

# 1. Residency and Financials

## 1.1 PARTIES AND OCCUPANTS

**THIS LEASE AGREEMENT** (hereinafter referred to as the "Agreement") made by and between <<Company Name>>, Agent for <<Owner Name(s)>>

(hereinafter referred to as "Landlord")

and <<Tenants (Financially Responsible)>>

(hereinafter referred to as "Tenant").

### WITNESSETH:

**WHEREAS**, Landlord (Capital Property Management, LLC) is designated to lease certain real property being, lying and situated in Allen County, Indiana, such real property having a street address of <<Unit Address>> (hereinafter referred to as the "Premises")

**WHEREAS**, Landlord is desirous of leasing the Premises to Tenant upon the terms and conditions as contained herein; and

**WHEREAS**, Tenant is desirous of leasing the Premises from Landlord on the terms and conditions as contained herein;

**NOW, THEREFORE**, for and in consideration of the covenants and obligations contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

## 1.2 LEASE DURATION

Landlord leases to Tenant and Tenant leases from Landlord the above described Premises together with any and all appurtenances thereto, for a term of <<Lease Term>>,

such term beginning on <<Lease Start Date>>

and ending at 12 o'clock midnight on <<Lease End Date>>

The terms of this tenancy thereafter shall be month-to-month with sixty (60) days notice on the same terms and conditions as stated herein, save any changes made pursuant to law, until terminated.

## 1.3 RENTS AND CHARGES

The total rent for the term hereof is the sum of <<Total Rent for Lease Term>> payable on the 1st day of each month of the term, in equal installments of <<Monthly Rent>>.

The first month's rent and/or prorated rent amount of <<Prorated Rent>> shall be due at move-in. All such payments shall be made to Landlord at Landlord's address as set forth in the preamble to this Agreement on or before the due date and without demand.

A charge of \$25 will apply for every returned check or rejected electronic payment plus the amount of any fees charged to the Owner/Agent by any financial institution as a result of the check not being honored, plus any applicable late fee charges. If rent is not received on time it will be considered delinquent and all remedies under this Lease Contract will be authorized.

The terms of this lease may change including rent increases and other modifications to the terms of the contract in accordance with applicable law.

## 1.4 SECURITY DEPOSIT

Upon the due execution of this Agreement, Tenant shall deposit with Landlord the sum of <<Security Deposit Charges>> receipt of which is hereby acknowledged by Landlord, as security for any damage caused to the Premises during the term hereof. Such deposit shall be returned to Tenant, without interest, and less any set off for damages to the Premises upon the termination of this Agreement.

The total security deposit is due on or before the date this Lease Contract is signed.

## 1.5 UTILITIES

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Tenant shall be responsible for arranging for and paying for all utility services required on the Premises.

## 1.6 INSURANCE

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Tenant is solely responsible for obtaining renter's insurance for coverage of liability and personal property in the event of theft or damage and shall submit a copy to the Landlord. Tenant shall list Capital Property Management, LLC as an additional insured on insurance policy.

Tenant assumes all liability for personal injury, property damage or loss, and insurable risk. Failure to maintain personal liability insurance is an incurable breach of this Lease Contract and may result in the termination of tenancy and eviction and/or any other remedies as provided by this Lease Contract or state law.

## 1.7 KEYS AND LOCKS

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Tenant shall be liable for the entire cost all of key and lock replacements. Tenant shall not change the locks or add a deadbolt lock without written consent.

All keys must be returned to Landlord upon termination of this Lease Contract. Tenant will be charged for the cost of new locks and keys that are not returned.

## 1.8 LATE FEE

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In the event that any payment required to be paid by Tenant hereunder is not made within five (5) days of when rent is due, Tenant shall pay to Landlord, in addition to such payment or other charges due hereunder, a "late fee" in the amount of Twenty-five Dollars.

By initialing below, you acknowledge and agree to the terms in Section 1.

X \_\_\_\_\_  
Initial Here

# 2. Policies and Procedures

## 2.1 USE OF PREMISES

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The Premises shall be used and occupied by Tenant and Tenant's immediate family as provided for on the application, exclusively as a private single family dwelling, and no part of the Premises shall be used at any time during the term of this Agreement by Tenant for the purpose of carrying on any business, profession, or trade of any kind, or for any purpose other than as a private single family dwelling. Tenant shall not allow any other person, other than Tenant's immediate family or transient relatives and friends who are guests of Tenant, to use or occupy the Premises without first obtaining Landlord's written consent to such use. Tenant shall comply with any and all laws, ordinances, rules and orders of any and all governmental or quasi-governmental authorities affecting the cleanliness, use, occupancy and preservation of the Premises. The Owner/ Agent must approve unauthorized occupants living in the premises for longer than 7 consecutive days.

