

FHB Properties, LLC

2000 Hilltop Lane
Claremore, OK 74017

(918) 605-6348

Hilltop Rental Application

Property: Hilltop Apartments_____ Date: _____

Applicant Name: _____

Apartment#: _____Apartment Size: _____

Rent: _____ Security and/or Pet Deposit: \$_____

Application Fee: \$50.00

Deposits made payable to: FHB Properties, LLC

Deposit taken by: _____ Date: _____

Appointment set by: _____ Shown by_____

How did you hear about us? _____

Lease Addendum

Application Fees

Application Fees

- All application fees are Non-Refundable.

a. Application Fees:	Each adult applicant	\$50.00
	Married Couple	\$100.00

Note: *We cannot start processing the application until the application fee has been received.*

- The purpose of the application fee is to run a background check.
- If we accept an application and deposit, we will hold the apartment as follows:
 - a. Upon receipt of the application and by the property it will take two business days for the background check to come back.
 - b. If the applicant(s) application is accepted within the two-business day period the apartment will be held until FHB Properties says that the apartment is ready.

Reserve Property Fee

- In consideration for reserving and holding the Property off market, a Reserve Property Fee shall be payable in cash or certified funds at time of application. The Reserve Property Fee shall NOT BE REFUNDED if the Lease Application is approved and applicant fails to sign a lease and take possession of the Property. If the Lease Application is not approved, the Reserve Property Fee shall be refunded. If the Lease Application is approved and the applicant signs a lease, and takes possession of the Property, the "Reserve Property Fee" shall be credited against the Security Deposit

Read and Acknowledged:

Prospective Resident(s)

Notice to all Applicants regarding proof of previous rental history

All rental references will be verified by the management. If your previous rental reference is a private home, you will need at least one of the following (in order of preference):

1. A copy of your current lease.
2. A copy of a utility bill with your name on it.
3. A copy of a mortgage note in your name.
4. A payee stub from Landlord

You must furnish at least one of the items above. If you are unable to do so, your application may be delayed, denied or approved with a higher deposit. In order to expedite your application, please provide the requested documentation at the time you submit your application for processing,

I have read the above policy concerning previous rental history verification and understand what, if any, documentation I will be obliged to provide.

Applicant

Applicant

Applicant

FHB Properties, LLC
Po Box 94
Collinsville, OK 74021
(918) 605-6348

Tenant Release & Consent

I/We _____, the undersigned hereby authorize the entities listed below to release without liability, information regarding my/our employment, income and/or assets to _____, the property manager for Hilltop Apartments, for the purpose of verifying information provided as part of my/our apartment rental application.

Information covered:

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include, but are not limited to: personal identity, employment, income and assets, medical or childcare allowances. I/We understand that this authorization cannot be used to obtain any information about me/us that is not pertinent to my eligibility for and continued participation as a qualified tenant.

Groups or Individuals that may be asked:

The groups or individuals that may be asked to release the above information include, but are not limited to:

Past and present Employers	Veterans Administration
Previous Landlords (including public housing agencies)	State Unemployment Agencies
Retirement Systems	Support and Alimony providers
Banks and other financial institutions	Medical and Childcare providers
Social Security Administration	Welfare Agencies

Conditions:

I/We agree that a photocopy of this information may be used for the purposes stated above. The original copy of the authorization is on file and will stay in effect for one (1) year and one (1) month from the date signed. I/We understand that I/we have a right to review this file and correct any information that I/we can prove is incorrect.

I/We agree to allow FHB Properties, LLC to take a photo of me and all other adults dwelling in the apartment. This photo will be attached to the resident file in the property management's files. Such photos will not be used for any other purpose.

Signatures

Adult Tenant

Print Name

Date

Adult Tenant

Print Name

Date

Adult Tenant

Print Name

Date

Residential Rental Application

Property Information:

Proposed Move in Date: _____ Term: _____ Property: _____ Unit: _____
Deposit: _____ Application Fee: \$50.00 Rent: _____
Optional Charges (Where Available): Water Fee: _____ Pet Fee: _____

Please note: The application fee is non-refundable.

Applicant Information:

Name: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____
SSN#: _____ DOB: _____ Driver's License # _____ State: _____
Email address: _____ (Attach a copy of Driver's License)

Co-Applicant Information:

Name: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____
SSN#: _____ DOB: _____ Driver's License # _____ State: _____
Email address: _____ (Attach a copy of Driver's License)

2 Year Residency History:

Note, if history is different for applicant and co-applicant, fill out 2 applications

Current Address: _____ City: _____
State: _____ Zip Code: _____ Rent Amount: _____ From: _____ To: _____
Owner/Manager: _____ Phone: _____

Previous Address: _____ City: _____
State: _____ Zip Code: _____ Rent Amount: _____ From: _____ To: _____
Owner/Manager: _____ Phone: _____

Employment Information:

Applicant:
Employer: _____ Length of Employment: _____ Monthly Pay: _____
Phone: _____ Fax: _____ Supervisor: _____

