

APARTMENT #	LEASE TERM
MARKET RATE	RENTAL RATE
ROOMMATE	MOVE IN DATE
SPECIALS/CONCESSIONS	CONSULTANT

APPLICANT INFORMATION (If applicant is accepted as a resident, this application is to become part of the rental agreement)

APPLICANT'S NAME	LAST	FIRST	M.I.	BIRTHDATE	SS#	DRIV. LIC. & STATE
SPOUSE'S NAME	LAST	FIRST	M.I.	BIRTHDATE	SS#	DRIV. LIC. & STATE
HOME PHONE NUMBER	FAX NUMBER	CELL NUMBER	EMAIL ADDRESS			
PRESENT ADDRESS	CITY/COUNTY	STATE	ZIP CODE	HOW LONG?	MONTHLY RENT / MORTGAGE	
LANDLORD / MORTGAGE CO. NAME	LANDLORD / MORTGAGE CO. ADDRESS (Including Street, City, Zip)					TELEPHONE NUMBER
PREVIOUS ADDRESS (if at current address < 2 yrs.)	CITY	STATE	ZIP CODE	HOW LONG?	MONTHLY RENT / MORTGAGE	
LANDLORD / MORTGAGE CO. NAME	LANDLORD / MORTGAGE CO. ADDRESS (Including Street, City, Zip)					TELEPHONE NUMBER
NAME OF PERSONS (OTHER THAN APPLICANT) TO OCCUPY APT.	RELATIONSHIP TO APPLICANT			DATE OF BIRTH	SS#	

EMPLOYMENT

PRESENT EMPLOYER	POSITION	PHONE NO.	NO. OF YEARS	SALARY \$	PER
EMPLOYER ADDRESS	CITY	STATE	ZIP	SUPERVISOR	
PREVIOUS EMPLOYER (if at current employer < 6 months)	POSITION	PHONE NO.	NO. OF YEARS	SALARY \$	PER
SPOUSE'S EMPLOYER	POSITION	PHONE NO.	NO. OF YEARS	SALARY \$	PER
SPOUSE'S EMPLOYER ADDRESS	CITY	STATE	ZIP	SUPERVISOR	

OTHER SOURCES OF INCOME - Describe additional sources of income & how to verify

SOURCE	\$	PER	HOW TO VERIFY
SOURCE	\$	PER	HOW TO VERIFY

PERSONAL

# OF LICENSED NON-REC. VEHICLES TO BE PARKED ON COMMUNITY:	SPECIFY ANY MOTORCYCLES, BOATS, TRAILERS, CAMPERS YOU HAVE		
VEHICLES-TYPE (1)	LICENSE PLATE NUMBER	COLOR	YEAR
(2)			
EMERGENCY CONTACT - Nearest relative not living w / you	RELATIONSHIP	ADDRESS	PHONE NO.
DO YOU HAVE A PET? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what type? _____			
HAVE YOU OR ANY OCCUPANT LISTED ON THIS APPLICATION EVER (CIRCLE YES (Y) OR NO (N))			
<ul style="list-style-type: none"> ● Been evicted or been asked to move Y N ● Broken a rental agreement Y N ● Declared Bankruptcy Y N ● Been sued for rent Y N ● Been sued for property damage Y N ● Been arrested for a felony, misdemeanor, or sex-related crime that was resolved by conviction, probation, deferred adjudication, court-ordered community supervision, or pretrial diversion** Y N ● Have you ever been arrested and convicted of a crime Y N If yes, what crime? _____ 			
HOW DID YOU HEAR ABOUT/FIND OUT ABOUT OUR COMMUNITY?			

I hereby submit \$ _____ as a nonrefundable application fee for apartment number _____, plus \$ _____ as a nonrefundable administrative fee. In addition to these fees, I hereby submit \$ _____ as a refundable security deposit. I understand the application fee is nonrefundable at anytime. If management accepts my application, it will reserve the apartment for 72 hours. If management rejects my application, the administrative fee and security deposits will be refunded. Administrative fee and deposit will be refunded if applicant cancels within 72 hours of notification of approval. Otherwise, if applicant fails to occupy apartment on agreed upon date except for the hold over of prior resident, management will retain all fees and deposits.

I acknowledge that all information stated on the Application is true. I understand that this Application is subject to the review and approval of Management, and I understand that Management has the sole discretion to decide if I can lease this apartment. I hereby consent to allow Hawthorne Residential Partners, through its designated agents and employees, to obtain my credit information, to review my occupancy history, payment history and criminal history, and to verify the income stated on this application in order to process my application.

X _____
Applicant Signature Date

X _____
Hawthorne Residential Partners Associate Signature

X _____
Spouse's Signature Date

Time and Date of Application

TO BE FILLED IN BY HAWTHORNE RESIDENTIAL PARTNERS ASSOCIATE

ONESITE RESULT	Date Processed: _____	Processed By: _____
	Manager Approval: _____	Date Approved: _____
GREEN LIGHT	* Notify Applicant of instant approval. No further action required unless community is tax credit, requiring income proof to meet restrictions.	
YELLOW LIGHT	Give OneSite Result Letter to Applicant. Proceed with Resident History. If results are good, charge deposit of one (1) month's rent and/or secure sure deposit bond.	
RED LIGHT	Inform Applicant of denial. Mail Applicant the OneSite Denial Letter.	

*Some restrictions may apply.

APPLICATION SIGNED BY ALL APPLICANTS

Manager's Approval _____

Guarantor / Co-Signer

Must meet Credit and Criminal Background requirements. Gross monthly income must equal six (6) times monthly rent. Guarantor's application must be run separately from the Applicant's application.

Proof of Income

- ▶ Only required for applicants who did not receive a green light, unless tax credit community with income restrictions.
- ▶ Currently Employed: Provide consecutive and most recent pay stubs for the last four weeks
- ▶ Self-Employed/Unemployed/Retired: Provide documentation of sources of income, including assets, to be considered. Prior year tax returns are recommended.
- ▶ Assets: Monthly rent times the income requirement times 12 months must equal total assets

Criminal Background

A criminal background check will be conducted for each Applicant. Applications will be rejected if the following is discovered: Felony criminal activity OR any criminal activity, active parole, "adjudication withheld" or "deferred adjudication" resulting from charges related to: terrorism, drugs, sex, animal cruelty, or crimes against persons or property.

Resident History

Only required for applicants who did not receive a green light.

Verify all Applicants for the past 24 months. Up to four late or two NSF's (within a 24 month period) are allowed.