



### **Application Requirements**

Welcome to First Management! Please review the following information, complete the attached application, and return it to the leasing office within three (3) working days.

**Each applicant on the lease, or joining the lease must meet these requirements, due to the fact that the lease is held in severalty, as well as jointly:**

- A. Each applicant must complete an application.
- B. Each applicant must provide past resident history for the last two (2) years.
- C. Combined gross monthly income must equal three (3) times the amount of rent due monthly. Proof of income is required.
- D. Each applicant must pay a **non-refundable** application fee in the amount of \$30.

**A “Co-Signer Guaranty” will be required for the following applicant:**

- A. Applicant cannot fulfill requirement “C” above.
- B. Applicant is currently a student or plans to be a student during the term of the lease.
- C. Applicant has been employed at the current place of employment for less than 12 months or in the same field for less than 24 months.

**No applications will be accepted prior to the payment of a minimum of \$50 per bedroom, which shall be applied toward the security deposit. The balance of the security deposit is due once the applicant is approved and upon lease signing. The security deposit reserves the apartment, the application does not. You will be notified of your approval status within five (5) working days after the receipt of the complete application and Co-Signer Guaranty. Leases must be signed by all residents within five (5) working days of notification of approval.**

**In the event that management denies your application, your security deposit will be refunded, however, the \$30 application fee is NON-REFUNDABLE.**

**IMPORTANT – ONLY 1 PARKING PASS ISSUED PER BEDROOM. No exceptions to this rule. If two people reside in one bedroom, you will not have a parking pass. If you have any questions concerning the approval process, please contact the leasing office at which you are applying to.**



**FIRST MANAGEMENT, INC.  
APPLICANT SCREENING FEE**

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*Property & Apartment Size*

- 1) Applicant agrees to pay a NON-REFUNDABLE application fee of \$30.00 per applicant.
- 2) Applicant hereby grants permission to landlord or any Tenant Screening service contracted by landlord to contact employers, personal references, current and previous landlords as well as permission to obtain a credit report. Landlord will also check criminal background locally and nationally for all applicants.
- 3) Landlord reserves the right not to disclose information obtained to the applicant.

\_\_\_\_\_  
Applicant Signature                      Date

\_\_\_\_\_  
Applicant Signature                      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Applicant Signature                      Date

\_\_\_\_\_  
Applicant Signature                      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

By \_\_\_\_\_  
*First Management, Inc.*                      Date

\_\_\_\_\_  
Print Name of Agent

**FOR OFFICE USE ONLY**

<b>Name</b>	<b>Check #</b>	<b>Amount</b>	<b>Rec'd By</b>

# First Management, Inc. Co-Signer Guaranty

**Applicant Name:** \_\_\_\_\_ **Property:** \_\_\_\_\_ **Unit:** \_\_\_\_\_

As Co-Signer(s), I/We will be acting as surety for the above named person's rental agreement with First Management, Inc. I/We will be responsible for any charges, damages and for payment for the entire lease agreement, and any successive renewal leases that occur.

I/We understand that the lease agreement, in which the above named is entered into, is held in **SEVERALTY**. This means that each person on the lease is responsible for the entire lease as well as the entire amount of rent due on the first of each month and late fees that may occur. If an agreement exists between individuals on the lease as to the amount each person pays, this agreement is personal and not one that First Management has made with individual tenants. If any one person on the lease does not pay or defaults, all of the remaining tenants are still responsible for seeing that the entire amount of rent is paid on or before the first of each month.

I/We unconditionally guarantee the prompt and complete payment of all rent due under the foregoing lease. I/We understand that I/We may be contacted for payment if the entire amount of rent is not paid as agreed on the lease. Therefore, I am giving my consent to have a credit report made of my credit history.

***In order to process your credit history, we MUST have your Social Security Number. Please be advised that all information given will be held confidentially.***

## **PERSONAL**

Co-Signer Name: \_\_\_\_\_  
Hm Phone: (\_\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_  
D.L.#: \_\_\_\_\_

SSN: \_\_\_\_\_  
Wk Phone: (\_\_\_\_\_) \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
D.L. State: \_\_\_\_\_

## **EMPLOYMENT STATUS**

Employer: \_\_\_\_\_  
Date Employed: \_\_\_\_\_ Position: \_\_\_\_\_  
Income: Under \$20,000/yr \_\_\_\_\_ \$20-50,000/yr \_\_\_\_\_ Over \$50,000/yr \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_

## **CREDIT REFERENCES**

Institution: \_\_\_\_\_ Phone:(\_\_\_\_) \_\_\_\_\_ Acct#: \_\_\_\_\_  
Institution: \_\_\_\_\_ Phone:(\_\_\_\_) \_\_\_\_\_ Acct#: \_\_\_\_\_

**It is understood that this form will NOT be accepted unless notarized, nor will this form be accepted if any wording of the agreement has been altered. Please return completed form to: the leasing office of the complex that you are applying to. Original form must be received prior to resident(s) signing lease.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notary: \_\_\_\_\_ Exp Date: \_\_\_\_\_

The execution of this document is a material inducement for Landlord to enter into a lease contract, and Landlord is fully relying upon the due and valid execution by the persons whose names are shown above. Landlord reserves all recourse, civil or criminal, in the event of a false or forged execution hereof. Further, this agreement shall remain in effect for the entire term of the lease contract and any renewal contracts.

**Please Notarize Here:**

# FIRST MANAGEMENT RENTAL APPLICATION

Please return to: The leasing office of the complex that you are applying to  
**A THIRTY DOLLAR (\$30) NON-REFUNDABLE APPLICATION FEE IS REQUIRED**

## Personal Information:

Property: \_\_\_\_\_ # OF BR: \_\_\_\_\_ Rent: \_\_\_\_\_  
Date: \_\_\_\_\_ Desired Date of Occupancy: \_\_\_\_\_  
Name: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_  
Home Phone:(\_\_\_\_\_) \_\_\_\_\_ Work Phone:(\_\_\_\_\_) \_\_\_\_\_  
Number of Roommates: \_\_\_\_\_ Pets? \_\_\_\_\_ Mature Weight \_\_\_\_\_  
Name of Roommates: \_\_\_\_\_  
\_\_\_\_\_ Pet fee and Pet deposit required. **See Pet Rules. Pets not allowed at all locations.**

Marital Status: Married Divorced Single Maiden Name: \_\_\_\_\_  
In Case of Emergency, Notify: \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_\_  
Are You a Full or Part Time Student? Yes No Co-Signer required for all students.  
How did you hear about **First Management**? \_\_\_\_\_ If referred by friend, name of person \_\_\_\_\_

## Vehicle Information: Only 1 parking pass per bedroom – NO EXCEPTIONS!

Driver's License Number \_\_\_\_\_ Make/Model/Color: \_\_\_\_\_ Year: \_\_\_\_\_ Tag #/State: \_\_\_\_\_

## Residence History- Provide two year history:

1) Present Address: \_\_\_\_\_ Move In/Out Dates: \_\_\_\_\_  
Landlord: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_  
2) Previous Address: \_\_\_\_\_ Move In/Out Dates: \_\_\_\_\_  
Landlord: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_

## Employment/Bank References-Provide two year history:

1) Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Position: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_  
2) Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Position: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_  
3) Bank/Branch: \_\_\_\_\_ Phone: \_\_\_\_\_  
Type of Account: Checking Savings Both How Long? \_\_\_\_\_  
4) Other Income: \_\_\_\_\_ Amount: \_\_\_\_\_

## Have You Ever...

Been evicted from tenancy? Yes \_\_\_\_\_ No \_\_\_\_\_ Been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

The above information, to the best of my knowledge, is true and correct. I hereby authorize you to process this application for the purpose of obtaining a Lease Agreement with this property. Additionally, I authorize all corporations, companies, and law enforcement agencies, academic institutions and employers to release information they may have about me and release the landlord, leasing agent, their officers, employees, and agents, and any person so furnishing information, from any and all liability of every nature and kind arising out of the investigation or the furnishing or inspection of such documents, records, and other information. A photographic or faxed copy of this authorization shall be as valid as the original.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved w/ Co-Signer \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_ Apt# Assigned \_\_\_\_\_

