

Harvest Properties

Dear Applicant:

Before you fill out the attached application, there are several items that should be explained so that you plainly understand the procedures and fees pertaining to this application.

- 1.) We charge all applicants a non-refundable \$35.00 fee for performing a credit report on them. This must be given to us in the form of a money order and will not be returned whether you are accepted or denied. This money order is to be made payable as directed by your leasing agent.
- 2.) Once you complete the application you are required to leave a \$100.00 deposit in order for us to process your application. This also must be in the form of a money order. It must be a separate check than the application fee and also made payable as directed by your leasing agent. (If and when you are accepted this \$100 will be added to your Security Deposit. The full Security Deposit is always one month's rent plus the original \$100. For example, if the rent is \$525. per month, the security deposit would be \$625.)

In addition to the attached paperwork, we also require two (2) recent pay stubs, a copy of your driver's license and also a copy of your social security card.

***** IF YOU, FOR ANY REASON, DECIDE TO CANCEL YOUR APPLICATION AFTER YOU HAVE GIVEN US THE \$100.00 DEPOSIT, YOU WILL FORFEIT THE ENTIRE DEPOSIT. THEREFORE, BE SURE THAT YOU WANT THE APARTMENT BEFORE YOU GIVE US THE \$100.00 DEPOSIT.**

- 3.) Once you place the deposit with us, we will process the application. Once we receive the **full** Security Deposit, we will hold a specific apartment on your behalf. Up until the time that we receive a **full** security deposit, we reserve the right to change the apartment to a comparable one. **WE WILL NOT HOLD THE APARTMENT FOR LONGER THAN ONE (1) WEEK.** (The full Security Deposit is always equal to one month's rent plus the initial \$100 deposit.)
- 4.) **All money paid up to the time of and including the move-in MUST be in the form of a money order.** Once you move-in, monthly rental payments may be made by personal check.
- 5.) Enclosed in this packet is a verification of employment. That form must be given to your employer to be filled out. Please make sure that it is returned to us as soon as possible and no later than three (3) working days from the date that it was given to you.
- 6.) We have also enclosed a landlord verification. This form is required to be filled out by all landlord(s) that you have had over the last three (3) years. Please make sure that it is returned to us as soon as possible and no later than three (3) working days from the date that it was given to you.
- 7.) **We will make every effort to give you an answer as to whether or not your application has been approved within 48 hours of receiving ALL of the information that was requested of you.**

Equal Housing Opportunity Provider

8.) Our decision to accept or deny your application will be based on all of the information that you provide to us as well as the credit report that we run. You may be required to put up a security deposit of more than one (1) month's rent (maximum of two (2) month's rent) if:

- a. You have little or no rental history.
- b. You have little or no credit history.
- c. You have been gainfully employed for less than one year at your current employer.
- d. Any combination of the above.

You may be denied if:

- a. You have a poor rental history.
- b. You have history of late payments.
- c. You have been gainfully employed for less than one year or have a history of changing jobs frequently.
- d. You have a criminal or eviction record.
- e. Any combination of the above.

Once you have been accepted for the apartment, you must do the following:

- a. Pay balance of the security deposit within three (3) days of approval as specified by your leasing agent.
- b. Contact all utility companies to put the meters in your name, i.e. Electric, Gas, Cable TV, Phone, etc. Failure to turn the appropriate utilities into your name once you have moved into the apartment will result in the utility being shut off.
- c. Contact the Post Office to advise them of your new address.

IMPORTANT: YOUR APPLICATION WILL NOT BE PROCESSED UNTIL ALL REQUIRED INFORMATION IS RECEIVED.

9.) Within three (3) days of being accepted, you must pay the balance of the security deposit in the form of a money order. **Until the full security deposit is paid, we will not guarantee a specific apartment. We will not hold an "open/approved" deposit for more than five (5) days without a full security deposit.** Thus, if after five (5) days from the date of approval, we still only have a partial security deposit, we will not guarantee that we will have an apartment available for your specific time frame that meets your specific requirements.

10.) If applicant chooses to terminate this application once it has been approved, all monies will be forfeited.

We thank your for your interest in living at _____, and if you have any questions please feel free to ask.

Please sign below acknowledging the fact that you have read and understand all of the above.