## 2.2 COMMUNITY POLICIES OR RULES

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Tenant and all guests and occupants must comply with any written community rules and policies, including instructions for care of the property. Any rules are considered part of this Lease Contract.

## 2.3 RESIDENT SAFETY AND PROPERTY LOSS

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Tenant and all occupants and guests must exercise due care for safety and security, especially in the use of smoke detectors, keyed deadbolt locks, keyless deadbolts, window latches, and other security or safety devices. Tenant agrees to make every effort to abide by the rules and guidelines in this Lease Contract.

### Casualty Loss

Landlord is not liable to any resident, guest, or occupant for personal injury or damage or loss of personal property from any cause, including but not limited to: fire, smoke, rain, flood, water and pipe leaks, hail, ice, snow, lightning, wind, explosions, earthquake, interruption of utilities, theft, or vandalism unless otherwise required by law.

## Smoke Detectors

The Unit is equipped with smoke and carbon monoxide detectors in accordance with state or local government regulations. Tenant must immediately report smoke-detector malfunctions. Neither Tenant nor others may disable smoke detectors. Tenant will be liable for any loss, damage, or fines from fire, smoke, or water if that condition arises from disabling or damaging the smoke detector or from your failure to replace a dead battery or report malfunctions.

## Safety and Crime Free

Tenant and all guests and occupants should not engage in any criminal activity. Tenant is liable for injury, damage, or loss to person or property caused by criminal conduct including theft, burglary, assault, vandalism, or other crimes. In case of emergency, fire, accident, smoke or suspected criminal activity, dial 911 or call emergency personnel.

## 2.4 HAZARDOUS MATERIALS

Tenant shall not keep on the Premises any item of a dangerous, flammable or explosive character that might unreasonably increase the danger of fire or explosion on the Premises or that might be considered hazardous or extra hazardous by any responsible insurance company.

## 2.5 PARKING

Tenant parks on the property at his/her own risk. Landlord may regulate the time, manner, and place of parking cars, trucks, motorcycles, bicycles, boats, trailers, and recreational vehicles by anyone. Vehicles are prohibited from parking on the premises if they are inoperable, have no current license plate, take up more than one parking space, are parked in a marked handicap space without proper handicap insignia, block other vehicles from exiting, are parked in a space not dedicated to parking, including, but not limited to, grass, sidewalks, patio, and fire lanes. Landlord may have unauthorized or illegally parked vehicles towed as allowed by the law.

## 2.6 PETS

Pets (including mammals, reptiles, birds, fish, and insects) are allowed only if specifically authorized in writing as an addendum to this Agreement. Tenant must remove an unpermitted animal within 24 hours of notice. Only emotional support animals with the appropriate documentation allowed under HUD regulations will be permitted.

If an animal has been on the property at any time during the lease term (with or without consent), Landlord may charge for de-fleaing, deodorizing, shampooing and general cleaning of damages caused by pets.

## 2.7 MAINTENANCE AND REPAIR; RULES

Tenant will, at its sole expense, keep and maintain the Premises and appurtenances in good and sanitary condition and repair during the term of this Agreement and any renewal thereof. Without limiting the generality of the foregoing, Tenant shall:

- (a) Not obstruct the driveways, sidewalks, courts, entry ways, stairs and/or halls, which shall be used for the purpose of ingress and egress only
- (b) Keep all windows, glass, window coverings, doors, locks and hardware in good, clean order and repair;
- (c) Not obstruct or cover the windows and doors.
- (d) Not leave windows or doors in an open position during any inclement weather;
- (e) Not hang any laundry, clothing, sheets, etc. from any window, rail, porch or balcony nor air or dry any of same within any yard area or space;
- (f) Not cause or permit any locks or hooks to be placed upon any door or window without the prior written consent of Landlord;
- (g) Keep all air conditioning and furnace filters clean and free from dirt;
- (h) Keep all lavatories, sinks, toilets, and all other water and plumbing apparatus in good order and repair and shall use same only for the purposes for which they were constructed. Tenant shall not allow any sweepings, rubbish, sand, rags, ashes or other substances to be thrown or deposited therein. Any damage to any such apparatus and the cost of clearing stopped plumbing resulting from misuse shall be borne by Tenant;
- (i) Tenant's family and guests shall at all times maintain order in the Premises and at all places on the Premises, and shall not make or permit any loud or improper noises, or otherwise disturb other residents;
- (j) Keep all radios, television sets, stereos, phonographs, etc., turned down to a level of sound that does not annoy or interfere with other residents;
- (k) Deposit all trash, garbage, rubbish or refuse in the locations provided therefore and shall not allow any trash, garbage, rubbish or refuse to be deposited or permitted to stand on the exterior of any building or within the common elements;

(l) Abide by and be bound by any and all rules and regulations affecting the Premises or the common area appurtenant thereto which may be adopted or promulgated by the Condominium or Homeowners' Association having control over them.

## 2.8 NO SMOKING

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Due to the increased risk of fire, increased maintenance costs, and the known health effects, smoking is prohibited in private and common areas of the property; any indoor areas and within 25 feet of the building(s) including entryways, balconies, and patios. This policy applies to ALL owners, tenants, guests and service persons. Tenants are responsible for ensuring that all family members and guests comply with this rule. Any evidence of smoking on the premises will result in immediate forfeiture of security deposit and potential termination of lease agreement.

## 2.9 INDEMNIFICATION

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Landlord and Owner shall not be liable for any negligence or liability for damage or injury of or to the Tenant, Tenant's family, guests, invitees, agents or employees or to any person entering the Premises or the building of which the Premises are a part or to goods or equipment, or in the structure or equipment of the structure of which the Premises are a part, and Tenant hereby agrees to indemnify, defend and hold Landlord and Owner harmless from any and all claims, losses, liability, settlements and/or lawsuits or assertions of every kind and nature, including those caused in whole or in part by the negligence of the Landlord or Owner of their agents or employees. The indemnity provided herein shall not apply to the willful or wanton misconduct of Landlord or Owner. This obligation to defend and indemnify includes the reasonable attorney's fees, costs and/or legal expenses incurred by Landlord or Owner, who shall have the right to select their own counsel at Tenant's expense.

## 2.10 ASSIGNMENT AND SUB-LETTING

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Tenant shall not assign this Agreement, or sub-let or grant any license to use the Premises or any part thereof without the prior written consent of Landlord. A consent by Landlord to one such assignment, sub-letting or license shall not be deemed to be a consent to any subsequent assignment, sub-letting or license. An assignment, sub-letting or license without the prior written consent of Landlord or an assignment or sub-letting by operation of law shall be absolutely null and void and shall, at Landlord's option, terminate this Agreement.

By initialing below, you acknowledge and agree to the terms in Section 2.

X \_\_\_\_\_  
Initial Here

# 3. Responsibilities

## 3.1 CONDITION OF PREMISES

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Tenant accepts the property as is, except for conditions materially affecting the health or safety of ordinary persons. Tenant shall maintain the premises in good, clean and tenantable condition throughout the tenancy. Tenant stipulates, represents and warrants that Tenant has examined the Premises, and that they are at the time of this Lease in good order, repair, and in a safe, clean and tenantable condition.

## 3.2 ALTERATIONS AND IMPROVEMENTS

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Tenant shall make no alterations to the buildings or improvements on the Premises or construct any building or make any other improvements on the Premises without the prior written consent of Landlord. Any and all alterations, changes, and/or improvements built, constructed or placed on the Premises by Tenant shall, unless otherwise provided by written agreement between Landlord and Tenant, be and become the property of Landlord and remain on the Premises at the expiration or earlier termination of this Agreement.

## 3.3 REQUESTS, REPAIRS, MALFUNCTIONS

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Tenant shall report any damage or problem immediately upon discovery, or Tenant may become financially responsible for damages. Promptly notify Landlord in writing of: water leaks; electrical problems; broken or missing locks or latches; and other conditions that pose a hazard to the property, or the health and safety of the residents. Landlord will respond in accordance with state law and the Lease Contract to repair or remedy the situation, as necessary, and may turn off equipment and interrupt utilities as needed to avoid property damage or to perform work.

### 3.4 LAWN CARE/SNOW REMOVAL

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Tenant shall maintain exclusive control over all exterior portions of the premises and shall be solely responsible for all maintenance of lawns, vegetation and landscaping. Tenant shall maintain the yard in substantially the same condition as the yard was at the commencement of the Rental Agreement, including but not limited to weeding, watering and mowing the lawn and any other areas of the yard as necessary to maintain such condition. Tenant shall also maintain the sidewalks, driveways and any other easements or pathways to be free from snow as required by city regulations.

