



Date: _____

APPLICATION FOR TENANCY AND AGREEMENT FOR OCCUPANCY

Apartment Community: _____
Address Apartment Applied For: _____
Desired Date of Occupancy: _____

PERSONAL INFORMATION

Applicant's Full Name: _____
Date of Birth: _____ Age: _____ Marital Status: _____
Social Security #: _____ Driver's License #: _____ State: _____
Email Address: _____

Spouse Full Name: _____
Date of Birth: _____ Age: _____ Marital Status: _____
Social Security #: _____ Driver's License #: _____ State: _____
Email Address: _____

Other Residents	Relationship	Social Security #	Date of Birth

Pet: _____ Type: _____ Weight: _____
*Weight not to exceed 25 lbs fully grown

RESIDENCE HISTORY

Present Address: _____
City: _____ State: _____ Zip: _____
Present Telephone#: _____ Cell Phone #: _____
Present Landlord of Mortgage Holder: _____ Telephone: _____
Amount of Rent/Mortgage: _____ Lease Term: _____ Lease End Date: _____
Length at Present Address: _____ Reason for Moving: _____

Previous Address: _____
City: _____ State: _____ Zip: _____
Previous Landlord of Mortgage Holder: _____ Telephone: _____
Amount of Rent/Mortgage: _____ Lease Term: _____ Lease End Date: _____
Length at Present Address: _____ Reason for Moving: _____

EMPLOYMENT INFORMATION

Applicant Employed By: _____ How Long? _____
Employer's Address: _____ Phone: _____
Position Held: _____
Salary (Monthly): _____ Supervisor: _____

Previously Employed By: _____ How Long? _____
Employer's Address: _____ Phone: _____
Position Held: _____
Salary (Monthly): _____ Supervisor: _____

SPOUSE'S EMPLOYMENT INFORMATION

Spouse Employed By: _____ How Long? _____
Employer's Address: _____ Phone: _____
Position Held: _____
Salary (Monthly): _____ Supervisor: _____

Previously Employed By: _____ How Long? _____
Employer's Address: _____ Phone: _____
Position Held: _____
Salary (Monthly): _____ Supervisor: _____

OTHER SOURCES OF INCOME (Ex: Social Security, SSI, Pensions, etc)

Amount: _____ Per _____ Source _____ Telephone _____
Amount: _____ Per _____ Source _____ Telephone _____

BANKING AND PERSONAL REFERENCES

Bank: _____ Branch: _____
Checking Account #: _____ Savings Account #: _____

Reference: _____ Relationship: _____
Address: _____ Phone: _____
Reference: _____ Relationship: _____
Address: _____ Phone: _____

OTHER INFORMATION

Number of Automobiles (Including Company Vehicles): _____
Make/Model: _____ Year _____ Color _____ License/State _____
Make/Model: _____ Year _____ Color _____ License/State _____

In Case of Emergency, Notify: _____ Relationship: _____
Address: _____ City: _____ State/Zip: _____
Telephone Number: (home): _____ (work): _____

HAVE YOU OR SPOUSE EVER: *Been sued for non-payment of rent?* ___ Yes ___ No
Been sued for damage to rental property? ___ Yes ___ No *Been evicted or asked to move out?* ___ Yes ___ No
Broken a Rental Agreement or Lease? ___ Yes ___ No *Filed Bankruptcy?* ___ Yes ___ No *If yes, when?* _____

There shall be a late charge of \$50.00 for rent not received in full by the end of the fifth day of each month which is five (5) days from your rent due date. There will be an additional charge of \$50 for each returned check to us. I acknowledge I have applied for the rental of the above described premises from Maxson Properties (subject to owner's approval) upon the express representation that I have no pets, children or other adults not stated in the above application. The tenant further agrees that any breach of this agreement and representation or if the tenant shall fail to pay the rent promptly, shall entitle Maxson Properties to take immediate legal action for rent and possession of the premises. This application may be rejected and the deposit refunded without reason. **ONCE THIS APPLICATION HAS BEEN APPROVED, YOUR DEPOSIT BECOMES NON-REFUNDABLE AND YOU WILL BE HELD RESPONSIBLE FOR ALL UNPAID BALANCES IF THE APPLICATION DEFAULTS.** Lessee agrees all security deposits and uncarried rent are deposited, as they are collected, into Maxson Properties Management Account. These monies are then given to and become the responsibility of the property owner. By signing this form you are authorizing Maxson Properties and _____ to run a credit check, criminal background check, verify rental history and employment.

Signature of Applicant: _____

Signature of Spouse: _____

Signature of Manager/Agent: _____

FOR OFFICE USE ONLY-DO NOT WRITE BELOW

Date Application Received: _____ Received By: _____

CK/MO #

First Month's Rent: _____
 Non-Refundable Application Fee: _____
 Pet Deposit (Requires Pet Agreement): _____
 Security Deposit: _____

Total Charges and Deposits: _____
 Less Advance Payments Received: _____
 Balance to be paid prior to move-in: _____
 (Total monies must be paid in personal check, cashiers check or money order)

Approved?	Yes	No	Date: _____
By:	_____		
Assigned To Apt No:	_____	Rent:	_____
Applicant Notified By:	_____	Date:	_____
Anticipated Move-In Date:	_____		