



HERITAGE KEY VILLAS

A NEW TRADITION

RENTAL APPLICATION FORM

Legal Name: Last _____ First _____ Middle _____
 Current Address _____ City _____ State _____ Zip _____
 Former Address _____ City _____ State _____ Zip _____
 Email Address _____ Phone# _____ Birth Date _____

Driver's License# _____ Social Security Number _____
 Auto #1 Make & Year _____ Color _____ License Plate # _____
 Auto #2 Make & Year _____ Color _____ License Plate # _____
 Do you have any commercial vehicles in the household or any vehicle with lettering? _____

Current Landlord/Mortgage Holder _____ Phone# _____
 Landlord Address _____ Dates of Occupancy _____
 Rental Rate/Mortgage Payment _____ Reason for Moving _____

Previous Landlord _____ Phone# _____
 Landlord Address _____ Dates of Occupancy _____
 Rental Rate/Mortgage Payment _____ Reason for Moving _____
 Have you ever been evicted? _____ Forclosed upon? _____ If yes, explain why _____

Your Employer _____ Supervisor _____
 Address _____ Dates of Employment _____
 Phone# _____ Job Title _____ Full/Part Time _____ Monthly Gross Income _____

Additional Monthly Income _____ Source _____

Previous Employer _____ Job Title _____
 Dates of Employment _____ Phone# _____

Emergency Contact Name _____ Phone# _____
 Complete Address _____ Relationship _____

Please list 3 relatives/references that will not be living with you:

Name	Relationship	Address	City/State	Phone#

Do you have any pets? _____ If yes, what and if a dog, what breed? _____

Have you or anyone else in the household rented in this community before? _____ If yes, what unit address _____, or from what landlord _____.

Names of ALL other people that will be occupying the apartment: 3bed - 6 person limit, 4bed - 8 person limit.

1. _____	SS# _____	DOB _____	Relationship _____
2. _____	SS# _____	DOB _____	Relationship _____
3. _____	SS# _____	DOB _____	Relationship _____
4. _____	SS# _____	DOB _____	Relationship _____

Applicant represents that all of the statements and representations are true and complete, and hereby, authorizes verification of the above information, references and credit records. Applicant understands that an investigative consumer

report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records may be made. Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and/or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms if any. Applicant authorizes verification of all information by the Landlord and or Management Company. Applicant has the right to make a written request within a reasonable period of time to receive additional information about the nature and scope of this investigation. **NON REFUNDABLE APPLICATION FEE**-- Applicant(s) has paid to Landlord and/or Management Company herewith the sum of \$50.00 as a **NON REFUNDABLE APPLICATION FEE** for costs, expenses and fees in processing the application. **TOWN HOME DEPOSIT AGREEMENT**-- When applicant has deposited a **"TOWN HOME SECURITY DEPOSIT"** Of 1 months' rent and has signed a lease the dwelling will be taken off the market. If applicant fails to enter into the lease agreement and take possession after lease signing, the **FULL "TOWN HOME DEPOSIT"** shall be forfeited to the Landlord or Management in addition to any penalties as provided in the lease if the lease has been signed by the applicant. Keys will be furnished on lease commencement date and when all rental documents have been properly executed by all parties. This application is preliminary only, in no way implies that a particular rental unit shall be available and in no way obligates Landlord or Management to execute a lease or deliver possession of the proposed premises.

I hereby authorize **Heritage Key Association** (any of the staff) to perform a credit check (on all persons 18 years of age or older), a landlord check, a criminal background check, and an employment verification AS THE OWNER MAY DECIDE TO DO. Any falsification of the information can be grounds for denial and/or terms of lease. I agree to provide a copy of my driver's license/state identification card upon application. If an apartment has been assigned with an agreed upon move-in date and the applicant cancels, the deposit will be forfeited. All applications are subject to Management approval.

I HAVE READ AND AGREE TO THE PROVISIONS AS STATED		SECURITY DEPOSIT	\$ _____	OFFICE USE ONLY
		PET FEE	\$ _____	
		CREDIT CHECK FEE	\$ _____	COMMUNITY _____
		PAID WITH APPLICATION	\$ _____	UNIT.# _____
		BALANCE OF DEPOSIT DUE	\$ _____	RENT _____
		FIRST MONTH'S RENT	\$ _____	UNIT.TYPE _____
		TOTAL DUE BEFORE MOVE-IN	\$ _____	TERM OF LEASE _____
		RECEIVED BY: _____	\$ _____	MOVE-IN DATE _____
		APPROVED BY: _____	\$ _____	CREDIT REPORT _____
				PHOTO I.D.'d _____

Applicant Signature

Date

Home Phone # _____ Work # _____ Mobile # _____

How did you hear about us? _____



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Rental Criteria

- All adult applicants (over 18) must submit a fully completed application. A non refundable application fee will be required of \$50 per household.
- Everyone over 18 must pass Criminal background check – No felony convictions. No misdemeanor crimes involving violence, assault, battery, drugs, firearms with in the last 7 years.
- Positive landlord reference- the following will be looked at- NSF's, lates, respect to community, failure to leave property clean and without damage, noise complaints or violations, or disturbances including illegal activities
- Applicants must have a combined gross monthly household income of at least three times the monthly rent (using \$1000 for 3 beds, and \$1100 for 4 beds)
- Self - employed applicants will be required to produce 1 yr. of tax returns or 1099's. No business can be conducted out of the home
- Number of occupants in household- (3 bed no more than 6, 4 bed no more than 8)
- Pets in household (certain kinds not allowed)
- Commercial vehicles or any vehicles with writing on them not allowed
- 2 vehicles allowed per household
- Credit check will be done on anyone over 18, Credit score will be looked at - 620 or above, debt to income ratio, any collections with housing, or utilities.

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