### 3.5 RIGHT OF ENTRY AND INSPECTIONS

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Landlord and Landlord's agents shall have the right at all reasonable times during the term of this Agreement and any renewal thereof to enter the Premises for the purpose of inspecting the Premises and all buildings and improvements thereon, and for the purposes of making any repairs, additions or alterations as may be deemed appropriate by Landlord for the preservation of the Premises or the building. Landlord and its agents shall further have the right to exhibit the Premises and to display the usual "for sale", "for rent" or "vacancy" signs on the Premises at any time within forty-five (45) days before the expiration of this Lease. The right of entry shall likewise exist for the purpose of removing placards, signs, fixtures, alterations or additions, but do not conform to this Agreement or to any restrictions, rules or regulations affecting the Premises.

### 3.6 ABANDONMENT

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If at any time during the term of this Agreement Tenant abandons the Premises or any part thereof, Landlord may, at Landlord's option, obtain possession of the Premises in the manner provided by law, and without becoming liable to Tenant for damages or for any payment of any kind whatever. Landlord may, at Landlord's discretion, as agent for Tenant, relet the Premises, or any part thereof, for the whole or any part thereof, for the whole or any part of the then unexpired term, and may receive and collect all rent payable by virtue of such reletting, and, at Landlord's option, hold Tenant liable for any difference between the rent that would have been payable under this Agreement during the balance of the unexpired term, if this Agreement had continued in force, and the net rent for such period realized by Landlord by means of such reletting. If Landlord's right of reentry is exercised following abandonment of the Premises by Tenant, then Landlord shall consider any personal property belonging to Tenant and left on the Premises to also have been abandoned, in which case Landlord may dispose of all such personal property in any manner Landlord shall deem proper and Landlord is hereby relieved of all liability for doing so.

### 3.7 SURRENDER OF PREMISES

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Upon the expiration of the term hereof, or after proper notice, Tenant shall surrender the Premises in as good a state and condition as they were at the commencement of this Agreement, reasonable use and wear and tear thereof and damages by the elements excepted.

### 3.8 ATTORNEY'S FEES

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Should it become necessary for Landlord to employ an attorney to enforce any of the conditions or covenants hereof, including the collection of rent or gaining possession of the Premises, Tenant agrees to pay all expenses so incurred, including a reasonable attorneys' fee.

### 3.9 MOVE-OUT

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Tenant shall provide written notice of the intent to vacate 60 (sixty) days prior to the date of expiration of the Lease Contract. In such notice, Tenant must include a forwarding address.

#### **Cleaning**

Tenant must thoroughly clean the unit including floors, doors, windows, bathrooms, kitchen, appliances, patios, balconies, garages, carports, and storage rooms.

#### **Charges**

Tenant may be liable for the following charges, if applicable: unpaid rent; unpaid utilities; unreimbursed service charges; repairs or other damages excluding ordinary wear and tear; replacement cost of property that was in or attached to the apartment and is missing; unreturned keys; missing or burned-out light bulbs; removing or rekeying unauthorized security devices or alarm systems; agreed reletting charges; packing, removing, or storing property removed or stored; removing illegally parked vehicles; animal-related charges; government fees or fines for violation of local ordinances relating to smoke detectors, false alarms, recycling, or other matters; late-payment and returned-check charges, plus attorney's fees, court costs, and filing fees actually paid; and other sums due under this Lease Contract.

#### **Deposit Refund**

Landlord will mail the security-deposit refund (less lawful deductions) and an itemized accounting of any deductions no later than 45 (forty-five) days after the Lease Contract termination and delivery of possession.

By initialing below, you acknowledge and agree to the terms in Section 3.

X \_\_\_\_\_  
Initial Here

## 4. General Clauses

### 4.1 NON-DELIVERY OF POSSESSION

In the event Landlord cannot deliver possession of the Premises to Tenant upon the commencement of the Lease term, through no fault of Landlord or its agents, then Landlord or its agents shall have no liability, but the rental herein provided shall abate until possession is given. Landlord or its agents shall have thirty (30) days in which to give possession, and if possession is tendered within such time, Tenant agrees to accept the demised Premises and pay the rental herein provided from that date. In the event possession cannot be delivered within such time, through no fault of Landlord or its agents, then this Agreement and all rights hereunder shall terminate.

