



APPLETREE TOWNHOUSES

APPLETREE TOWNHOUSES I, II, III, & IV RENTAL MANAGEMENT DIVISION
 P.O. BOX 515
 COVINGTON, LA 70434
 CONTACT: 985/ 264-3042
 EMAIL: jamiedwaddell@yahoo.com
www.appletreetownhouses.com

RESIDENTIAL RENTAL APPLICATION

Circle which location you are applying for:

COVINGTON

FOLSOM

HAMMOND

Date _____ Address of Property for rent: _____ Unit # _____

Full Name of Applicant _____ Date of Birth _____

Cell Phone: _____ Other Phone _____

Email (Required): _____

Social Security # _____

Driver's License # _____ State Issued: _____ Exp. Date: _____

Present Address _____

City, State, Zip Code _____

How long have you lived at the present address? _____

Reason for Moving: _____

Present Landlord: _____ Telephone _____

Landlord Email: _____

Monthly Rental Amount Paid \$ _____ Security Deposit \$ _____

CREDIT REFERENCES:

Creditor Name:	Creditor Phone	Monthly Payment	Amount Owed	Type of Loan
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Credit Score: _____

Have you ever filed for Bankruptcy? Yes No

Please note any comments you may have about your credit due to divorce/separation/bad credit/no credit:

INCOME INFORMATION: Attach Proper documentation for all Income

- 1. Gross Income \$ _____
- 2. Child Support \$ _____
- 3. Other Income (Specify sources): \$ _____

Current Employer _____ Position _____

Dates Employed _____ Telephone _____

Previous Employer: _____ Telephone _____

Previous Salary _____ Time Employed _____

BANK INFORMATION:

Name of Bank _____ Checking _____ Savings _____

Bank Phone Number _____

OCCUPANCY INFORMATION:

How many people will be living in the Apartment? _____

Name of Occupants: Full Name _____ Relationship to Applicant _____

How long do you plan to stay: _____ When would you like to move in? _____

Number of Vehicles: _____ Make/Year/Model _____

Make/Year/Model _____

Number of Drivers: _____

Has anyone in the household ever been charged or convicted of a misdemeanor or felony in relation to violence, disturbing the peace, drug, robbery, or theft in the last 5 years? Yes No

If Yes, Name of Person/Persons: _____ DOB _____

Email (Required): _____

Have you ever been served an eviction notice in the last 5 years? Yes No

Do you or any of your occupant's smoke: Yes No

Number of Pets ____ Type of Pet _____

I certify that all the information given above is true and correct and understand that my lease may be terminated if I have made any false or incomplete statements in this application. I authorize verification of the information provided in this application from my credit sources, credit bureaus, background check, employment references, and contact current and previous landlord/s or any other source for this application. This permission will survive the expiration of my tenancy.

Applicant's Signature

Date

___ **Application fee has been placed in drop box/and or mailed to the Appletree Townhouses.**

OFFICE USE ONLY:

<input type="checkbox"/> COMPLETED APPLICATION RECEIVED _____ <input type="checkbox"/> PROPER PROOF OF INCOME RECEIVED <input type="checkbox"/> CREDIT REPORT GENERATED FROM SOURCE <input type="checkbox"/> APPLICATION FEE RECEIVED
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Rental Process/Criteria

Applications may be emailed, mailed, returned to the “drop box” at the apartments, or turned in to the DROP BOX in Covington.

Email: jamedwaddell@yahoo.com

Application and proof of income may be emailed. Application fee may be sent Venmo @Appletreetownhouses or may be dropped into the drop box. Please make sure the applicant’s name is attached to the payment.

Mailing Address: P.O. Box 515 Covington, LA 70434

Covington Drop Box:

2310 W. 21st Avenue, Covington
The “Drop Box” is located on the right-hand side of the 2310 apartment building.
Notify us if application is placed in drop box.
Applications dropped in box without notification will be delayed.

Hammond Drop Box:

17468 Old Covington Hwy, Hammond
43073 W. Pleasant Ridge Rd, Hammond
The “Drop Box” for the apartments is located behind the brick column at the entrance way of the apartments.
Notify us if application is placed in drop box.
Applications dropped in box without notification will be delayed.

Folsom Drop Box:

13216 Hwy 40, Folsom
The “Drop Box” for the apartments is located behind the brick column at the entrance way of the apartments.
Notify us if application is placed in drop box.
Applications dropped in box without notification will be delayed.

- There is a non-refundable application fee of **\$40**, which is due upon submittal of application. Checks/Money orders made payable to Appletree Townhouses. Application fee may also be sent Venmo @Appletreetownhouses. Please make sure the applicant’s name is attached to the payment.
- Applications must be legible and completely filled out in order to be considered for approval.
- There may be only one qualifying party; qualifying party must occupy the apartment.
- Proof of income must accompany application. Tax Return 1040, W-2, or 1099, along with current Pay stub.
- Verifiable minimum Yearly income of **\$45,000** for the qualifying person.
- A prospect must have a minimum of 1-year continuous employment history.
- A credit check will be made for the applicant only.
- Appletree Townhouses does not accept Co-Signers.
- No more than four occupants will be allowed per unit.
- 2 Parking spaces per unit.
- No more than 2 pets will be allowed per apartment. Appletree Townhouses does not allow the following full or mixed breeds of dogs. These types of dogs include: Pit Bulls, Rottweilers, Dobermans, German Shepard’s, or any of the breeds in their legion. Size and Weight Limit Restrictions.
- Additional background check will be issued for anyone listed as having conviction in last five years. Additional \$40 check or money order will be due.
- Appletree Townhouses does not participate in Government assistance Programs.
- Applications will be denied if falsified.
- Application may be denied for evictions, damages beyond normal wear and tear, illegal activities on the premises, refusal to re-rent by previous landlord or a balance still owed to previous landlord.
- Appletree Townhouses bases its decision to accept an applicant on credit, any previous landlord information, employment, income, criminal record, and other criteria of landlord combined.
- All information on application is subject to verification.
- Applications with the following will be automatically denied. Felony record within the last 5 years, Judgment for evictions, or debt owed to another landlord, multiple criminal activities, and sex offenses of any kind.
- Processing will be completed as soon as possible after information is gathered from appropriate sources.
- The best qualified applicant will be chosen if more than one applicant has applied.
- Applications must meet the requirements of this guideline.
- Appletree Townhouses follows all federal, State, and local laws regarding the application process.
- Each application is screened without regard to race, religion, handicap, sex, familiar status, LGBT, or national origin of applicant.
- Proper documentation required for service animals.

I have read the above.

Applicant’s Signature (Required)

