

# LYNN REALTY MANAGEMENT LLC

## LEASE APPLICATION

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### Section 1: Applicant Information

Full Name		
Date of Birth		
Address		
Phone		
Alternate Phone		
Email		
Driver's License & State		
Social Security Number		
Marital Status	Single [ ]	Married [ ]
U.S. Citizen	Yes [ ]	No [ ]

### Section 2: Property Information

Property Address Applying For:	

### Section 3: Additional Occupants

<b>Occupant 1 - Full Name</b>	
Relationship	
Date of Birth	
Social Security Number	
Driver's License	
<b>Occupant 2 - Full Name</b>	
Relationship	
Date of Birth	
Social Security Number	
Driver's License	
<b>Occupant 3 - Full Name</b>	
Relationship	
Date of Birth	
Social Security Number	
Driver's License	

### Section 4: Residential History

<b>Current Address</b>	
From	
To	
Landlord Name & Contact	
<b>Previous Address 1</b>	
From	
To	
<b>Previous Address 2</b>	
From	
To	

## Section 5: Employment and Income

<b>Current Employer</b>	
Position	
Monthly Income	
Supervisor Name & Contact	
<b>Previous Employer</b>	
Previous Position	
Employment Duration	

## Section 6: Background Information

<b>Previous Eviction(s)</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Previous/Current Bankruptcy(s)</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Felony Conviction(s)</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Sex Crime/Sex Offender</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Any Crime Against Persons or Property</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If you answered YES to any of the above please indicate the year, location, and type of each felony, sex crime, or any crime against persons or property:

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## Section 7: Emergency Contact Information

<b>Emergency Contact Name</b>	
Relationship	
Contact Phone	
Contact Email	
Address	

## Section 8: Vehicle Information

<b>Vehicle (1) Make/Model</b>	
Vehicle Color	
License Plate #	
<b>Vehicle (2) Make/Model</b>	
Vehicle Color	
License Plate #	

## Section 9: Animals/Pets

<b>Type/Breed</b>	
Age	
Emotional Support	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Type/Breed</b>	
Age	
Emotional Support	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Section 10: Authorization and Acknowledgement

I authorize **LYNN REALTY MANAGEMENT LLC** to obtain reports from any consumer or criminal record reporting agencies before, during, and after residency on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this Application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Application. Authority to obtain work history information expires 365 days from the date of this Application. You agree the information provided may be used for business purposes.

## Section 11: Disclosures

1. **APPLICATION FEE (NON-REFUNDABLE).** You agree to pay the non-refundable application fee in the amount of **\$50.00** in the form of a Money Order or Cashiers Check. Payment of the application fee does not guarantee that your Application will be accepted. The application fee offsets the cost of screening an applicant for acceptance. Your Application will not be processed until we receive your completed Application (and the completed Application of all occupants over the age of 18, if applicable).
2. **COMPLETED APPLICATION.** Your Application will not be considered “complete” and will not be processed until we receive the following documentation and fees:
  - a. **Completed Applications for all occupants over the age of 18.**
  - b. **Application fees for all occupants over the age of 18.**
  - c. **Valid Government Issued Photo ID & Social Security Card**

## Section 12: Acknowledgement

You declare that all your statements in this Application are true and complete. Applicant’s submission of this Application, including payment of any fees is being done only after applicant has fully investigated, to its satisfaction, those facts which applicant deems material and necessary to the decision to apply for a rental unit. You authorize us to verify your information through any means, including consumer-reporting agencies and other rental-housing owners. You acknowledge that you had an opportunity to review our rental-selection criteria, which include reasons your Application may be denied, such as criminal history, credit history, current income and rental history. You understand that if you do not meet our rental-selection criteria or if you fail to answer any question or give false information, we may reject the Application, retain all application fees as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the Application or Lease, the prevailing party may recover from the non-prevailing party all attorney’s fees and litigation costs. We may at any time furnish information to consumer-reporting agencies and other rental-housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease, the rules, and financial obligations. Fax or electronic signatures are legally binding. You acknowledge that our privacy policy is available to you.

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**APPLICANT SIGNATURE**

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**DATE**

**FOR OFFICE USE ONLY**

<b>Property Address</b>	
<b>Date Received</b>	
<b>Received By</b>	
<b>Fee Received</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Amount: _____
<b>Application Status</b>	Accepted <input type="checkbox"/> Denied <input type="checkbox"/>
<b>Approved/Denied By</b>	
<b>Date Notified</b>	

# APPLICANT QUALIFYING CRITERIA

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To help you in making your decision, we have listed below the criteria for qualifying as a resident with us.

1. A separate rental application must be fully completed, dated and signed by each applicant and all co-applicants.
2. Each rental application will be reviewed after you submit it.
3. Each applicant must provide government-issued photo identification and allow it to be photocopied.
4. If your family will be occupying the dwelling, the family size must comply with our occupancy policy, which we will provide you a copy of.
5. Both your employment and your monthly income must be verifiable to our satisfaction. Total monthly income of all applicants must be 4 times total monthly rent to be paid to occupy the dwelling.
6. The grounds for which a rental application may be denied include:
  - Failure to provide accurate or complete information on an application form;
  - Submission of an incomplete application;
  - Insufficient current income (total of all applicants);
    - o Convictions for crimes committed by any applicant or by other occupants (including family members) who plan to live in unit for:
      - \* drug manufacturing or distribution;
      - \* crimes which have made an applicant subject to a lifetime registration requirement under a state sex offender registration program;
    - o criminal conduct that indicates a demonstrable risk to resident safety and/or property, including murder, rape, sexual assault, molestation, assault, battery, arson, terrorism, burglary and theft;

To the extent it does not endanger persons or property of others in our community, we will consider the nature, severity and recency of criminal conduct found in your criminal history, and we will take into consideration what you have done since your conviction(s)

- Poor credit history, in our discretion, of any applicant
- Poor rental history, in our discretion, of any applicant resulting from such things as:
  - o Non-payment or frequent late payment of rent or an Eviction
  - o Alcohol or Drug abuse harming persons, or damaging the rental property or the property of others
  - o Poor housekeeping damaging the rental property, the property of others, or interfering with business operations
  - o Actions by applicant or applicant's family members harming persons, or damaging the rental property or the property of others
  - o Unruly or destructive behavior by applicant, applicant's family members or applicant's guests
  - o Violence to persons or property by applicant, applicant's family members or applicant's guests

**WE DO NOT DISCRIMINATE BASED ON RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY OR FAMILIAL STATUS, OR BECAUSE OF ONE'S PRESENCE IN ANY OTHER PROTECTED CLASS.**

I ACKNOWLEDGE THAT I HAD AN OPPORTUNITY TO REVIEW THE FOREGOING RESIDENT SELECTION CRITERIA, WHICH INCLUDES REASONS WHY MY APPLICATION MAY BE DENIED, SUCH AS CRIMINAL HISTORY, CREDIT HISTORY, CURRENT INCOME, AND RENTAL HISTORY. I UNDERSTAND THAT IF I DO NOT MEET THE SELECTION CRITERIA, OR IF I PROVIDE INNACCURATE OR INCOMPLETE INFORMATION, THE HOUSING PROVIDER MAY REJECT MY APPLICATION, AND MY APPLICATION FEE WILL NOT BE REFUNDED.

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**APPLICANT SIGNATURE**

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**DATE**