### 4.2 DAMAGE TO PREMISES

In the event the Premises are destroyed or rendered wholly untenable by fire, storm, earthquake, or other casualty not caused by the negligence of Tenant, this Agreement shall terminate from such time except for the purpose of enforcing rights that may have then accrued hereunder. The rental provided for herein shall then be accounted for by and between Landlord and Tenant up to the time of such injury or destruction of the Premises, Tenant paying rentals up to such date and Landlord refunding rentals collected beyond such date. Should a portion of the Premises thereby be rendered untenable, the Landlord shall have the option of either repairing such injured or damaged portion or terminating this Lease. In the event that Landlord exercises its right to repair such untenable portion, the rental shall abate in the proportion that the injured parts bears to the whole Premises, and such part so injured shall be restored by Landlord as speedily as practicable, after which the full rent shall recommence and the Agreement continue according to its terms.

### 4.3 QUIET ENJOYMENT

Tenant, upon payment of all of the sums referred to herein as being payable by Tenant and Tenant's performance of all Tenant's agreements contained herein and Tenant's observance of all rules and regulations, shall and may peacefully and quietly have, hold and enjoy said Premises for the term hereof.

### 4.4 SUBORDINATION OF LEASE

This Agreement and Tenant's interest hereunder are and shall be subordinate, junior and inferior to any and all mortgages, liens or encumbrances now or hereafter placed on the Premises by Landlord, all advances made under any such mortgages, liens or encumbrances (including, but not limited to, future advances), the interest payable on such mortgages, liens or encumbrances and any and all renewals, extensions or modifications of such mortgages, liens or encumbrances.

### 4.5 DEFAULT BY RESIDENT

If Tenant fails to comply with any of the material provisions of this Agreement, other than the covenant to pay rent, or of any present rules and regulations or any that may be hereafter prescribed by Landlord, or materially fails to comply with any duties imposed on Tenant by statute, within seven (7) days after delivery of written notice by Landlord specifying the non-compliance and indicating the intention of Landlord to terminate the Lease by reason thereof, Landlord may terminate this Agreement. If Tenant fails to pay rent when due and the default continues for seven (7) days thereafter, Landlord may, at Landlord's option, declare the entire balance of rent payable hereunder to be immediately due and payable and may exercise any and all rights and remedies available to Landlord at law or in equity or may immediately terminate this Agreement. Repossession, eviction, or lease termination does not release Tenant from liability to pay future rent. Landlord will try to mitigate the rent liability.

### 4.6 HOLD-OVER

If Tenant remains in possession of the Premises with the consent of Landlord after the natural expiration of this Agreement, a new tenancy from month-to-month shall be created between Landlord and Tenant which shall be subject to all of the terms and conditions hereof.

### 4.7 RECORDING OF AGREEMENT

Tenant shall not record this Agreement on the Public Records of any public office. In the event that Tenant shall record this Agreement, this Agreement shall, at Landlord's option, terminate immediately and Landlord shall be entitled to all rights and remedies that it has at law or in equity.

#### 4.8 GOVERNING LAW

This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of Indiana.

#### 4.9 SEVERABILITY

If any provision of this Agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Agreement nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.

#### 4.10 BINDING EFFECT

The covenants, obligations and conditions herein contained shall be binding on and inure to the benefit of the heirs, legal representatives, and assigns of the parties hereto.

#### 4.11 DESCRIPTIVE HEADINGS

The descriptive headings used herein are for convenience of reference only and they are not intended to have any effect whatsoever in determining the rights or obligations of the Landlord or Tenant.

#### 4.12 CONSTRUCTION

The pronouns used herein shall include, where appropriate, either gender or both, singular and plural.

#### 4.13 NON-WAIVER

No indulgence, waiver, election or non-election by Landlord under this Agreement shall affect Tenant's duties and liabilities hereunder.

#### 4.14 MODIFICATION

The parties hereby agree that this document contains the entire agreement between the parties and this Agreement shall not be modified, changed, altered or amended in any way except through a written amendment signed by all of the parties hereto.

#### 4.15 NOTICE

Any notice required or permitted under this Lease or under state law shall be deemed sufficiently given or served if sent by mail, addressed as follows:

LANDLORD:

<<Company Address>>

TENANT:

<<Property Address>>

Landlord and Tenant shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other party.

By initialing below, you acknowledge and agree to the terms in Section 4.

X \_\_\_\_\_  
Initial Here

# 5. Sign and Accept

## 5.1 ACCEPTANCE OF LEASE

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This is a legally binding document. By typing your name, you are consenting to use electronic means to (i) sign this contract (ii) accept lease agreement and addenda. You may print this contract for your records.

