

## **APPLICATION COVER SHEET**

Tanglewood Properties, LLC

### **Application instructions:**

- All residents of the unit 18 years or older must complete an application and be approved.
- Please be sure to print clearly, especially name, SSN, phone #, birthdate and email address.
- Be sure to include the date you need to move in. New tenants must be able to begin a lease no later than seven days after the posted available date for the unit.
- Include all work information, including a contact person for verification. If you are a student and not working, please indicate so. A co-signor will be required who can provide your income requirements.
- Your previous living arrangements for the prior three years must be included.
- Include a photo copy of driver's license (or equivalent ID) and \$30 application fee for each applicant. Your application is not considered "received" without these items.

### **Our basic rental requirements:**

- For income, a minimum of at least three times the rent amount is required for approval. Total combined income of the entire family or group is considered your income total. Students can provide qualified cosigner (s) to meet the income requirement.
- No previous evictions will be approved. No felonies in the last five years will be approved. Violent or drug felonies beyond five years are considered on a case by case basis.
- No smoking of ANY kind is permitted inside the building.
- All adults living in the house must be on the lease.
- All pets living in the house must be approved and a Pet Agreement completed.
- Large parties are not allowed. Heavy traffic in/out of the house is not permitted.
- Tenants are expected to keep the unit clean and in good condition, inside and out.

### **Notes on filling this application out:**

- If you are submitting a backup application to a unit, your application fee will be refunded if the previously submitted application is approved, unless you'd like your application to be used on another available Tanglewood Properties unit.
- Please complete ALL information requested. Missing information may delay or deny your application.
- Your credit score is not a primary factor. But you must not owe money to landlords or utilities.
- See our Rental Policy on our website for complete guidelines.

**ONCE YOUR APPLICATION IS APPROVED, WITHIN FOUR DAYS YOU MUST SUBMIT EITHER ONE HALF THE SECURITY DEPOSIT OR \$500, WHICHEVER AMOUNT IS GREATER. THIS WILL HOLD THE UNIT FOR YOU UNTIL THE LEASE IS SIGNED. THE APARTMENT WILL GO BACK ON THE MARKET IF THE DEPOSIT IS NOT PAID WITHIN THE SPECIFIED FOUR DAYS.**

### **Prior to moving in:**

- The lease must be signed.
- The balance of the security deposit, the first month's rent, and pet fee(s) and pet deposit(s) must be paid in full.
- All cosigner forms must be submitted and approved.

Complete information can be found at [www.tanglewoodproperties.com](http://www.tanglewoodproperties.com).

**RESIDENT APPLICATION**

Address of unit \_\_\_\_\_

**Please write CLEARLY & LEGIBLY.** Only clean, responsible people who pay rent on time need apply.

Note: Smoking is not allowed in our rentals. For more than 2 adults, please use additional copies of Page 1.

**INCLUDE \$30 APPLICATION FEE AND PHOTOCOPY OF DRIVERS LIC (or Equivalent) PER ADULT****Applicant 1:****\*\*\*\*\* IMPORTANT! Be sure to fill in all items \*\*\*\*\***

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Mid. Initial \_\_\_\_\_

Social Security # \_\_\_\_\_ Birth Date \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Work # \_\_\_\_\_ Nickname \_\_\_\_\_

Email address \_\_\_\_\_ Other phone # \_\_\_\_\_

**Current Address** \_\_\_\_\_ Lived there from \_\_\_\_\_ to \_\_\_\_\_

Apt# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Landlord's name \_\_\_\_\_ Phone # \_\_\_\_\_ Were you evicted \_\_\_\_\_

**Previous Address** \_\_\_\_\_ Lived there from \_\_\_\_\_ to \_\_\_\_\_

Apt# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Landlord's name \_\_\_\_\_ Phone # \_\_\_\_\_ Were you evicted \_\_\_\_\_

**Employer** (Company name) \_\_\_\_\_ How long there \_\_\_\_\_

Contact Person \_\_\_\_\_ Employer phone number \_\_\_\_\_

Gross monthly salary \_\_\_\_\_

Other income \_\_\_\_\_ Amount per month \_\_\_\_\_

Other income \_\_\_\_\_ Amount per month \_\_\_\_\_

Other income \_\_\_\_\_ Amount per month \_\_\_\_\_

**Bank name** \_\_\_\_\_ (please check:) Checking \_\_\_ Savings \_\_\_**Emergency contact:** Name \_\_\_\_\_ Phone \_\_\_\_\_**If student and you plan to get a COSIGNER,** parent's name/address/phone \_\_\_\_\_**Applicant 2:****\*\*\*\*\* IMPORTANT! Be sure to fill in all items \*\*\*\*\***

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Mid. Initial \_\_\_\_\_

Social Security # \_\_\_\_\_ Birth Date \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Work # \_\_\_\_\_ Nickname \_\_\_\_\_

Email address \_\_\_\_\_ Other phone # \_\_\_\_\_

**Current Address** \_\_\_\_\_ Lived there from \_\_\_\_\_ to \_\_\_\_\_

Apt# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Landlord's name \_\_\_\_\_ Phone # \_\_\_\_\_ Were you evicted \_\_\_\_\_

**Previous Address** \_\_\_\_\_ Lived there from \_\_\_\_\_ to \_\_\_\_\_

Apt# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Landlord's name \_\_\_\_\_ Phone # \_\_\_\_\_ Were you evicted \_\_\_\_\_

**Employer** (Company name) \_\_\_\_\_ How long there \_\_\_\_\_

Contact Person \_\_\_\_\_ Employer phone number: \_\_\_\_\_

Gross monthly salary \_\_\_\_\_

Other income \_\_\_\_\_ Amount per month \_\_\_\_\_

Other income \_\_\_\_\_ Amount per month \_\_\_\_\_

Other income \_\_\_\_\_ Amount per month \_\_\_\_\_

**Bank name** \_\_\_\_\_ (please check:) Checking \_\_\_ Savings \_\_\_**Emergency contact:** Name \_\_\_\_\_ Phone \_\_\_\_\_**If student & you plan to get a COSIGNER,** parent's name/address/phone number \_\_\_\_\_

**RESIDENT APPLICATION (pg 2)**

**Names of any minors (under 18) who will be living in the unit**

Name \_\_\_\_\_ Social security# \_\_\_\_\_  
Name \_\_\_\_\_ Social security# \_\_\_\_\_  
Name \_\_\_\_\_ Social security# \_\_\_\_\_  
Name \_\_\_\_\_ Social security# \_\_\_\_\_

**Please answer the following questions:** (Use area below for additional explanation)

Date you plan to move in \_\_\_\_\_ For how long? \_\_\_\_\_  
How many bedrooms do you need? \_\_\_\_\_  
How were you referred to us? \_\_\_\_\_  
What do you dislike most about your current home? \_\_\_\_\_  
What's important to you in a new home? \_\_\_\_\_  
Has anyone who will be living in the house been convicted of a felony? \_\_\_\_\_ (Describe below)  
Do you plan to have any waterbeds? \_\_\_\_\_ Motorcycles? \_\_\_\_\_  
Do you have any pets now or plan to in the future? \_\_\_\_\_ (Please describe below)  
Does anyone planning on living in the rental unit smoke cigarettes/cigars? \_\_\_\_\_  
Do you plan to run any business out of the apartment (babysitting, haircutting, etc)? \_\_\_\_\_  
Do you owe any outstanding bills (over 90 days) to previous landlords? \_\_\_\_\_  
Do you owe any outstanding bills (over 90 days) to utility companies? \_\_\_\_\_  
Have you ever been evicted from a property? \_\_\_\_\_ (Please explain below)  
Do you play any musical instruments... \_\_\_\_\_  
How would you describe yourself as a resident? \_\_\_\_\_

Additional Explanaton: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Pets:** Name \_\_\_\_\_ Description \_\_\_\_\_ Weight \_\_\_\_\_  
Name \_\_\_\_\_ Description \_\_\_\_\_ Weight \_\_\_\_\_  
\*\*\*No pets allowed on premises unless agreed by landlord in writing. NO EXCEPTIONS

<b>Vehicles:</b> Type(Car, etc)	Make/model	Year	License #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Note: An application fee of \$30.00 per adult applicant is required with all applications. This fee covers our costs for credit/employment/criminal checks.**

I declare the above application information to be true, and that the landlord/owner may immediately terminate any rental agreement if information on this application (used in the evaluation of tenant suitability) is found to be false. I hereby authorize the landlord to verify any and all information on this application, and to obtain a criminal report and a credit report through a credit bureau or RPOA.

Applicant 1 Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant 2 Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant 3 Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant 4 Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: Be sure to include a photocopy of driver license, state id, etc and \$30 for each adult on application**