



**Processing Fees:** In order to process your application and to prepare your lease documents, you must pay the following fees at the time that you submit this application.

Non-refundable Application Fee: \$30.00  
Administratove Fee : \$50.00  
Deposit: \$100.00 (separate check please)

**Total due with application: \$180.00**

The Deposit is refundable if you elect to withdraw your Application within seven (7) days of submitting this application. **If you do not withdraw your application within seven (7) days of submitting this application, the Deposit becomes Non-Refundable.**

**Authorization:** You authorize us to verify the information contained in your application by any and all available means. You waive any right to privacy with regard to the information that you have submitted in conjunction with your application. We are not required to verify or to investigate the information that you have provided but we have the right to verify and to investigate and verify such information.

**Withdrawal of Application :** Provided you have not commenced residency by taking possession of your suite, you may withdraw this application during the seven (7) days following the submission of the executed application. If you provide us with written notice of your intent to withdraw your application within the seven (7) day cancellation period, you will be refunded your Deposit and your Redecorating Fee but not the application fee. If you withdraw your application after the seven (7) day cancellation period, you will only be refunded your Redecoration Fee. If you have executed a Lease, you may not withdraw your application nor cancel the Lease except in accordance with the terms of the Lease. If we reject your application, you will be refunded your Deposit and Redecorating Fee.

Applicant's Initials \_\_\_\_\_ Owners Representative's Initials \_\_\_\_\_

**Acknowledgment:** I declare that all of the statements on the first page of this application are true and correct. By signing this application, I am representing that I have never:

- been arrested for a felony or for a sex-related crime or for any criminal violation involving sale, distribution or manufacture of illegal drugs and such arrest has resulted in a conviction, a plea of nolo contender, probation, deferred adjudication, court-ordered community supervision, or pre-trial diversion.
- been arrested for any of the aforementioned crimes and the charges are still pending
- I have not been evicted from another apartment or dormitory community

If I am using the Apartment Lease Guarantee to qualify for residency, I represent and warrant that I am enrolled in a degree awarded program at a qualified educational institution.

I authorize you to verify the information that you are providing to the Management Company in this application through all available means and I recognize that I am waiving my right to have this information protected from disclosure to you. If I have failed to answer any question or if I have given any false information, I understand that

- the Management Company is entitled to reject this Application
- the Management Company will be entitled to retain my application fee and my deposit as liquidated damages for the time spent and the expense incurred in processing my application
- the Management Company is released from any obligation to lease my a suite or bedroom within the community
- if I have signed a lease, the failure to answer or to answer honestly shall constitute a breach of the lease.

I agree that if a legal action is brought as a result of this application or the Lease, to the extent allowed by prevailing law, the prevailing party shall be allowed to recover their reasonable costs incurred in the litigation including reasonable legal fees from the non-prevailing party or parties.

I also agree that you may furnish information to consumer reporting agencies and/or other rental housing owners about my performance and behavior as a tenant. This information may be reported at any time and will include favorable and unfavorable information regarding my performance and behavior as a tenant.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Owner's Representative :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

1. Building # \_\_\_\_\_ Unit # \_\_\_\_\_
2. Person receiving Application \_\_\_\_\_
3. Person processing Application \_\_\_\_\_
4. Applicant was notified by telephone \_\_\_\_, by letter \_\_\_\_, in person \_\_\_\_ of acceptance \_\_\_\_ of non-acceptance \_\_\_\_ on Date: \_\_\_\_\_
5. Person who notified applicant of acceptance or non-acceptance \_\_\_\_\_