X \_\_\_\_\_  
Lessee

\_\_\_\_\_  
Date Signed

X \_\_\_\_\_  
Lessor

\_\_\_\_\_  
Date Signed



# CAPITAL

Property Management, LLC  
AGENCY AGREEMENT

This Agreement entered into this 1st day of January 2021, by and between Client Name Here (herein referred to as "Owner") and Capital Property Management, LLC (herein referred to as "Agent").

Whereas, Capital Property Management, LLC agrees with the undersigned, Signer's Name Here, to manage the Owner's properties and the Agency bank account as he/she directs, on the following basis:

1. Agent is hereby appointed by Owner to manage his/her property in compliance with Owner's directions and decisions.
2. Agent shall be responsible for the leasing of the owner's properties and for the collection of all rents. In addition, Agent shall manage and supervise all maintenance and improvements desired by Owner in the manner Owner may direct.
3. Agent may execute for Owner such instruments and agreements as may be authorized from time to time by Owner.
4. An Agency Account shall be established at STAR FINANCIAL BANK, with authority placed in Agent to use the same, and Agent shall deposit all income therein and pay all operational expenses there from.
5. Agent shall furnish Owner with a summary of the income, expenses, and bank statement at the conclusion of each month. All reports, records, accountings, forms and procedures shall be prepared and kept in the manner directed by Owner.

6. As compensation for management services, Owner shall pay Agent a fee of To Be Determined (%) per property each month for at least one year from the gross earnings collected (the *Base Fee*). This fee shall be disbursed by Agent at the end of each month and paid from the proceeds accumulated in the Agency Account.

7. Owner shall indemnify Agent and save it harmless from and against all claims, losses or liability arising out of damages to property, or injury to or death of persons occasioned by or in connection with acts or omissions of Owner or Owner's agents (other than Agent or Agent's employees and/or subcontractors) and all costs, fees and attorney's expenses in connection therewith.

8. All maintenance activities shall be coordinated by the Agent unless otherwise specified. General maintenance shall be performed by the Agent's personnel and billed at the rate of Forty-five Dollars (\$45.00) per hour with a Forty-five Dollar (\$45.00) trip charge. Licensed and insured independent contractors may also be retained for necessary services including, but not limited to, electrical, plumbing and HVAC at Agent's discretion.

9. This agreement shall continue in full force and effect until either party notifies the other party in writing of cancellation of the agreement. Said termination shall require a thirty (30) day written notification. In the event Agent has procured a tenant for the Owner, Agent is entitled to management fees for a term of 1 year from the lease origination with uncollected sum due upon termination.

In witness thereof, the parties hereto have executed this Agreement on the date and year first above written.

By: \_\_\_\_\_  
Capital Property Management, LLC  
Fred L. Orr

By: \_\_\_\_\_  
Signer's Name Here

# CAPITAL

Property Management, LLC



## Applicant Information

Name:		Address applying for:	
Phone:		Email:	
Date of birth:	SSN:	Credit:	
Current address:			
City:		State:	ZIP Code:
Own    Rent    (Please circle)	Monthly payment or rent:		How long?
Previous address:			
City:		State:	ZIP Code:
Owned    Rented    (Please circle)	Monthly payment or rent:		How long?
Are you currently going through an eviction, foreclosure or bankruptcy?			

## Employment Information

Current employer:		How long?	
Phone:	E-mail:	Fax:	
Address:			
Position:	Hourly    Salary    (Please circle)	Monthly income:	

## Emergency Contact

Name of a person not residing with you:	
Phone:	Relationship:

## Co-applicant Information

Name:			
Phone:		Email:	
Date of birth:	SSN:	Credit:	
Current address:			
City:		State:	ZIP Code:
Own    Rent    (Please circle)	Monthly payment or rent:		How long?
Previous address:			
City:		State:	ZIP Code:
Owned    Rented    (Please circle)	Monthly payment or rent:		How long?
Are you currently going through an eviction, foreclosure or bankruptcy?			

## Co-applicant Employment Information

Current employer:		How long?	
Phone:	E-mail:	Fax:	
Address:			
Position:	Hourly    Salary    (Please circle)	Monthly income:	

## Landlord References

Name:	Address:	Phone:

I authorize the verification of the information provided on this form as to my credit, employment and tenancy.

Signature of applicant:	Date:
Signature of co-applicant:	Date: