

Application Overview

Thank you for considering a home represented by Halifax Haven Group. Please complete this application carefully and completely. Information may be verified as part of the rental screening process.

APPLICATION REQUIREMENTS

- Every applicant age 18 or older must complete a separate application.
- \$75 non-refundable application fee per applicant age 18 or older, to the extent permitted by law.
- Government-issued photo identification and proof of lawful income are required.
- Additional documentation may be requested to verify application information.
- Approval does not reserve a property unless confirmed in a separate written agreement.

1. PROPERTY & APPLICATION DETAILS

PROPERTY ADDRESS APPLIED FOR

REQUESTED MOVE-IN DATE

MONTHLY RENT

LEASE TERM REQUESTED

APPLICATION FEE

AMOUNT PAID / METHOD

FEE POLICY

\$75 per applicant age 18+

DATE APPLICATION RECEIVED

2. APPLICANT IDENTIFICATION

APPLICANT FULL LEGAL NAME

PREFERRED NAME

DATE OF BIRTH

PRIMARY PHONE

EMAIL ADDRESS

DRIVER LICENSE / STATE ID

ISSUING STATE / EXPIRATION

SSN / ITIN (IF REQUIRED)

CURRENT STREET ADDRESS

CITY / STATE / ZIP

HOW LONG AT CURRENT ADDRESS?

3. RESIDENCE HISTORY - PREVIOUS 5 YEARS

List enough prior residences to cover approximately five years. Attach an additional page if necessary.

RESIDENCE 1

ADDRESS / CITY / STATE / ZIP

DATES AT RESIDENCE

MONTHLY RENT / PAYMENT

LANDLORD / MANAGER

LANDLORD PHONE / EMAIL

RESIDENCE 2

ADDRESS / CITY / STATE / ZIP

DATES AT RESIDENCE

MONTHLY RENT / PAYMENT

LANDLORD / MANAGER

LANDLORD PHONE / EMAIL

RESIDENCE 3

ADDRESS / CITY / STATE / ZIP

DATES AT RESIDENCE

MONTHLY RENT / PAYMENT

LANDLORD / MANAGER

LANDLORD PHONE / EMAIL

RENTAL HISTORY QUESTIONS

- ☐ Yes - I have been asked to move, had a lease terminated, or been subject to an eviction.
- ☐ Yes - I currently owe money to a landlord, community, utility provider, or housing authority.
- ☐ No

EXPLANATION (IF YES)

4. EMPLOYMENT & INCOME

CURRENT EMPLOYER / BUSINESS

POSITION / OCCUPATION

EMPLOYER ADDRESS

SUPERVISOR / CONTACT PHONE

EMPLOYMENT START DATE

GROSS MONTHLY INCOME

OTHER LAWFUL INCOME (OPTIONAL)

SOURCE / MONTHLY AMOUNT

You are not required to disclose alimony, child support, or separate maintenance unless you want it considered as a basis for repayment. Management may request lawful documentation to verify income, employment, benefits, assets, or other financial qualifications.

PRIOR EMPLOYER (IF CURRENT EMPLOYMENT IS UNDER 2 YEARS)

POSITION / DATES / CONTACT PHONE

5. OTHER PROPOSED OCCUPANTS

List every person who will occupy the property. Each person age 18 or older must submit a separate application.

Full Legal Name	Relationship	Date of Birth	Adult 18+?

6. VEHICLES

VEHICLE 1 - YEAR / MAKE / MODEL

COLOR / TAG / STATE

VEHICLE 2 - YEAR / MAKE / MODEL

COLOR / TAG / STATE

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7. PETS & ASSISTANCE ANIMALS

List proposed pets below. Do not list a service animal or other assistance animal as a pet. Assistance-animal requests are evaluated separately under applicable fair housing law.

PET 1 - TYPE / BREED / NAME

WEIGHT / AGE

PET 2 - TYPE / BREED / NAME

WEIGHT / AGE

ADDITIONAL PET INFORMATION

8. EMERGENCY CONTACT & PERSONAL REFERENCES

EMERGENCY CONTACT NAME / RELATIONSHIP

PHONE / EMAIL

PERSONAL REFERENCE #1 / RELATIONSHIP

PHONE / EMAIL

PERSONAL REFERENCE #2 / RELATIONSHIP

PHONE / EMAIL

9. ADDITIONAL INFORMATION

ANYTHING ELSE YOU WOULD LIKE MANAGEMENT TO CONSIDER?

REASONABLE ACCOMMODATION / MODIFICATION

If you require a reasonable accommodation or modification related to the application process, you may discuss the request privately with management. You are not required to place medical details in this application.

10. SCREENING INFORMATION

Management may evaluate lawful rental criteria, including identity, income, employment, rental history, credit history, public records, criminal history where lawfully considered, occupancy limits, property rules, pet qualifications, and the accuracy and completeness of this application. Criteria will be applied consistently and in compliance with applicable fair housing and other laws.

Have you ever used a different Social Security number or taxpayer identification number?

☐ No

☐ Yes

EXPLANATION (IF YES)

Have you ever been convicted of, pled guilty or no contest to, or received deferred adjudication for a criminal offense that management may lawfully c

☐ No

☐ Yes

EXPLANATION (IF YES)

Are you currently subject to any court order or legal restriction that could affect occupancy of the property?

☐ No

☐ Yes

EXPLANATION (IF YES)

A criminal record does not automatically result in denial. Where relevant and permitted by law, management may consider the nature, severity, recency, and relationship of conduct to resident, property, or community safety. Do not disclose arrests that did not result in conviction unless specifically required by law.

11. APPLICANT AUTHORIZATION & CERTIFICATION

☐ I certify that the information in this application and supporting documents is true, complete, and accurate to the best of my knowledge.

☐ I authorize Halifax Haven Group, the property owner, their agents, and authorized screening providers to verify information provided and to contact lawful

☐ I authorize procurement of consumer reports and/or investigative consumer reports for rental housing purposes where lawfully permitted, subject to any a

☐ I understand this application is not a lease, does not create a tenancy, and does not obligate the owner or management to rent the property.

☐ I understand approval may be subject to receipt of required funds, proof of renters insurance, execution of the lease and addenda, association approval w

12. CONSUMER REPORT RIGHTS & ADVERSE ACTION

If a consumer report is used and an adverse action is taken - such as denial, requiring a co-signer, increasing a deposit when lawful, or imposing different terms - the applicant will receive any notice required by the Fair Credit Reporting Act. The notice may identify the consumer reporting agency and explain the applicant's right to obtain a free copy of the report from that agency and dispute inaccurate or incomplete information.

13. APPLICANT SIGNATURE

APPLICANT SIGNATURE

DATE

PRINTED NAME

TIME

Electronic signatures and copies may be accepted as originals when permitted by the parties and applicable law.

MANAGEMENT USE ONLY

IDENTITY VERIFIED BY / DATE

INCOME VERIFIED BY / DATE

RENTAL HISTORY VERIFIED BY / DATE

SCREENING REPORT PROVIDER / DATE

DECISION DATE

OWNER / MANAGER INITIALS

DECISION

☐ Approved

☐ Conditional

☐ Denied

CONDITIONS / REASON(S) / ADDITIONAL NOTES

HALIFAX HAVEN GROUP

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