



# Apartment Association of North Carolina

## RESIDENT APPLICATION FOR OCCUPANCY

Name of Community: \_\_\_\_\_ (hereinafter "Management") Date: \_\_\_\_\_

Apartment / Address of Property for Occupancy \_\_\_\_\_ Expected Occupancy Date: \_\_\_\_\_

### Part 1 (PLEASE PRINT PLAINLY)

APPLICANT _____	HOME PHONE _____	WORK PHONE _____
DATE OF BIRTH _____	SOCIAL SECURITY NUMBER _____	DRIVER'S LICENSE NO. _____ STATE: _____
<small>MONTH DATE YEAR</small>		

APPLICANT _____	HOME PHONE _____	WORK PHONE _____
DATE OF BIRTH _____	SOCIAL SECURITY NUMBER _____	DRIVER'S LICENSE NO. _____ STATE: _____
<small>MONTH DATE YEAR</small>		

ARE YOU OR YOUR SPOUSE A CURRENT, ILLEGAL USER OF A CONTROLLED SUBSTANCE? NO \_\_\_\_\_ YES \_\_\_\_\_  
IF YES, PLEASE EXPLAIN: \_\_\_\_\_

HAVE YOU OR YOUR SPOUSE EVER BEEN CONVICTED BY A COURT OF LAW?  
NO \_\_\_\_\_ YES \_\_\_\_\_ IF YES, PLEASE EXPLAIN: \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED FOR ANY OTHER FELONY OFFENSE? NO \_\_\_\_\_ YES \_\_\_\_\_  
IF YES, PLEASE EXPLAIN: \_\_\_\_\_

TOTAL NUMBER OF PERSONS WHO WILL OCCUPY APARTMENT (INCLUDING APPLICANT(S) ) \_\_\_\_\_

OTHER OCCUPANTS: NAME, AGE, DATE OF BIRTH, AND RELATIONSHIP

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

IN CASE OF EMERGENCY NOTIFY \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
(OTHER THAN OCCUPANTS)

MAILING ADDRESS OF EMERGENCY CONTACT: \_\_\_\_\_

DO YOU HAVE ANY PETS? IF SO, PLEASE SPECIFY \_\_\_\_\_ WEIGHT(S) \_\_\_\_\_  
TYPES AND BREEDS

### PART 2 RESIDENCE HISTORY FOR LAST THREE YEARS (LIST CURRENT FIRST, THEN PREVIOUS)

ADDRESS: \_\_\_\_\_ LANDLORD/MORTGAGE CO: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ HOW LONG? \_\_\_\_\_ \$/MONTH \_\_\_\_\_

ADDRESS	LANDLORD/MORTGAGE CO	TELEPHONE	HOW LONG?	\$/MONTH

### PART 3 APPLICANT EMPLOYMENT FOR LAST THREE YEARS (LIST CURRENT FIRST, THEN PREVIOUS)

NAME OF COMPANY \_\_\_\_\_ STREET ADDRESS \_\_\_\_\_ HOW LONG \_\_\_\_\_ MO. INCOME \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ TELEPHONE \_\_\_\_\_

NAME OF COMPANY	STREET ADDRESS	HOW LONG	MO. INCOME	SUPERVISOR	TELEPHONE

### SPOUSE'S EMPLOYMENT FOR LAST THREE YEARS (LIST CURRENT FIRST, THEN PREVIOUS)

NAME OF COMPANY \_\_\_\_\_ STREET ADDRESS \_\_\_\_\_ HOW LONG \_\_\_\_\_ MO. INCOME \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ TELEPHONE \_\_\_\_\_

NAME OF COMPANY	STREET ADDRESS	HOW LONG	MO. INCOME	SUPERVISOR	TELEPHONE

SOURCE: \_\_\_\_\_ AMOUNT PER MONTH \_\_\_\_\_ (PLEASE PROVIDE DOCUMENTATION)

### PART 4 BANK REFERENCES

CHECKING BANK _____	ACCT NO. _____	TELEPHONE _____
SAVINGS BANK _____	ACCT NO. _____	TELEPHONE _____

### TRANSPORTATION

VEHICLE TYPE & COLOR _____	TAG NO: _____	COUNTY: _____	STATE: _____
VEHICLE TYPE & COLOR _____	TAG NO: _____	COUNTY: _____	STATE: _____

**APPLICATION FEE**

APPLICANT(S) HAS SUBMITTED THE SUM OF \$ \_\_\_\_\_ ("APPLICATION FEE") WITH THIS APPLICATION. APPLICANT(S) UNDERSTANDS AND AGREES THAT THIS APPLICATION SHALL NOT BE CONSIDERED BY MANAGEMENT UNTIL THE APPLICATION FEE IS PAID. APPLICANT(S) UNDERSTAND AND AGREE THAT THE APPLICATION FEE IS USED BY MANAGEMENT FOR THE PAYMENT OF PROCESSING OF THIS APPLICATION, WHICH INCLUDES COSTS FOR VERIFYING THE AUTHENTICITY OF THE INFORMATION PROVIDED AND TO OBTAIN OR OTHERWISE PROCURE INFORMATION REGARDING APPLICANTS CREDIT HISTORY, CRIMINAL BACKGROUND, AND RENTAL REFERENCES AS SUCH APPLICANT(S) UNDERSTAND AND AGREE THAT THE APPLICATION FEE IS NONREFUNDABLE. APPLICANT(S), BY SIGNING THIS APPLICATION FOR OCCUPANCY, REPRESENT THAT THE INFORMATION PROVIDED HEREIN IS TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE IN THE EVENT THAT MANAGEMENT DISCOVERS THAT ANY INFORMATION PROVIDED HEREIN IS FALSE, RESIDENT UNDERSTANDS AND AGREES THAT MANAGEMENT MAY, AT MANAGEMENT'S SOLE OPTION, REJECT THIS APPLICATION AND IMMEDIATELY RESCIND ANY CURRENT OR FUTURE AGREEMENT WITH APPLICANT(S).

**APPLICANT'S RELEASE AND AUTHORIZATION**

BY SIGNING THIS APPLICATION FOR OCCUPANCY, THE UNDERSIGNED APPLICANT(S) AUTHORIZED MANAGEMENT TO OBTAIN A CONSUMER CREDIT REPORT AND ANY OTHER INFORMATION NECESSARY IN MANAGEMENT'S SOLE DISCRETION TO ASSIST IN THE EVALUATION OF THIS APPLICATION FOR OCCUPANCY. APPLICANT(S) UNDERSTAND AND AGREE THAT ANY SUCH INFORMATION OBTAINED BY MANAGEMENT MAY INCLUDE, BUT IS NOT LIMITED TO, APPLICANT'S CREDIT HISTORY, VEHICLE RECORDS, DRIVER'S LICENSE RECORDS, DRIVING HISTORY, OR ANY OTHER INFORMATION. APPLICANT(S) RELEASE(S) MANAGEMENT, IT'S PRINCIPALS, INVESTORS, EMPLOYEES, AGENTS, VENDORS, THE OWNER(S) OF THE COMMUNITY OR PROPERTY GENERALLY DESCRIBED IN THIS APPLICATION, AND ANY FURNISHERS OR SUPPLIER OF INFORMATION RELATED TO THIS APPLICATION FROM ANY AND ALSO ALL LIABILITY IN THE PROCEDURE, USE, DISTRIBUTION AND POSSESSION OF ALL OBTAINED INFORMATION. APPLICANT(S) ALSO UNDERSTAND AND AGREE THAT THE INFORMATION PROVIDED IN THIS APPLICATION AND OTHER CONSUMER REPORTS TO INCLUDE CREDIT REPORTS, CRIMINAL RECORDS, EVIDENCE OF ANY AND CIVIL JUDGEMENTS RECORDS OF ARREST, PAST RENTAL HISTORY, EMPLOYMENT HISTORY, SALARY INFORMATION/HISTORY, VEHICLE RECORDS, DRIVER'S LICENSE RECORDS, DRIVING HISTORY, OR ANY OTHER INFORMATION MAY BE PROVIDED TO STATE, LOCAL, AND/OR FEDERAL GOVERNMENT AGENCIES.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CO-APPLICANT/SPOUSE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_