

## **RENTAL APPLICATION FOR VALLEY BROOK APARTMENTS, LLC**

**Thank you for your interest in residing at Valley Brook Apartments. We are happy to process your application. Please include the following documents with your paperwork.**

- \* Government issued, picture ID for all persons aged 18 and over.
- \* Application fee: Check or money order. \$40.00 per adult. This is non-refundable.
- \* \$500.00 Earnest money deposit: Separate check or money order.
- \* Last 2 pay stubs, the most recent must be within 2 weeks.
- \* Completed application

All residents over the age of 18 will be screened.

Other acceptable forms of income verification:

W2/1099 plus one current pay stub from the same employer

2 years taxes if self employed

Offer letter on company letterhead if starting a new job. Must include a phone number to contact the employer.

Award Letter (SSI, SSD, etc.)

Please contact our office with any questions. We are happy to help.

# RENTAL APPLICATION FOR VALLEY BROOK APARTMENTS, LLC

**Notice: Co-Applicant must complete a separate rental application. Application fees are never refundable**

## **YOU MUST SUBMIT A COPY OF PHOTO ID AND PROOF OF CURRENT INCOME**

The undersigned hereby makes application to rent unit number \_\_\_\_\_ located at \_\_\_\_\_,  
Beginning on \_\_\_\_\_, 20\_\_\_\_ at a monthly rental rate of including fees \$ \_\_\_\_\_

### PLEASE TELL US ABOUT YOURSELF

Email: \_\_\_\_\_

FULL NAME INCLUDING MIDDLE: \_\_\_\_\_

PHONE \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Name of Co-Applicant \_\_\_\_\_

No. of Dependents (excluding co-applicant) \_\_\_\_\_

List name, age, date of birth of all occupants who will live in the apartment:

\_\_\_\_\_

\_\_\_\_\_

**Pets (number and kind; if none, write "none")**

\_\_\_\_\_

### **PLEASE GIVE US YOUR RESIDENCE HISTORY FOR THE PAST THREE YEARS (BEGINNING WITH MOST CURRENT)**

CURRENT ADDRESS INCLUDING ZIP CODE \_\_\_\_\_

Month & year moved in \_\_\_\_\_ Rent paid \$ \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Owner or Agent \_\_\_\_\_ Phone number \_\_\_\_\_

PREVIOUS ADDRESS (if within 3 years) \_\_\_\_\_

Month & year moved in \_\_\_\_\_ Rent paid \$ \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Owner or Agent \_\_\_\_\_ Phone number \_\_\_\_\_

PREVIOUS ADDRESS (if within 3 years) \_\_\_\_\_

Month & year moved in \_\_\_\_\_ Rent paid \$ \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Owner or Agent \_\_\_\_\_ Phone number \_\_\_\_\_

### **PLEASE GIVE US YOUR EMPLOYMENT INFORMATION**

YOUR STATUS: ☐ Employed full time ☐ Employed part time ☐ Student ☐ Retired ☐ Unemployed

**EMPLOYER NAME:** ☐ current or ☐ previous \_\_\_\_\_

\_\_\_\_\_

Date Employed: \_\_\_\_\_ Employed as (position) \_\_\_\_\_

Supervisor \_\_\_\_\_ Supervisor's Phone \_\_\_\_\_

Address \_\_\_\_\_

Salary \$ \_\_\_\_\_ **MONTH OR YEAR (circle).** If employed by above less than 6 months, give name and

address of previous employer or school \_\_\_\_\_

**PLEASE LIST YOUR BANK**

YOUR BANK(S)	CITY, STATE	BRANCH	TYPE OF ACCOUNT
1. _____	_____	_____	_____
2. _____	_____	_____	_____

**EMERGENCY CONTACT (AT LEAST 2) NAME AND PHONE NUMBER**

1) \_\_\_\_\_  
2) \_\_\_\_\_

Your driver's license or state issued ID number \_\_\_\_\_ State \_\_\_\_\_

Your Vehicle Make/Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_

2<sup>nd</sup> Vehicle Make/Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_

Other Vehicles \_\_\_\_\_

**Have you or any proposed occupant ever:**

- Filed for bankruptcy? ☐ no ☐ yes
- Been evicted? ☐ no ☐ yes
- Willfully or intentionally refused to pay rent when due? ☐ no ☐ yes

How did you hear about our property? \_\_\_\_\_

If Management has any questions about this application, please give 2 DIFFERENT PHONE NUMBERS where you can be located:

DAY PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I hereby agree to lease the above-described premises for the term and the conditions above set forth and agree that the rental is to be payable the first day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts, 0 of the earnest money deposit will be retained to offset the agent's cost, time and effort in processing my application.

I hereby deposit \$ \_\_\_\_\_ as earnest money to be refunded to me if this application is not accepted within **3** business banking days. Upon acceptance of this application, this deposit shall be retained and upon taking physical possession of the apartment, converted to a security deposit. When so approved and accepted within 1 day after said notice, I agree to execute a lease for **12** months or the deposit will be forfeited as liquidated damages. If this application is not approved and accepted by the owner or agent, the earnest money deposit will be refunded after applicant's check has cleared applicant's bank. The applicant hereby waives any claim for damages by reason of non-acceptance which the owner or his agent may reject without stating any reason for doing so.

**PLEASE COMPLETE ALL INFORMATION IN ORDER FOR US TO PROCESS YOUR APPLICATION IN A TIMELY MANNER.**

I HEREBY AUTHORIZE **VALLEY BROOK APARTMENTS, LLC** TO OBTAIN CONSUMER REPORTS, AND ANY OTHER INFORMATION IT DEEMS NECESSARY, FOR THE PURPOSE OF EVALUATING MY APPLICATION. I UNDERSTAND THAT SUCH INFORMATION MAY INCLUDE, BUT IS NOT LIMITED TO, CREDIT HISTORY, CIVIL AND CRIMINAL INFORMATION, RECORDS OF ARREST, RENTAL HISTORY, EMPLOYMENT/SALARY DETAILS, VEHICLE RECORDS, LICENSING RECORDS, AND/OR ANY OTHER NECESSARY INFORMATION. I UNDERSTAND THAT SUBSEQUENT CONSUMER REPORTS MAY BE OBTAINED AND UTILIZED UNDER THIS AUTHORIZATION IN CONNECTION WITH UPDATE, RENEWAL, EXTENSION OR COLLECTION WITH RESPECT OR IN CONNECTION WITH THE RENTAL OR LEASE OF A RESIDENCE FOR WHICH APPLICATION WAS MADE.

The above information, to the best of my knowledge, is true and correct. This Application, upon execution of a Lease Agreement with **VALLEY BROOK APARTMENTS, LLC** shall be incorporated into the Lease and made a part thereof.

Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_

Please print name \_\_\_\_\_

**VALLEY BROOK APARTMENTS, LLC** IS AN EQUAL OPPORTUNITY HOUSING PROVIDER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, GENDER, DISABILITY, NATIONAL ORIGIN, RELIGION OR FAMILIAL STATUS.

<b>APPLICANT: DO NOT WRITE BELOW THIS LINE</b>
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DEPOSIT OF \$ \_\_\_\_\_ RECEIVED BY (NAME) \_\_\_\_\_ DATE \_\_\_\_\_  
THIS APPLICATION FORM RECEIVED BY (NAME) \_\_\_\_\_ DATE \_\_\_\_\_  
COPY OF DRIVER'S LICENSE OR PHOTO I.D. MADE BY (NAME) \_\_\_\_\_ DATE \_\_\_\_\_

Reference Verification Name	Reference Comments
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Comments:

This application ☐ approved ☐ not approved by \_\_\_\_\_

Applicant Notified \_\_\_\_\_ Date Notified \_\_\_\_\_

