

# Rental Application



This document is NOT a lease or rental agreement. This document will not be considered a valid application for residency unless it is signed by the applicant. Incomplete application forms, failure to submit an application form for every individual proposed resident, and the submission of incomplete earnest money all invalidate the application process, and any application(s) submitted containing such omission may be rejected.

## Unit Information

Application for \_\_\_\_\_ (address of premises)

Select One  Specific Unit 1st Pref \_\_\_\_\_ 2nd Pref \_\_\_\_\_ 3rd Pref \_\_\_\_\_  
Preference Set

A Private Bedroom in an Available Unit Preferences of Unit type (if any) \_\_\_\_\_

The approximate monthly rent/bedroom is \$ \_\_\_\_\_. If your application is approved, Earnest Money equal to one month's rent per bedroom is due at lease signing.

## Personal Information

*Each co-applicant must complete a separate application.*

Full Name \_\_\_\_\_ Phone \_\_\_\_\_

Current Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Date of Birth \_\_\_\_\_

E-mail Address(es) \_\_\_\_\_

Permanent/Summer Street Address (if applicable) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Preferred method of contact  Phone  Email

## Emergency Contact Information

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Street Address \_\_\_\_\_ Daytime Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Evening Phone \_\_\_\_\_

## Guarantor Information

*All applicants must have a guarantor (co-signer) on your lease.*

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Street Address \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Employer \_\_\_\_\_ Position Held \_\_\_\_\_

Email Address(es) \_\_\_\_\_

## Rental / Owner History

Have you ever been served a notice of intent to evict, or been evicted?  No  Yes

Have you ever lived with Hovde Realty or Hovde Properties before?  No  Yes If yes, when? \_\_\_\_\_

Current Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Monthly Rent/Mort. \$ \_\_\_\_\_ Owner Name \_\_\_\_\_ Owner Phone \_\_\_\_\_

Previous Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Monthly Rent/Mort. \$ \_\_\_\_\_ Owner Name \_\_\_\_\_ Owner Phone \_\_\_\_\_

Please complete the remaining sections on the reverse side →

**Other Residents Applying For The Same Unit**

1 \_\_\_\_\_ 2 \_\_\_\_\_  
3 \_\_\_\_\_ 4 \_\_\_\_\_  
5 \_\_\_\_\_

Who is the main contact for your group? \_\_\_\_\_ Phone \_\_\_\_\_

**Employment & Income Information**

Present Employer \_\_\_\_\_ Position Held \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_  
Monthly Pay \$ \_\_\_\_\_ Hire Date \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_  
Other Sources of Rent Funds: (Loans, savings, grants, gifts, etc.)  
Amount \$ \_\_\_\_\_ Source \_\_\_\_\_ Confirmation name, phone # \_\_\_\_\_  
Amount \$ \_\_\_\_\_ Source \_\_\_\_\_ Confirmation name, phone # \_\_\_\_\_  
Amount \$ \_\_\_\_\_ Source \_\_\_\_\_ Confirmation name, phone # \_\_\_\_\_  
Are you a student?  Yes  No If so, which school? \_\_\_\_\_ Academic Status \_\_\_\_\_

**Credit Information**

Bank \_\_\_\_\_ Account Type \_\_\_\_\_ Bank \_\_\_\_\_ Account Type \_\_\_\_\_  
Bank \_\_\_\_\_ Account Type \_\_\_\_\_ Bank \_\_\_\_\_ Account Type \_\_\_\_\_  
Major Credit Cards \_\_\_\_\_

PLEASE READ THE FOLLOWING CAREFULLY AND THEN SIGN THIS APPLICATION. IF APPLICANT FAILS TO SIGN, THIS DOCUMENT CANNOT BE CONSIDERED A VALID APPLICATION FOR OCCUPANCY.

The purpose of this application is to determine whether I qualify as a resident. If my application is approved, the Owner and I shall sign a written lease. It is my intent to lease the apartment units indicated but I understand that the Owner and I have no rental agreement until the time of the lease signing.  
I understand that there is no application fee, nor is there any administrative fee for completing the lease signing process provided there is no change in residents or terms from the time of the initial submission of (an) application(s) until the signing of the Lease (and guarantor copies if applicable). I also understand that there is a schedule of fees for re-writing leases, completing a second lease-signing process, or creating additional addenda to modify the Lease, either before or after the initial lease signing.

I acknowledge the following fee structure:

- 1 Credit Check..... \$16 - \$31
- 2 Rewriting Any Lease or Lease Addenda..... \$25 - \$75
- 3 Sublet Agreements..... \$105
- 4 Individual Lease Premium..... \$105
- 5 Additional Resident Fee (each)..... \$100

▶ If this application is approved, I will have the opportunity to enter into a binding lease with the Owner. I understand that Earnest Money equal to one month's rent will be due at the time of lease execution. The Earnest Money will be applied toward my first month's rent. Furthermore, I understand that a security deposit equal to one month's rent, per resident, will be due on or before I move into the apartment.

▶ SIGN HERE

I hereby authorize the Owner, or his Representative, to investigate my credit and financial responsibility, income, rental and eviction history, and the statements made in this application, and obtain a consumer credit report on me from a consumer reporting agency that compiles and maintains files on consumers on a nationwide basis. My performance under any lease or rental agreement that I may enter into with the Owner may be reported to such reporting agency.

I have carefully reviewed the unit information section of this application and have received any related documents as regards the habitability of the dwelling unit from the Owner, or his Representative, and I understand my financial responsibilities as regards the payment of utility billing for this unit. I was given the opportunity to review a sample lease and the Owner's rules and regulations.

Although the Owner may not have shown me the specific apartment for which I am applying, or I may not have seen the apartment at all, I fully intend to execute a Lease with the Owner for these Premises.


(FOR CITY OF MADISON APARTMENTS ONLY) I understand that within 30 days of submission of this application, I may submit a written request to the Owner to view the photographs maintained by the Owner that document the physical damages or defects that were charged to the security deposit of the previous resident(s).

I warrant and represent that I am at least 18 years of age and that all statements herein are true and correct, to the best of my knowledge.

I understand that applications incompletely filled out, not submitting an application for every individual proposed resident, and the submission of incomplete earnest money can all invalidate the application process and that any application(s) submitted containing such omissions may be rejected at Owner's sole option.

If your application for occupancy is denied and you wish to be notified in writing of the reason(s) for denial, you must check here.

Applicant Signature \_\_\_\_\_ Date of Application \_\_\_\_\_

 We do business in accordance with the federal fair housing law (the Fair Housing Amendments Act of 1988). It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin.