



The Highlands

Apartment Communities

Date: _____ Move in date: _____ Referred by: _____
 Property: _____ Apt size desired: _____
 Email Address _____

Applicant Information

Name: _____ Social Security # _____
 Home Phone: _____ Cellular Phone: _____
 Date of Birth: _____ Driver's License #: _____

Have you ever been convicted of any felony, violent crime, drug related, theft or sexual offense? Yes _____ No _____

of occupants residing in apartment _____ (*occupants 19 years and older require separate application*)

Name: _____ DOB _____ Relationship _____ SS# _____
 Name: _____ DOB _____ Relationship _____ SS# _____

Present Address _____ City _____ State _____ Zip _____

Landlord/Mortgage Co. _____

Rent Amount: _____ Phone Number: _____

How long at address: _____ Reason for moving: _____

Previous Address: _____ City: _____ State _____ Zip _____

Landlord/Mortgage Co. _____ Phone _____ Rent _____

How long at address: _____ Reason for moving: _____

Have you or your spouse ever been evicted? _____ if yes, explain _____

Employment:

Employer: _____ Date of hire: _____

Monthly gross income (*proof required*) _____ Position held: _____

Supervisor: _____ Phone: _____

IF LESS THAN TWO YEARS AT CURRENT JOB:

Previous Employer: _____ Date of hire: _____

Monthly gross income (*proof required*) _____ Position held: _____

Supervisor: _____ Phone: _____

Pets: *Maximum 45lbs (\$300 pet fee per pet; limit 2 per apt)*

Type: _____ Breed: _____ Weight: _____

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Automobiles:

Make _____ Model _____ Year _____ Color _____ Tag # _____

Make _____ Model _____ Year _____ Color _____ Tag # _____

In case of an Emergency, please notify:

Name: _____ Relationship: _____

Address: _____ Phone: _____ Cellular: _____

NON-REFUNDABLE APPLICATION PROCESSING CHARGE/ CONSENT POLICY:

Applicant submits herewith a non-refundable payment in the amount of **\$45.00** for credit check, criminal background, employment and rental history processing. If application is not approved said sum would be retained by management to cover the cost of processing this application. Any false information will constitute grounds for rejection of application. Management is hereby authorized to verify the accuracy and correctness of the statements contained herein; to communicate with applicant's employers, apartment communities and creditors, and to procure such other information which management may require to evaluate this application. **Note: Application must be signed before it is processed. All persons over the age of 19 who will be residing in apartment must fill out an application and processing charge.**

SECURITY DEPOSIT

A total payment in the amount of **\$250.00** is submitted with this application. Upon approval, this total will be applied toward payment of applicant's security deposit, which is due prior to taking possession of the apartment. If management requires a guarantor or additional deposit, applicant may cancel application within 24 hours of notification of these requirements and receive a full refund of good faith deposit. If for any reason management rejects this application, the good faith deposit submitted herewith will be refunded in full. Applicant may cancel this application by written notice within 48 hours of signing and receive a full refund of the good faith deposit. If applicant fails to cancel within 48 hours, fails to execute management's lease agreement, or refuses to occupy the premises on the agreed upon date, the good faith deposit will be forfeited to management.

NON-REFUNDABLE 48-HOUR RESERVATION FEE

A payment in the amount of **\$60.00** is submitted with this application. This amount is applied to the 48-hours in which the apartment home is taken off the market and reserved in the applicants name during application processing. This amount is a non-refundable fee.

PLEASE MAKE 3 TOTAL CHECKS or MONEY ORDERS PAYABLE TO: Depends on the building, please ask your agent

\$45 Application Fee Per Person (Non-Refundable)
\$250 Security Deposit (Refundable)
\$60 Administration (Non-Refundable)

X _____
 Applicant's Signature _____ Date _____

