



Date Submitted: \_\_\_\_\_  
 APP Fee \_\_\_\_\_  
 HOLD Fee: \_\_\_\_\_

**APPLICATION FOR RESIDENCY**

Please complete, sign\* and return this application along with each applicant's 2 most recent paystubs and a copy of photo ID. We also require a \$35.00 non-refundable application fee *per applicant* over the age of 18 and a \$300.00 non-refundable hold/move-in fee *per apartment*. The Application fee(s) and Holding fee must be paid by 2 separate checks or money orders made out to **OUTLOOK DEVELOPMENT**. Cash and credit cards not accepted at any time.

\* The application must be signed in the presence of an Outlook Development employee or notarized before being submitted.

Circle: **3 Bedrooms w/Garage**      **2 Bedrooms: Upper**      **Lower**      **w/Garage**      **w/o Garage**

Desired Move-In Date \_\_\_\_\_ List pets, if any: \_\_\_\_\_

**APPLICANT OVER 18:**

Last Name:		First Name:	
Social Security #:		Date of Birth:	
Home Phone:	Cell:	E-mail:	

Have you ever been charged or convicted of a crime? If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

**RESIDENCY (Minimum 2 Years):**

Current Address:	Zip:	From:	To:
Reason for Leaving:		Own / Rent \$ _____ /month	
Property Manager/Owner:		Phone:	

Previous Address:	Zip:	From:	To:
Reason for Leaving:		Own / Rent \$ _____ /month	
Property Manager/Owner:		Phone:	

Have you ever been a defendant in an unlawful detaining (eviction), lawsuit or defaulted (failed to perform) any obligation of a rental agreement or lease? If yes, please explain: \_\_\_\_\_

**EMPLOYMENT (Minimum Last 2 Years):**

Current Employer:		Supervisor Name/Phone #:	
Address:		Position:	
Length of Employment:	Gross Monthly Salary \$	Work Phone No.	

Previous Employer:		Supervisor Name/Phone #:	
Address:		Position:	
Length of Employment:	Gross Monthly Salary \$	Work Phone No.	

**OTHER INCOME:** (Verifiable only: if self-employed or retired, be prepared to provide personal tax returns, W-2's, etc.)

Source(s) \_\_\_\_\_ Amount \$ \_\_\_\_\_ /month

**EMERGENCY CONTACT**

Name:	Relationship:
Home Phone:	Address:

**PLEASE LIST OTHERS OVER 18 WHO WILL BE LIVING IN THE RESIDENCE:**

Name:	Phone:
Name:	Phone:
Name:	Phone:
Name:	Phone:

**PLEASE LIST ANY MINORS UNDER 18 WHO WILL BE LIVING IN THE RESIDENCE:**

Name:	Date of Birth:
Name:	Date of Birth:
Name:	Date of Birth:
Name:	Date of Birth:

**APPLICANT'S SIGNATURE:**

**I/WE ACKNOWLEDGE THAT THE \$300 HOLD FEE IS NON-REFUNDABLE, UNLESS THE APPLICANT(S) ARE NOT APPROVED.**

I/WE UNDERSTAND THAT THIS IS A ROUTINE APPLICATION TO ESTABLISH CREDIT, CHARACTER, EMPLOYMENT AND RENTAL HISTORY. I ALSO UNDERSTAND THAT THIS IS **NOT** AN AGREEMENT TO RENT AND THAT ALL APPLICATIONS MUST BE APPROVED. I AUTHORIZE VERIFICATION OF REFERENCES GIVEN. I DECLARE THAT THE STATEMENTS ABOVE ARE TRUE AND CORRECT, AND I AGREE THAT THE LANDLORD MAY TERMINATE MY AGREEMENT ENTERED INTO IN RELIANCE ON ANY MISSTATEMENT MADE ABOVE. I ALSO GRANT PERMISSION TO CONTACT MY EMPLOYER TO VERIFY EMPLOYMENT/ INCOME AND PERMISSION TO CONTACT MY PREVIOUS LANDLORDS TO VERIFY PAYMENT HISTORY.

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

\_\_\_\_\_  
DATE

By submitting this application I am giving **Autumn Woods Community** permission to run a background check on myself and any cosigners.

\*If adverse action is taken based on the consumer report, you have rights under the Fair Credit Reports Act, including the right to obtain a free copy of the report and to dispute the accuracy or completeness of any information in such report.

<b>For Office Use Only</b>	
<b>Approval Status:</b>	
<b>Conditions:</b>	
<b>Rent Rate:</b>	
<b>Move-in Date:</b>	
<b>Notes:</b>	