Employment Information:

Co-Applicant:
Employer: _____ Length of Employment: _____ Monthly Pay: _____
Phone: _____ Fax: _____ Supervisor: _____

Other information:

Do you have a pet? _____ (Yes or No) What kind? _____ Age _____

Will you ever keep someone else's pet in your apartment? _____ (Yes or No)

Have any of our household members ever been convicted of a felony? _____ (Yes or No)

Explain: _____

Have you been evicted before: (Yes or No) Explain: _____

My preferred method of contact is: Email: Yes or No _____

Text: Yes or No _____ Phone call: Yes or No _____

Household Composition:

List the head of your household and all members who will be living in the apartment. Give the relationship of each family member to the head. **Note: The occupancy limit for a 1BR is 2, 2BR is 4.**

	Full Name First, Middle, Last	Relationship	Age	SSN#	Date of Birth	Full Time Student
1						
2						
3						
4						

How many smokers will occupy the apartment? _____

Has any occupant been a full-time student (12 hours or more) for 5 months or more in the last 12 months?

Yes or No

Will any occupants become a full-time student in the next 12 months?

Yes or No

Does anyone live with you now who is not listed above?

Yes or No

Does anyone plan to live with you in the future who is not listed above?

Yes or No

Please explain if you answered "yes" to either question above

List all Vehicles to be Parked on the Premises:*We do not allow the parking of inoperable vehicles on rental property*

Make/Model: _____ Year: _____ Color: _____ License/Tag: _____

Make/Model: _____ Year: _____ Color: _____ License/Tag: _____

Emergency Contact Person:

Name: _____ Relationship: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

In the event of illness/death, is the above person authorized to remove all contents found in your dwelling mailbox? **Y N****Certification and Release**

By signing below, I/We declare the information given on this application to be true and correct. Any information found to be false shall be reason do deny application fee and/or to terminate residency is found to be false after acceptance by Owner/Manager.

By signing below, I/We authorize FHB Properties, LLC to verify all information on the rental application by all available means, including consumer reporting agencies, public records, current and previous rental property owners, employers, and personal reference. Re-verification or investigation of preliminary findings is not required.

Signature of Applicant

Date

Signature of Applicant

Date

Occupancy Agreement

Read the following Carefully:

No other person(s) other than those listed on the Rental Agreement are to occupy the apartment, without prior approval of the Landlord.

All new tenants moving into a new dwelling or and established dwelling must go through the application process. The application process includes a credit check, employment verification and previous/current rental reference checks. The application must be accompanied by an application fee made payable to FHB Properties, LLC.

Any tenant that is found exceeding the occupancy limit or allows someone to move in who is not listed on the Rental Agreement will be in violation of the Rental Agreement and give a written notice to vacate.

The definition of an occupant is anyone who spends 7 consecutive nights or 10 or more nights in a month and spends 30% of the day in the apartment.

Occupancy Limits:

Efficiency 1
1 Bedroom 2
2 Bedroom 3
2 Bedroom Townhome

Smoke Detectors and Fire Stops

All apartments are equipped with a smoke detector and 2 Fire Stops located under the vent-a-hood above the stove. By law, and for insurance purposes, it is mandatory that the smoke detector be in working order at all times.

If your battery is low and the alarm starts chirping, or the battery is dead, we will bring you a new battery. It is your responsibility to notify us right away if your battery gives you the low battery signal or is not working properly. It is also your responsibility to check your smoke detector to ensure proper operation in the month's that we are not doing an inspection. DO NOT take the battery out and disable the smoke detector. Also, DO NOT take the smoke detector down from where it is hanging. If you feel it is defective and needs replacing, we will replace it. DO NOT remove the Fire Stops located under your vent-a-hood above your stove top at any time.

During our inspections we will check to see if the smoke detector and Fire Stops are working. If we find one that has been disabled, the tenant will be assessed a \$200.00 fine.

Signature of Applicant

Date

Signature of Applicant

Date

Pet Agreement

1. A \$300 pet deposit is required (\$200.00 is non-refundable)
2. \$10.00 per pet is added to the monthly rent.
3. A Pet Agreement must be completed and signed *before* the pet can enter the apartment.
4. NO DOGS ON OUR RSTRICTED LIST ALLOWED
5. Nothing under the age of one (1) year of age. This includes kittens and puppies.
6. The pet must not make any annoying noise, must not cause damage, and must be properly maintained.
 - a. No dogs are to run loose but **must always be kept on a leash** when outside on the premises.
 - b. You **MUST** pick up after your pet's droppings on the premises.
7. No more than two (2) pets.
8. Dogs and cats must be spayed or neutered.

NOTE: If a tenant is found to have a pet and it has not been authorized with the landlord, they will be assessed a \$100.00 fine.

By signing I/We acknowledge that

☐ I/We do

☐ I/We do not

Have a pet and furthermore do understand the pet policies set forth by FHB Properties, LLC.

Signature of Applicant

Date

Signature of Applicant

Date