APPLICANTS:

Date: _____

Date: _____

Harvest Properties

Application to Rent

Property Name: _____ Building Address: _____

of Bedrooms: _____ Unit #: _____ When does applicant need apt.: _____

Rental Agent: _____ Rental Amount: _____ Amount of Deposits: \$ _____ Check # _____

Security Deposit Amount: _____ \$ _____ Check # _____

Information to be filled out by prospective resident
(Please print and fill out completely)

NAME: _____ DATE OF BIRTH: _____ LIC.#: _____

HOME #: _____ WORK #: _____ SOC.SEC. #: _____

NAME: _____ DATE OF BIRTH: _____ LIC.#: _____

HOME #: _____ WORK #: _____ SOC.SEC. #: _____

CURRENT INFORMATION

PREVIOUS INFORMATION

ADDRESS: _____

Length of time?: _____ Rental Amount?: _____

Length of time?: _____ Rental Amount?: _____

Reason for leaving?: _____

Reason for leaving?: _____

Landlord's Name: _____

Landlord's Name: _____

Phone Number: _____

Phone Number: _____

Have you ever been Evicted?: _____

If so, why?: _____

Applicant

Applicant

Spouse

EMPLOYER'S NAME: _____

ADDRESS: _____

OCCUPATION: _____

LENGTH OF EMPLOY: _____

SUPERVISOR'S NAME: _____

SUPERVISOR'S TEL. #: _____

SALARY (GROSS): Monthly \$ _____ \$ _____ \$ _____

SALARY (GROSS): Annually \$ _____ \$ _____ \$ _____

Reason for leaving previous position: _____

PLEASE COMPLETE THE NEXT PAGE OF THIS APPLICATION

of Occupants: _____ Provide their names/relationship to you: _____

PLEASE NOTE: ALL INDIVIDUALS OVER THE AGE OF 18, WHO ARE NOT MARRIED, MUST SUBMIT A SEPARATE APPLICATION. ALL APPLICANTS OVER THE AGE OF 18 MUST BE PLACED ONTO THE LEASE.

Will you have any pets?: _____ Type: _____ #: _____

DO YOU MAINTAIN A SAVINGS OR CHECKING ACCOUNT? If so, please complete the following:

Name of Bank	Address	Account #	Type of Account
1. _____	_____	_____	_____
2. _____	_____	_____	_____

OUTSTANDING LOANS

Purpose	Lender's Name and Address	Account #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

CREDIT CARD AND/OR CHARGE CARDS

Creditor	Bank Name and Address	Account #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

PERSONAL REFERANCE INFORMATION

Name	Address	Telephone #	# of Years Known	Occupation
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

Nearest Relatives Name: _____ Home Phone Number: _____
 Address: _____

Nearest Relatives Name: _____ Home Phone Number: _____
 Address: _____

AUTOMOBILE INFORMATION

YEAR	MAKE	MODEL	COLOR	LICENSE PLATE #
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

The applicant represents that statements made above are true and correct and authorizes Harvest Properties to perform an extensive credit report and to check references. All applicants are subject to the landlord's approval. The applicant understands that the rental amount for the unit is \$ _____ monthly and that the applicant will move into the unit on _____.

Any deposit made hereunder or future deposits made, shall be refunded to the applicant if the application is not approved. However, any deposit made hereunder, or future deposits made shall be retained by the landlord if the prospective tenant requests to terminate this application, or is unable to move in on the date stated on the application. Landlord will not be bound by any representations, agreements or promises made by representatives or agents unless contained in the lease signed by the landlord. In the event a lease is executed between landlord and applicant, any deposit made hereunder shall be treated as a deposit or part of a deposit made pursuant to such a lease.

APPLICATION APPROVED BY:

APPLICANT'S SIGNATURE(S):

Harvest Properties

REQUEST FOR VERIFICATION OF EMPLOYMENT

PROPERTY NAME: _____

PRESENT EMPLOYER MUST FILL OUT THIS FORM COMPLETELY, WITHOUT OMISSION.

I hereby authorize my employer to furnish the information below:

Employee Name (Please Print) Employee Signature

Employee Address Date

Employer Name Employer Address

To whom it may concern:

The above has applied for an apartment at our property. It is requested that we furnish proof of applicant's current and anticipated income. Your prompt reply will be appreciated by your employee and us and will be held in confidence.

Lessor

1. Base salary per hour: _____ Week: _____ Year: _____
2. Earnings for the past twelve (12) months: _____
3. How long employed?: _____
4. Position held: _____
5. Probability of continued employment: _____
6. Average hours worked per week: _____
7. Overtime?: _____

Please use company stamp below

Signature, Title, Phone Number

Please contact Property for mailing address or Fax number

Harvest Properties

LANDLORD REFERENCE FORM

Applicant Name (Please Print) Applicant's Address

Applicant's Signature

Landlord's Name / Management Company and Address

I have applied for an apartment and I/we stated that I/we rented from you. My signature above authorizes verification of the information requested below. I furthermore agree that my signature authorizes Harvest Properties to contact credit bureaus, local, state and federal law enforcement agencies for further information.

Are you a relative or friend of the applicant? If so, your relationship: _____
_____ Current Landlord _____ Previous Landlord _____ Other: _____

Date's of applicant's tenancy: From: _____ To: _____
Does applicant have a current lease?: YES _____ NO _____
How many persons occupy (occupied) the apartment?: _____

- 1. Rent Payment History
 - a. Amount of monthly rent \$ _____
 - b. Did the rental amount include utilities?: YES _____ NO _____
 - c. Does (did) the applicant pay on time each month?: YES _____ NO _____
 - d. Has (had) he/she ever paid late?: YES _____ NO _____
 - e. How many late payments?: _____
 - f. How was rent generally paid?: Personal Check _____ Cash _____
Credit Card _____ Other _____

- 2. Caring For Unit/Common Area
 - a. Does (did) the applicant keep the unit clean and safe?: YES _____ NO _____
 - b. Has (had) the applicant damaged the unit?: YES _____ NO _____
If yes, please describe: _____
 - c. Will/did you withhold any of the security deposit?: YES _____ NO _____
 - d. Did the applicant have problems with insects/rodents?: YES _____ NO _____
 - e. Did applicant, family or guests damage the common areas?: YES _____ NO _____
 - f. Have the applicant, family or guests engaged in any criminal or drug related activity within or around the building?: YES _____ NO _____
 - g. Has (had) the applicant, family or guests ever acted in a Physically violent or abusive manor towards residents, neighbors or staff?: YES _____ NO _____
 - h. Would you re-rent to this applicant?: YES _____ NO _____
If not, why? _____

Please include a copy of the tenant's rental ledger/payment history if one is available.

Signature of Landlord Date

Landlord's Name Printed Telephone Number

Please contact property for mailing address or Fax number

Application Check-off List

We are excited that you have chosen to make one of our apartments your new home! To help expedite your application, please be sure to provide the following:

- ❑ **1.) A completed Application.** If you are married, both spouses can complete the same application. If you will be sharing the apartment with someone other than a spouse, each adult must complete a separate application.
- ❑ **2.) Employment and Landlord Verification Forms.** We must have these forms completed for each applicant. If you work multiple jobs, you must obtain Employment Verification from each of your employers. Although we can begin the application approval process without these forms, WE CANNOT APPROVE AN APPLICATION UNLESS THESE FORMS ARE IN OUR HANDS.
- ❑ **3.) Copies of identification information.** We will need two copies of identification plus a legal document with your social security number on it.

The two forms of ID can include the following: Your driver's license (or state photo I.D.), a copy of your Birth Certificate, a copy of your insurance card (if the policy number is the same as your social security number) or a copy of a tax return in your name. **If one of these items has your social security number on it, we will need nothing else.**

However, if one of these items does not have your social security number on it, we will need a copy of one of the following: Social security card, a pay stub with your social security number on it or a copy of a student ID with your social security number on it.

We cannot approve an application without formal (legal) proof of your social security number.

- ❑ **4.) Pay stubs.** You must provide us with two recent pay stubs. If you work multiple jobs, provide pay stubs from each company with whom you work.
- ❑ **5.) Fees.** In order to begin the application process, you will need to provide us with the following:
 - * **\$100.00 to hold the specific apartment while the application is being processed.**
 - * **\$35.00 application processing fee for each adult who will be living in the apartment.**

Please note that the \$100.00 is refundable if your application is denied. If your application is approved, it will be used towards the security deposit. If you choose to withdraw your application at any time, all money provided up until that point will be forfeited. The application fees are non-refundable.

All initial costs associated with your moving into the apartment (up until the day after you receive your keys) must be paid to us in the form of a money order. We cannot accept cash or personal checks for move-in costs (including security deposits, pet deposits, 1st month's rent, etc).

Your money orders should be made out to the name of the property in which you will be renting. Your leasing agent will be more than glad to clarify the name in which you should address the check to.