or drop off at the Elysian Management Office once completed

**Process** – All applications must be completely filled out. We will not process an application that is incomplete. Any omissions or any misstatements on the application are grounds for denial.

**Photo ID** – A copy of a valid photo id is required, no exceptions.

**Screening Service** - \$60.00 application per person over the age of 18, the application fee is non-refundable. Applications will not be accepted unless the apartment is available. We require a credit score of 550 or above and pull the credit from Experian 1-888-397-3742.

**Lease Paperwork** – Applicants who have been approved for occupancy will not be entitled to an apartment until all documents are signed and the holding fee is applied to the security deposit.

**Occupancy** – Standards are 2 persons per bedroom, no exceptions.

**Age** – No person under 18 years of age may solely lease or take tenancy of an apartment. Any resident may be required to sign a lease and run background check after reaching 18 years if age.

**Minimum Income** – All applicants must have the income to pay rent and utility costs. We require two and one-half times the rent amount. Each applicant shall be screened separately unless there is a partnership.

**Housing History** – The name and phone number of the last known landlord/property manager must be listed. Failure to disclose this is cause for rejection of your application.

**Eviction Filings (UD)** – Evictions within the past 7 years or eviction actions within the past 6 years for other reasons are basis for rejection of your application.

**Criminal History** – Applicants with a criminal background may be rejected.

**Relationship** – The relationship between the landlord and the tenant is a business relationship. We reserve the right to refuse rental to anyone who is verbally abusive, uses profane language, is disrespectful or makes threats.

**Exceptions** - Some may be considered for applications that do not have rental history because it is their first time borderline applicants with score and income. Exceptions are based solely on the discretion of Management and will depend on the over-all strength of the applicants/co-applicants application. An additional security deposit may be required.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date