



GUIDELINES FOR COMPLETING YOUR LEASE APPLICATION

PLEASE FOLLOW THESE GUIDELINES SO WE CAN PROPERLY PROCESS YOUR APPLICATION

- Rental application must be filled out completely, including driver's license and social security numbers. Do not leave any blanks.
- Print legibly and answer *all* questions completely and truthfully.
- All addresses *must* include city, state and zip code.
- *All* occupants who will be living in the apartment must be listed.
- Documentation and/or verification of monthly income must be provided either in the form of pay stubs (copies of your last two) and/or the name and phone number of the department supervisor or human resources personnel who can verify this information.
- Applicants who are self employed may provide copies of their Schedule C and/or bank/financial statements showing monthly income.
- Statement of benefits and/or a letter of verification from a government and/or court appointed agency or your employer may be submitted as documentation of spousal/child support and/or social security/disability and/or pension benefits.
- Previous Landlord(s) must be listed along with a telephone number they may be reached.
- A non-refundable application fee of \$50.00 is due for each application.

YOU MAY FAX, MAIL, OR DROP OFF YOUR APPLICATION TO THE LEASING OFFICE ALONG WITH A PERSONAL CHECK PER APPLICANT MADE OUT TO PARK HILL PROPERTIES, L.L.C.. AFTER HOURS, A DROP SLOT IS LOCATED TO THE RIGHT OF THE LEASING OFFICE DOOR. OUR MAILING ADDRESS AND FAX NUMBER ARE LISTED BELOW.

THANK YOU IN ADVANCE FOR YOUR COOPERATION.

PARK HILL PROPERTIES, L.L.C.



RENTAL APPLICATION

By: _____

Date Received: _____

**PLEASE NOTE: PROVIDE THE DATES OF BIRTH FOR THOSE INDIVIDUALS 18 YEARS OLD OR OLDER ONLY.
PETS ARE NOT PERMITTED WITHOUT EXPRESS WRITTEN PERMISSION AND ADDITIONAL PET FEES.**

Applicant Name: First:	MI:	Last:	DOB:	Social Sec#:
Spouse Name: First:	MI:	Last:	DOB:	Social Sec#:
Occupant Name: First:	MI:	Last:	DOB:	Social Sec#:
Occupant Name: First:	MI:	Last:	DOB:	Social Sec#:
Occupant Name: First:	MI:	Last:	DOB:	Social Sec#:
Occupant Name: First:	MI:	Last:	DOB:	Social Sec#:
How did you learn about Park Hill?			Do you have any pets?	<input type="checkbox"/> Yes <input type="checkbox"/> No

VEHICLE INFORMATION		Number of Automobiles/Vehicles:		
Applicant Driver's License #:	State:	Spouse Driver's License #:	State:	
Make/Model:	Year:	Color:	License Plate #	
Make/Model:	Year:	Color:	License Plate #	

RESIDENCE HISTORY				
Present Address:	City:		State:	Zip:
Length of Residence:	Telephone:	E-Mail:		
Landlord or Lender:	Address:		Telephone:	
<input type="checkbox"/> Rent <input type="checkbox"/> Own	Monthly Payment:\$	Lease Expiration:	Reason for Moving:	
Previous Address:	City:		State:	Zip:
Landlord or Lender:	Telephone:	Length of Residence:		
<i>Has any landlord ever sued you for non-payment of rent or evicted you?</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<i>Have you had two or more late rental payments in the past year?</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

EMPLOYMENT HISTORY				
Employed By:	Address:		Telephone:	
Address:	City:		State:	Zip:
Position:	How Long:	Gross Income: \$	wk/mo/yr (circle one)	
Other Income Source:	Amount: \$		wk/mo/yr (circle one)	
Previous Employer:	How Long:			
Spouse's Employer:	Address:		Telephone:	
Address:	City:		State:	Zip:
Position:	How Long:	Gross Income: \$	wk/mo/yr (circle one)	
Other Income Source:	Amount: \$		wk/mo/yr (circle one)	

CREDIT REFERENCES			
Bank/Checking:	Acct #:	Bank/Savings:	Acct #:
Auto Lender:	Acct #:	Auto Lender:	Acct #:
Charge Card:	Acct #:	Charge Account:	Acct #:
<i>Have you ever filed Bankruptcy?</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Have you ever been convicted of a Felony?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No

DEPOSITS	
Applicant has deposited the equivalent of one month's rent in the amount of \$ _____ as security deposit for apartment # _____.	
If this Application is denied, this deposit shall be returned to applicant. If this Application is approved, Applicant agrees to enter into a Rental Agreement for said apartment within (7) days of the Application date. If Applicant fails or refuses to enter into a Rental Agreement for any reason, the deposit shall be retained and applied to damages for lost rent or lost market opportunity.	
I certify that the items in this rental application are true and complete to the best of my knowledge. I hereby provide authorization to obtain and verify my employment, criminal and credit history and to obtain credit reports in connection with this application. I further authorize landlord, its agents and/or attorneys to obtain credit reports and information at any time during and after my tenancy, in the event of a breach of any lease or term of tenancy.	
Applicant Signature:	Date:
Applicant Signature:	Date: