



Properties Division

Please enclose a \$45.00 Application Fee for each Resident

PERSONAL INFORMATION

Applicant's Full Name:

SSN#: Current Phone #: Cell Phone #:

Email Address:

Have you ever used another name(s)? yes no If yes, name(s):

List any other persons who will reside with you below:

Table with columns: Name, Age, Relationship

Will any person named above require visual smoke detectors for the Deaf & Hearing Impaired? Yes No

Do you have pets? Yes No How many? Type Weight

Who should we contact in case of emergency?

Relationship: Phone:

Address: Apt#

City State Zip Code

Criminal History

- 1) Have you ever been convicted of or pleaded guilty or 'no contest' to a felony...
2) Have you ever been convicted of or pleaded guilty or 'no contest' to a misdemeanor involving sexual misconduct...

COMPANY USE ONLY

Notes
Application Fee Info.

**RESIDENCE HISTORY APPLICANT**

Present Address: \_\_\_\_\_ Apt# \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 How long at this Address? \_\_\_\_\_ Yrs. \_\_\_\_\_ Mos. Rent/Mortgage Amount: \$ \_\_\_\_\_ /month  
 Present Landlord or Mortgage holder: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Reason for Moving: \_\_\_\_\_  
 Is your lease expired?  Yes  No If not, what is lease expiration date? \_\_\_\_\_  
 Previous Address: \_\_\_\_\_ Apt# \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 How long at this Address? \_\_\_\_\_ Yrs. \_\_\_\_\_ Mos. Rent/Mortgage Amount: \$ \_\_\_\_\_ /month  
 Present Landlord or Mortgage holder: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Reason for Moving: \_\_\_\_\_

**EMPLOYMENT INFORMATION APPLICANT**

Employed by: \_\_\_\_\_ How long? \_\_\_\_\_ Yrs. \_\_\_\_\_ Mos.  
 Employer Address: \_\_\_\_\_ Suite# \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Position: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Monthly Gross Income: \_\_\_\_\_

List all Financial Obligations (Car Loans, Student Loans, Alimony, Child Support, etc...)

Creditor	Monthly Payment	Balance

Have you ever filed for Bankruptcy?  Yes  No If yes, when? \_\_\_\_\_  
 Are there any Judgements or Collections against you?  Yes  No  
 If yes, list the specifics of Judgements & Collections: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## RENTING POLICIES & PROCEDURES

### Oakcrest Properties, LLC

Once you have selected and decided on a rental you must fill out our resident application form. There is a **\$30.00** application fee (Money Order, Check or Cash), which covers the handling of your application and the cost of your credit report. This fee is **NOT REFUNDABLE**. In order for your application to be considered you must meet the following requirements:

1. **Sufficient Income** – Three times the rental amount per month. Multiple applicants may combine income. (Permanent employment of at least 4 months at the same job is preferred)
2. **Verifiable Good Credit and Good Previous Rental History** – Credit references listed will be contacted, so please provide telephone numbers. Credit reports will be checked with a national credit bureau.  
We will verify rental history with your 2 previous landlord(s). You must provide names and telephone numbers of prior landlord(s). Applications will not be approved if we cannot contact your prior landlord(s) or mortgage holder(s)
3. **Complete Application** – This application must be completed in its entirety. Failure to complete the entire application can result in a denial of the application.

We will try to process your application within 24 hours. Applications will not be pre-screened. Incomplete or falsified applications will be rejected. All applications submitted become the property of Oakcrest Properties LLC.

We cannot guarantee any unit you have seen to be available by the time your application is processed. We cannot be held responsible for any unit that is rented after you have seen it and turned in an application. All rentals are on a first approved basis.

If your application is approved and your move-in date is not immediate, a holding fee in the amount of **one month's rent** will be required to cease marketing efforts. Should you decide not to rent the unit, this fee is non-refundable. The fee will be converted to your security deposit upon move in, which is fully refundable at time of move-out, depending upon the condition of the unit, rent due and/or other financial obligations incurred at the time of your move-out. There is a separate Pet Deposit.

After signing a lease agreement with Oakcrest Properties LLC, you are liable to report to us within **48 hours** with your new home phone number(s).

I declare that the information on this rental application is true and correct. I understand that false statements may result in rejection of this and any future applications for housing, which OakCrest Properties LLC manages. I do further understand that all persons or firms named may freely give any requested information concerning me and I hereby waive all right to action for any consequences resulting from such information. By my signature below, I authorize the investigation and release of the information on all statements contained herein, including but not limited to a credit check, to Oakcrest Properties LLC and/or its principal and/or the owner of any property which I am applying to occupy.

I understand and agree that Oakcrest Properties LLC will rely upon this Rental Application as an inducement for entering into a rental agreement or lease and I warrant that the facts contained in this Application are true. If any facts prove to be untrue, Oakcrest Properties LLC may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney's fees resulting there from.

I also acknowledge that I have been notified that a negative credit report reflecting my credit record may be submitted in the future to a credit reporting agency if I fail to fulfill the terms of my rental obligations or if I default in those obligations in any way.

Oakcrest Properties LLC welcomes all applicants and supports fair housing. We do not refuse any housing accommodations or property nor in any other way discriminate against a person because of sex, marital status, race, creed, religion, age, familial status, physical or mental handicap, color or national origin.

Applicant Signature: \_\_\_\_\_ Date