



**APPLETREE TOWNHOUSES**

APPLETREE TOWNHOUSES I, II, III, & IV RENTAL MANAGEMENT DIVISION  
 P.O. BOX 515  
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**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 \_\_\_\_\_

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**

- Gross Income \$ \_\_\_\_\_
- Child Support \$ \_\_\_\_\_
- 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 occupants 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:**

- COMPLETED APPLICATION RECEIVED \_\_\_\_\_
- PROPER PROOF OF INCOME RECEIVED
- CREDIT REPORT GENERATED FROM SOURCE
- APPLICATION FEE RECEIVED

### 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](mailto:jamedwaddell@yahoo.com)

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

**Covington Drop Box:**

2310 W. 21<sup>st</sup> 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 **\$35.95**, which is due upon submittal of application. Checks/Money orders made payable to Appletree Townhouses.
- 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 **\$36,900**
- 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 Shepards, 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 \$35 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)

