

Rental Application



This document is NOT a lease or rental agreement. This document will not be considered a valid application for residency unless it is signed by the applicant. Incomplete application forms, failure to submit an application form for every individual proposed resident, and the submission of incomplete earnest money all invalidate the application process, and any application(s) submitted containing such omission may be rejected.

Unit Information

Application for _____ (address of premises)

Select One Specific Unit 1st Pref _____ 2nd Pref _____ 3rd Pref _____
Preference Set

A Private Bedroom in an Available Unit Preferences of Unit type (if any) _____

The approximate monthly rent/bedroom is \$ _____. If your application is approved, Earnest Money equal to one month's rent per bedroom is due at lease signing.

Personal Information

Each co-applicant must complete a separate application.

Full Name _____ Phone _____

Current Street Address _____ City _____ State _____

Driver's License # _____ State _____ Date of Birth _____

E-mail Address(es) _____

Permanent/Summer Street Address (if applicable) _____

City _____ State _____

Preferred method of contact Phone Email

Emergency Contact Information (Other than the guarantor)

Full Name _____ Relationship _____

Street Address _____ Daytime Phone _____

City _____ State _____ ZIP _____ Evening Phone _____

Guarantor Information

All applicants must have a guarantor (co-signer) on your lease. Has the guarantor ever filed bankruptcy? (If yes, when?) _____

Full Name _____ Relationship _____

Street Address _____ Daytime Phone _____

Employer _____ Position Held _____

Email Address(es) _____

Rental / Owner History

Have you ever been served a notice of intent to evict, or been evicted? No Yes

Have you ever lived with Hovde Realty or Hovde Properties before? No Yes If yes, when? _____

Current Street Address _____

City _____ State _____ ZIP _____ From _____ To _____

Monthly Rent/Mort. \$ _____ Owner Name _____ Owner Phone _____

Previous Street Address _____

City _____ State _____ ZIP _____ From _____ To _____

Monthly Rent/Mort. \$ _____ Owner Name _____ Owner Phone _____

Please complete the remaining sections on the reverse side →

Other Residents Applying For The Same Unit (All Roommate choices must be mutual in order to be placed together.)

1 _____ 2 _____
3 _____ 4 _____
5 _____

Who is the main contact for your group? _____ Phone _____

Employment & Income Information

Present Employer _____ Position Held _____

Address _____ City _____ State _____ Phone _____

Monthly Pay \$ _____ Hire Date _____ Supervisor's Name _____ Title _____

Other Sources of Rent Funds: (Loans, savings, grants, gifts, etc.)

Amount \$ _____ Source _____ Confirmation name, phone # _____

Amount \$ _____ Source _____ Confirmation name, phone # _____

Amount \$ _____ Source _____ Confirmation name, phone # _____

Are you a student? Yes No If so, which school? _____ Academic Status _____

Credit Information

Bank _____ Account Type _____ Bank _____ Account Type _____

Bank _____ Account Type _____ Bank _____ Account Type _____

Major Credit Cards _____

PLEASE READ THE FOLLOWING CAREFULLY AND THEN SIGN THIS APPLICATION. IF APPLICANT FAILS TO SIGN, THIS DOCUMENT CANNOT BE CONSIDERED A VALID APPLICATION FOR OCCUPANCY.

The purpose of this application is to determine whether I qualify as a resident. If my application is approved, the Owner and I shall sign a written lease. It is my intent to lease the apartment units indicated but I understand that the Owner and I have no rental agreement until the time of the lease signing.

I understand that there is no application fee, nor is there any administrative fee for completing the lease signing process provided there is no change in residents or terms from the time of the initial submission of (an) application(s) until the signing of the Lease (and guarantor copies if applicable). I also understand that there is a schedule of fees for re-writing leases, completing a second lease-signing process, or creating additional addenda to modify the Lease, either before or after the initial lease signing.

I acknowledge the following fee structure:

- 1 Credit Check..... \$16 - \$31
- 2 Rewriting Any Lease or Lease Addenda..... \$25 - \$75
- 3 Sublet Agreements..... \$105
- 4 Individual Lease Premium..... \$105
- 5 Additional Resident Fee (each)..... \$100

▶ If this application is approved, I will have the opportunity to enter into a binding lease with the Owner. I understand that Earnest Money equal to one month's rent will be due at the time of lease execution. The Earnest Money will be applied toward my first month's rent. Furthermore, I understand that a security deposit equal to one month's rent, per resident, will be due on or before I move into the apartment.

▶ **SIGN HERE**

I hereby authorize the Owner, or his Representative, to investigate my credit and financial responsibility, income, rental and eviction history, and the statements made in this application, and obtain a consumer credit report on me from a consumer reporting agency that compiles and maintains files on consumers on a nationwide basis. My performance under any lease or rental agreement that I may enter into with the Owner may be reported to such reporting agency.

I have carefully reviewed the unit information section of this application and have received any related documents as regards the habitability of the dwelling unit from the Owner, or his Representative, and I understand my financial responsibilities as regards the payment of utility billing for this unit. I was given the opportunity to review a sample lease and the Owner's rules and regulations.

Although the Owner may not have shown me the specific apartment for which I am applying, or I may not have seen the apartment at all, I fully intend to execute a Lease with the Owner for these Premises.


(FOR CITY OF MADISON APARTMENTS ONLY) I understand that within 30 days of submission of this application, I may submit a written request to the Owner to view the photographs maintained by the Owner that document the physical damages or defects that were charged to the security deposit of the previous resident(s).

I warrant and represent that I am at least 18 years of age and that all statements herein are true and correct, to the best of my knowledge.

I understand that applications incompletely filled out, not submitting an application for every individual proposed resident, and the submission of incomplete earnest money can all invalidate the application process and that any application(s) submitted containing such omissions may be rejected at Owner's sole option.

If your application for occupancy is denied and you wish to be notified in writing of the reason(s) for denial, you must check here.

Applicant Signature _____ Date of Application _____

 We do business in accordance with the federal fair housing law (the Fair Housing Amendments Act of 1988). It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin.