

# Westglen Village Apartments - Application For Residency

## Leasing Consultant:

The undersigned applicant(s) hereby applies for and offers to execute a lease as provided by Westglen Village Apartments (hereafter Lessor) applicant(s) warrants that the statements contain herein are true.

The purpose of this application is to assist Lessor in deciding whether to rent to applicant(s). Receipt of this application by Lessor does not obligate Lessor to deliver occupancy of any apartment.

**Unit Desired:** \_\_\_\_\_ **Date:** \_\_\_\_\_, 20\_\_\_\_\_

**About you:** \_\_\_\_\_ (exactly how it appears on your driver's license)  
\_\_\_ Mr. \_\_\_ Mrs. \_\_\_ Ms.

**US Citizen** Yes No  
If no, work visa number

First Name	Last Name	Middle Initial	Male	Female
Birth date	Social Security Number		Gender	
Married	Single	Divorce	Separated	
Marital Status		Former Last Name (Maiden Name)	Email	

## Current Address

Street	Apt. Number	City	State	Zip Code	County
( )	( )	( )	( )	( )	( )
Home Phone	Mobil Phone	Business Phone			

## Present Landlord/ Mortgager

Apartment Community

Phone Number

Rent Own \$ Years Months

Rent Own Current Monthly Payment If rent, apartment name How long have you lived here?

## Previous Landlord/ Mortgage

Apartment Community

Phone Number

Rent Own \$ Years Months

Rent Own Current Monthly Payment Apartment Community How long have you lived here?

## Employment

( )

**Current Employer** Supervisor's Name Supervisor's Phone Dates of Employment

Address City State Zip code County

Years Month \$ \$

Your Position/Title How long have you work here? Gross Monthly Income Additional Income- Child Support, Alimony or maintenance income you want to include for qualification

( )

**Previous Employer** Supervisor's Name Supervisor's Phone Dates of Employment

Address City State Zip Code County

Years Months \$ \$

Your Position/ Title How long did you work there? Gross Monthly Income Additional Income-Child Support, Alimony or maintenance income you want to include for qualification

**Your Spouse** (exactly how it appears on driver's license)

First Name Last Name Middle Initial Former Last Name (maiden or married)  
Male Female

Birth date Social Security Number Gender

Address City State Zip Code County

**Current Employer** Supervisor Supervisor's Phone Date of Employment

Address City State Zip Code County

Your Position/Title Gross Income How Long? Work Phone  
\$ Year Month ( )

**Previous Employer** Supervisor Supervisor's Phone Date Of Employment

Address City State Zip Code County

Your Position/Title Gross Income How Long? Work Phone  
\$ Year Month ( )

**Pets** Yes No What Kind? Weight Breed Age  
(If you get a pet after you move in you must notify the property manager)

**Your Rental / Criminal History**

Have you ever been convicted? Yes\_\_\_ No\_\_\_ Have you ever been sued for property damage? Yes\_\_\_ No\_\_\_  
If yes, please explain?----- If yes, please explain-----  
Have you ever been sued? Yes\_\_\_ No\_\_\_ Have you ever broke a lease? Yes\_\_\_ No\_\_\_  
If yes, please explain----- If yes, please explain-----  
Have you ever been convicted or pleaded guilty or no contest for a felony or sex related crime? Or misdemeanor assault against Yes\_\_\_ No\_\_\_ If yes, please explain-----

**Other Occupants** (List names of all persons under 18 who will occupy the unit. All occupants over 18 must complete a separate application.)

First Name Last Name Relationship Birth date

First Name Last Name Relationship Birth date

First Name Last Name Relationship Birth date

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**Emergency Information** (Emergency contact person over 18 not living with you. Family member preferred)

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First Name	Last Name	Middle Initial	Relationship
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Street	Apt. Number	City	State	Zip Code	County
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( )	( )
Home Phone Number	Work Phone Number

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First Name	Last Name	Middle Initial	Relationship
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Street	Apt. Number	City	State	Zip Code	County
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( )	( )
Home Phone Number	Work Phone Number

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**Vehicle Information**

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Driver's License Number- Yourself	Driver's license Number- Your Spouse / Roommate
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Year	Model/Make of Vehicle	Color	License Number	State
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Year	Model/Make of Vehicle	Color	License Number	State
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Year	Model/Make of Vehicle	Color	License Number	State
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EACH APPLICANT AGREES AND REPRESENTS THAT:

- A. The actual date of possession is subject to vacation of premises by prior tenant, if any, and completion of necessary repairs or remodeling.
- B. The initial payment will be due and payable upon the signing of the lease and will cover the period from the first date of the term through the remainder of the month. Thereafter all rental payments will be due and payable in advance on the **FIRST DAY** of each month.
- C. A deposit of \$\_\_\_\_\_ is made herewith. If applicant said deposit will be held, without interest, as (partial, full) security for the performance of the covenants of the lease and as damage deposit. The full security deposit will be \$\_\_\_\_\_. If applicant(s) notifies the Lessor within 48 hours after execution of this application that applicant(s) no longer wishes to rent an Apartment, Lessor agrees to return the said deposit in full. Lessor reserves the right to retain the deposit if, for any reason, prospective Lessee withdraws his/ her application for tenancy, if said application is withdrawn after of 48 hours.
- D. Applicant(s) hereby authorizes Lessor to procure a "consumers report" as defined in the Fair Credit Reporting Act, 15 U.S.C. 1681a(d) seeking information on the credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living of applicant(s). Applicant further agrees to future authorization to procure additional credit reports each year thereafter at lessors expense. Applicant(s) tenders, in addition to any security deposit, the amount of \$\_\_\_\_\_ which applicant(s) acknowledges as the cost of procuring a consumer credit report, employment verification, character references and other administration set-up costs. This fee is non-refundable.
- E. Applicant(s) is not now renting any residence in a name other than that listed above.
- F. Applicant(s) agrees to sign a \_\_\_\_\_ year lease commencing \_\_\_\_\_, 20 \_\_\_\_ at a rental of \$\_\_\_\_\_ monthly in the apartment unit number known as \_\_\_\_\_.
- G. Until Lessor executes and tenders a lease to applicant(s), Lessor shall have the right to reject this applicant(s) for whatever reason.

**Signatures Of Applicant (s):**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(For office use only)

Application Review

- A. Employment Verification – Name
- B. Landlord Report- Name
- C. Personal References- Name

D. Credit Report		In File									
Name Of Account	Open	HI	Low	Balance	Rated/	Name of account	HI	Low	Balance	Rated	

E. Credit References:

Name \_\_\_\_\_

Name \_\_\_\_\_

F. Evaluation:

# RENTAL APPLICATION CRITERIA

## Westglen Village Apartments

Professionally Managed By Saint Louis Holdings LLC

Thank you for choosing Westglen Village Apartments. Prior to approving an application, we require each applicant to meet certain rental criteria.

Please note that this is our current Rental Criteria. These current requirements shall not constitute a guarantee or representation by our community that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that have reside here prior to these requirements going into effect. Additionally are the same, our ability to verify whether these requirements are met is limited to the information we receive from various resident reporting services.

All applicants must be twenty-one (21) years of age or older and complete an individual rental application (\$35.00), unless applying as a married couple (Fee \$ 50.00).

Items A through J apply to the resident(s) responsible for paying the rent under the Apartment Lease. Item E applies to all applicants and adult applicants.

- A. INCOME** - Verification can include pay stubs, written verification from income sources, phone verification by an employer, bank statements from accountants, tax returns, etc.
- B. RENTAL HISTORY**- Applicant must have a minimum of twelve (12) months satisfactory rental history or proof of home ownership. All previous rental or mortgage references should reflect an account, which was paid as agreed, show no disruptive conduct, no damaged property, state that they would be willing to re-rent to the applicant.  
**If a first-time renter, Westglen Village Apartments may require an additional deposit equal up to two (2) months rent and/ or have a co-signer.**
- C. CREDIT HISTORY**- A credit report will be required of each individual twenty-one (21) years of age and older. Credit history must be satisfactory to Property Manager. **Five (5) or more collections that are unpaid will result in automatic denial. Any applicant with a bankruptcy that has not been discharged will automatically be denied.**
- D. EMPLOYMENT** - Applicant(s) must either be employed preferably for a minimum of 12 months with same employer, a full time student or a retiree.
- E. OCCUPANCY GUIDELINES** - All residents and occupants must be listed on the lease agreement. An occupancy limit of two (2) persons per bedroom residing in a dwelling unit shall be presumed reasonable. The two (2) person limitations shall not apply to a child or children born to the tenant during the course of the lease. Residents that do have a child or children born during the course of the lease will be required to transfer to another available apartment with more bedrooms within ninety (90) days or the end of the lease term, whichever is the later date. Any occupant over the age of eighteen (18) must complete an application and be added to the lease if approved. Revised 2/4/04
- F. CO-SIGNERS** - may Co- sign for the lease agreement but must submit a rental application and meet all rental criteria. Co-signers must pay an application fee and will not be accepted for an applicant with insufficient credit history.
- G. INSURANCE POLICY** - Renter's insurance must be obtained and maintained throughout residency.

**H. PETS** - Only dogs and cats are permitted within the following guidelines.

- \* Additional pet deposit of \$300.00 must be paid in full at move-in.
- \* Leaseholders must sign a Pet Addendum and follow all regulations.
- \* All dogs 25lbs. or over must be approved by the Property Manager. A photo is required at application prior to application being approved.
- \* Monthly Pet Rent per animal.
- \* Animals used as disability assistance are not considered as pets under this policy.

**I. FALSE INFORMATION** - Any falsification of information on the application will automatically disqualify the application and all deposits and application monies will be forfeited.

**J. CANCELLATION OF APPLICATION** - If the applicant finds it necessary to cancel a move-in, the Security Deposit will be refunded in full, provided the cancellation takes place within forty-eight (48) hours after leasing the apartment.

**K. SOCIAL SECURITY NUMBERS** - Persons who do not have a social security number must provide a visa, visa waiver or resident alien card. If approved, a deposit equal to 2 months rent will be required.

This company and this community does business in accordance with the Federal Fair Housing Act and does not discriminate on the basis of race, color, religion, sex, national origin, handicap or familial status.

I have read and understand the Rental Application Criteria.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Westglen Village Representative

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant