

HARVEY-GIVEN COMPANY

Rental Application

READ BEFORE COMPLETING

Harvey-Given Company does not discriminate on the basis of race, color, religion, gender, sexual preference, family status or national origin. Applicants will be accepted and considered on a first-come, first-serve basis and are subject to the availability of the apartment type requested. Any omissions or falsifications may result in the rejection of the application or termination of the lease. Applicants under 21 years of age typically require a co-signer.

Qualifications

1. The monthly rental rate cannot be greater than **30%** of the applicant's gross monthly income. We do not consider total household income.
2. A satisfactory credit history for a **minimum of 2 years** prior to the date of the application.
3. A satisfactory rental history for a **minimum of 2 years** prior to the date of the application.
4. A satisfactory employment history with a **minimum of 6 months** with the current employer or continuous employment for a **minimum of 2 years** prior to the date of the application.
5. Applicant must not have a prior dispossession or eviction or owe past due rent.
6. Co-signers **will be allowed** for persons who are full or part-time students, or persons who have recently entered the job market and have not yet established a credit history. **Co-signers are not allowed for applicants who have a poor or derogatory credit history.**

Occupancy Limits

1. The maximum number of occupants for a **one-bedroom** residence is **two adults and one child under the age of 1 year.**
2. The maximum number of occupants for a **two-bedroom** residence is **two adults or two adults and two children under the age of 12 years.**
3. The maximum number of occupants for a **three-bedroom** residence is **three adults or two adults and three children under the age of 12.**

Rental Application

I hereby make application to rent: _____
(Property Name or Address)

Full Name: _____ SSN: _____

E-Mail Address: _____

Date of Birth: _____ Phone: _____ Marital Status: _____

Spouse/Roommate: _____ SSN: _____

Date of Birth: _____ Phone: _____ Marital Status: _____

Present Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ How

Long? _____ Amount of Rent: \$ _____

Present Landlord: _____ Phone: _____

Reason For Moving: _____

Previous Address: _____

City: _____ State: _____ Zip: _____

Employment History

Status: Full Time: _____ Part-Time: _____ Student: _____ Retired: _____

Employer: _____ Phone: _____

How Long? _____ Position: _____ Gross Income: _____ Mo.

Other Income Source: _____ Monthly Income: _____

Previous Employer: _____ Dates: _____ to _____

Spouse/Roommate Employer: _____ Phone: _____

Personal References

Personal Reference: _____ Phone: _____

Personal Reference: _____ Phone: _____

Other Information

List ALL Other Occupants Who Will Reside With You:

	<u>Name</u>	<u>Relationship</u>	<u>Age</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Pets? Yes ___ No ___ If Yes, Type of Pet: _____ Breed: _____

Automobiles: Make & Model: _____ Color: _____

Make & Model: _____ Color: _____

Make & Model: _____ Color: _____

Have YOU or ANY Occupant EVER:

Declared Bankruptcy? YES NO If So, When? _____

Been Sued For Non-Payment of Rent or Evicted? YES NO

Broken a Rental Agreement or Been Asked To Move? YES NO

Been Assessed Charges For Damage to Rental Property? YES NO

Been Convicted of a Felony or Misdemeanor? YES NO

Been Charged With a Felony or Misdemeanor? YES NO

Explain: _____

In Case of Emergency, Notify:

Name: _____ Relationship: _____
Address: _____ City: _____ State: _____
Home Phone: _____ Cell Phone: _____

Read All Terms Below

It is understood that the requested premises are to be used as a residence and occupied by only those persons specifically identified and named in this application. It is also understood that possession is subject to the premises being delivered by the present Tenant in a timely manner. A non-refundable Application Fee of \$ _____ received this date, has been paid to Harvey-Given Company with the clear understanding that this application, including each prospective occupant, is subject to the approval and acceptance by the Harvey-Given Company in its sole discretion. I hereby authorize Harvey-Given Company to obtain all information it deems necessary for the processing of this application including: credit reports, civil and criminal records, rental histories, employment and wage details, police and vehicle records, and any other relevant information. I hereby release Harvey-Given Company, its employees and agents, from all liability for any damage whatsoever incurred in furnishing, obtaining, possessing or storing such information. Upon acceptance and approval, the applicant agrees to execute a lease before possession is given, and to pay all deposits and rent required by Harvey-Given Company. Leases must be signed within two business days of being notified that the leased premises is ready for occupancy. Time is of the essence. By failing to execute a lease within the two day period, Harvey-Given Company may, at their sole discretion, retain the application fee as the agreed compensation for the credit investigation, processing and verification of the application and other expenses, and Harvey-Given Company shall have no further obligation to the applicant. In no event is the application refundable to the applicant, except in the event Harvey-Given Company fails to deliver possession of the premises as required by any executed lease between the parties. The applicant hereby waives any claim for damages by reason of non-acceptance of this application which Harvey-Given Company may reject without stating the reasons for doing so. It is further agreed by the applicant that if any information provided herein is false, incomplete or misleading, that the lease made on the strength of this application may, at the sole discretion of Harvey-Given Company, be terminated at any time. **All personal information such as social security numbers, dates of birth, income data and tax ID numbers obtained in processing this application shall be kept confidential.**

Signed: _____ Date: _____

FOR OFFICIAL USE ONLY - DO NOT WRITE BELOW

____ Application Approved Date: _____ By: _____

____ Application Rejected Date: _____ By: _____

Reason for Rejection: _____