

**HEMACO MANAGEMENT COMPANY
TENANCY APPLICATION**

Application Fee: \$30.00 (Payable by Money Order or Cash only)

Today's Date _____

Applicant Information:

Applicant's Name _____

Applicant's Present Address _____

Applicant's Previous Address _____

Applicant's Home Phone No. _____ Applicants Cell Phone No. _____

Applicant's Birthdate _____ Applicant's Soc. Sec. No. _____

Applicant's Employer _____

Address _____ Phone No. _____

No. of Years _____ Immediate Supervisor _____ Gross Income (weekly) \$ _____

Position _____ Additional Income \$ _____

Military Transfer Clause: If military and subject to transfer, check box for clause. ()

Co-Applicant Information:

Co-Applicant's Name _____

Co-Applicants Present Address _____

Co-Applicant's Previous Address _____

Co-Applicant's Home Phone No. _____ Co-Applicant's Cell Phone No. _____

Co-Applicant's Birthdate _____ Co-Applicant's Soc. Sec. No. _____

Co-Applicants Employer _____

Address _____ Phone No. _____

No. of Years _____ Immediate Supervisor _____ Gross Income (weekly) \$ _____

Position _____ Additional Income \$ _____

Military Transfer Clause: If military and subject to transfer, check box for clause. ()

Others Who Will Live with You (Anyone including Children):

Name _____ Soc. Sec. No. _____

Birthdate _____ Relationship _____ Employer _____

Name _____ Soc. Sec. No. _____

Birthdate _____ Relationship _____ Employer _____

Name _____ Soc. Sec. No. _____

Birthdate _____ Relationship _____ Employer _____

Personal Information:

Has Applicant, Co-Applicant or Others Living with you ever been convicted of a felony? _____
Do you have a car? _____ Make _____ Model _____ Tag No. _____
Make _____ Model _____ Tag No. _____

Landlord Information:

Have you or persons' living with you previously lived at Warwick Apartments? _____
If so, When? _____ Which Apartment Address? _____
Present Landlord _____ No. of Years _____
Landlord Address _____ Present Rental \$ _____
Landlord Phone No. _____ Fax No. _____ Present Lease Expires _____
Have you had any ejectment notices in the past twelve (12) months? _____

** I hereby certify that the above information is true and accurate and give permission for the release of any rental information to Warwick Apartments from any previous Landlord.

Signature of Applicant Date Signature of Co-applicant Date

Credit Reference:

Have you filed Bankruptcy? _____ Discharge Date? _____

Personal References:

Name _____ Relationship _____ Phone No. _____
Address _____
Relative not living with you:
Name _____ Relationship _____ Phone No. _____
Address _____

Pet Information:

Do you have a pet? _____ What kind _____ What size _____

**** NO PETS SHALL BE KEPT ON THE PREMISES WITHOUT LANDLORD'S WRITTEN CONSENT ****

**** In order to process application, we must have a copy of current income verification and photo identification. ****

If applicant/co-applicant have misstated the number of persons in applicant's/co-applicant's family or the number of persons intended to occupy the apartment, or if applicant/co-applicant has made any misstatement of fact on the application, Landlord at its option may cancel application and/or lease.

Signature of Applicant Date Signature of Co-Applicant Date

Signature of Others Living with You Date Signature of Others Living with You Date

APPLICATION FOR LEASES

NOTICE OF LEASE APPLICATION TERMS AND OBLIGATIONS
THIS IS NOT A LEASE

Upon signing this Application for Lease you will be responsible for the payment of an Application Fee of \$30.00. The payment of the Application Fee and the Application shall be subject to the following terms and Conditions:

1. If the Application Fee exceeds \$30.00, Landlord shall return the Application Fee, subject to the exceptions set forth below, within 15 days following the occupancy or written communication by either party to the other that no tenancy shall occur. Failure of Landlord to return any portion of the Application Fee that may be refundable shall subject Landlord to damages in the amount of twice the amount of the Application Fee withheld. The Landlord may retain only that portion of the Application Fee actual expended for a credit check, criminal background check or other expenses arising out of the application for a lease and shall return that portion of the Application Fee not actually expended on behalf of the Applicant. The above does not apply to any landlord who offers four or less dwelling units for rent on one parcel of property or at one location, or to seasonal or condominium rentals.

2. Upon approval of Applicant’s application by Landlord (no such approval is hereby granted) Applicant agrees to execute the Landlord’s standard form of apartment lease prior to taking occupancy. If Applicant fails to execute a lease or fails to take occupancy after signing a lease, Landlord shall re-rent the apartment and shall hold Applicant liable for any damages incurred by Landlord due to Tenant’s failure to execute a lease and take occupancy.

3. The Application is subject to the approval and acceptance by Landlord and/or its authorized agent. Applicant shall have no rights to a lease unless and until Landlord approves the Application, a lease and other required documents are executed and any and all security deposits and fees are paid. It is understood and agreed that this Application is not a reservation or guarantee that any particular apartment unit will be available for rent if the Application is approved and Applicant agrees to accept any comparable unit available.

4. It is understood and agreed that in connection with the Application, Landlord will verify all information contained in the Application and will inquire into and investigate each applicant’s credit worthiness, credit standings, credit capacity, character, general reputation, criminal history, personal characteristics and mode of living. Each applicant hereby authorizes Landlord to make all such inquires, including an investigative consumer report and criminal history report. Each person or entity listed on the Application is hereby authorized and directed to release any and all information about the applicant which shall be requested by Landlord, and applicant hereby release any such person or entity from any liability therefore. In addition, a criminal history report may be made for all persons listed on the Application as potential residents of the premises to be leased. The applicants hereby release Landlord, its officers, employees, agents, and independent contractors from any and all liability in connection with the said investigations and reports and shall indemnify and save the same harmless from all claims, expenses and liabilities incurred by any of them as a result of the said investigation and reports on the applicants and/or any person listed on the Application as a potential resident.

5. The Landlord reserves the right to set the reasonable standard for acceptance of applications and modify those standards without notice. The Landlord is required to treat all parties in a non-discriminatory manner without regard to race, color, creed, age, religion, national origin, sex , physical or mental disability or other protected classifications under federal, state or local fair housing laws.

6. In the event that the Application is denied, the Landlord will, within a reasonable period of time after a written request by Applicant for the reasons for the denial that is made within sixty (60) days of the date of denial, disclose the nature of the information, other than information obtained from a consumer reporting agency bearing on the Applicant’s credit worthiness, upon which any such denial is based.

7. Applicant hereby certifies that all the information provided in this Application is true, correct and complete in all respects. Applicant understands and acknowledges that Landlord shall rely on the information in determining whether to accept the Application and enter into a lease with the applicant. Any misstatement or omission of fact shall be grounds to deny the Application and/or void any lease entered into by Landlord, including but not limited to, the number of persons in the Applicant’s or Co-Applicant’s family or number of persons intending to occupy the leased premises.

I hereby certify that I have read and agree to the above terms and conditions and that the information provided by me to the Landlord is true and correct.

Applicant Date

Applicant Date

APPLICATION ACCEPTANCE STANDARDS

1. **GROSS WEEKLY SALARY MUST BE EQUAL TO 85% OF ONE MONTH'S RENT. - COMBINED SALARIES ACCEPTED, ALSO ACCEPTED ARE VERIFIED CHILD SUPPORT, ALIMONY, RETIREMENT AND DISABILITY CHECKS.**
2. **APPLICANT MUST BE EMPLOYED AT PRESENT JOB FOR AT LEAST SIX (6) MONTHS AND TWO (2) OF THE MOST RECENT PAYCHECK STUBS MUST BE SHOWN AND COPIED - A LETTER FROM YOUR EMPLOYER IS ACCEPTABLE ALONG WITH TWO (2) COPIES OF MOST RECENT PAYCHECK STUBS.**
3. **A NON REFUNDABLE \$30.00 APPLICATION FEE MUST BE PAID WHEN APPLICATION IS TURNED IN - \$30.00 FEE IS FOR THE CREDIT AND MUST BE PAID BY CASH OR MONEY ORDER. NO CHECKS ACCEPTED.**
4. **CREDIT/CRIMINAL CHECKS ARE DONE ON ALL OCCUPANTS 18 OR OLDER. NO ONE WITH A CRIMINAL HISTORY WILL BE ACCEPTED UNDER ANY CIRCUMSTANCES.**
5. **A SATISFACTORY CREDIT REPORT MUST BE RECEIVED FROM THE CREDIT BUREAU. IF THE CREDIT REPORT COMES BACK LESS THAN SATISFACTORY: BANKRUPTCY PAPERS, RECEIPTS, LETTERS FROM CREDITORS, AND CANCELLED CHECKS MUST BE SHOWN AND COPIED.**
6. **PHOTO IDENTIFICATION MUST BE SHOWN AND COPIED FOR ALL OCCUPANTS 18 AND OLDER.**
7. **NO COSIGNERS WILL BE ACCEPTED.**
8. **SECURITY DEPOSITS ARE EQUAL TO ONE MONTHS RENT - SECURITY DEPOSIT MUST BE PAID BY CASH OR MONEY ORDER ONLY. NO CHECKS ACCEPTED.**