

Historic Properties, LLC

Rental Application



Personal Information

Title	First	Middle	Last	Suffix	Date of Birth			
					Social Security Number			
Drivers License Number				State	Mother's Maiden Name			
Current Address				City	State	Zip		
				Status:	Lessee	Guarantor		
Home Phone		Work Phone		Ext.	Cell Phone		Other Phone	
Desired Moved-In Date					E-Mail			
Current Address				City	State	Zip	Owner or Agent Name	Phone

List All Other Co-Applicants and Occupants Below (Please Include Relationship to Occupants and Occupants Ages)

Current Employment & Salary

Status: Employed Unemployed	If Not Employed, Please Describe	Company Name	Occupation				
Supervisor	Address	City	St	Zip	Phone	Ext.	Annual Salary

Previous Employment & Salary

Status: Employed Unemployed	If Not Employed, Please Describe	Company Name	Occupation				
Supervisor	Address	City	St	Zip	Phone	Ext.	Annual Salary
Other sources of income you would like us to consider?				Amount	Source	Net Worth	

Prior Residence Information

Prior 1 Address	City	St	Zip	Moved In	Moved Out	Reason For Leaving	Owner/Agent Phone	Name
Prior 2 Address	City	St	Zip	Moved In	Moved Out	Reason For Leaving	Owner/Agent Phone	Name

Credit Information

History	Bankruptcy	Eviction	Y	Refused to Pay Rent	If Yes to Any, Please Explain
	Y / N	/ N		Y / N	

Personal References

Name	Address	City	St	Zip	Phone	How Long?	Relationship
Name	Address	City	St	Zip	Phone	How Long?	Relationship

Criminal History

Any unanswered "yes" or "no" question shall result in the denial of your application

Have you or any member of your household ever been convicted of or pled guilty or "no contest" to a sexual offense? YES _____ NO _____

Have you or any member of your household ever been listed on a registry of sexual offenders? YES _____ NO _____

Have you or any member of your household ever been convicted of or pled guilty or "no contest" to any felony criminal offense? YES _____ NO _____

Emergency Contact

Primary Contact Name	Address	City	St	Zip	Relationship
Home Phone	Work Phone	Ext.	Cell Phone	Other	
Secondary Contact Name	Address	City	St	Zip	Relationship
Home Phone	Work Phone	Ext.	Cell Phone	Other	

Vehicle Information

Primary Vehicle Make / Model	Year	Color	Tag Number	State
Primary Vehicle Make / Model	Year	Color	Tag Number	State

I understand I acquire no rights in an apartment until I sign an agreement in the form submitted to me and make a partial non-refundable administration fee of \$ 375.00 on the apartment I have selected which will be held in accordance with rental agreement. In consideration of the Landlord's holding the apartment for me, I hereby waive all rights to the return of this deposit and said deposit shall be retained as liquidated damages in the event I do not choose to enter into the agreement applied herein, in the event said application for tenancy is not approved the administration fee shall be returned to applicant.

In compliance with the fair credit reporting act, this is to inform you that a credit investigation involving the statements made on your rental application for tenancy at the below mentioned apartment community is being initiated. I/We certify that to the best of my/our knowledge all statements are true and complete. I/We further authorize renter to obtain credit reports, criminal record information, character reports and verify rental history as necessary to verify all information put forth in the above referenced application for tenancy.

In consideration for landlord holding said apartment at: _____ I am making a deposit of \$ _____. The deposit shall be retained as a security deposit.

Signed	MONEY DUE FOR MOVE IN	DATE
Resident	Monthly Rent	\$
Signed	Application Fee	\$
Resident	Other	\$
Signed	Deposit	\$
Authorized Agent For Owner	TOTAL	\$

Approved: _____ Denied: _____ Reason: _____ Apartment Number: _____

Historic Properties, LLC

QUALIFICATION REQUIREMENTS FOR RESIDENCY

It is the policy of Historic Properties, LLC, to thoroughly investigate all individuals applying for residency. Each individual applicant must meet the requirements to be approved.

A cosigner may be requested at the company's discretion if the applicant is a full-time student or recently independent individual. The cosigner must be in good standing with his or her credit, must demonstrate a stable employment history, and must have available assets in the State of Alabama.

All applications are processed through a professional credit bureau service. Our ability to process your application in a timely manner is dependent upon the thoroughness and accuracy of your responses. We will then inform you of the acceptance or refusal of your application. ALL QUESTIONS REGARDING YOUR CREDIT HISTORY SHOULD BE DIRECTED TO THE CREDIT BUREAU. Do not discuss your credit history with our office staff.

The application process includes, but is not limited to, investigation of the following:

- **Residency History:** Verification of current and past residences includes: length of residency, rental amount, the absence or presence of noise complaints, the condition of the property upon vacating, the cost of damages incurred, and the history of proper notice given regarding intent to move. A stable rental history is required of all applicants. If you currently own your residence, your mortgage payment amount and payment history will be verified.
- **Employment History:** Verification of current employment includes length of employment and gross salary. Your most recent employment and current employment should be of reasonable length of time, and you should demonstrate stability in your employment history. Monthly rent should not be greater than ¼ of your monthly income. If two or more adults are sharing the rent, each individual must earn within 75% of the qualifying amount. Self-employed applicants must furnish their most recent tax return for review.
- **Credit History:** A full credit history is prepared on each applicant and cosigner. All credit records must be rated in good standing and income must meet or exceed the income-to-debt ratio.
- **Bankruptcy:** The application will not be accepted if the applicant has filed for bankruptcy or with debtor's court within the last two (2) years. Individuals who filed for bankruptcy more than two years ago are subject to the same credit, employment, and residential restrictions as all other applicants.
- **Criminal History:** An unsatisfactory criminal background check revealing a serious charge including, but not limited to, conviction of a felony or deferred adjudication of a felony will result in denial of your application. However, not all crimes disqualify you from living at the community. Crimes that result in a denial of residency are those which pose a serious threat to the health, safety, and welfare of persons living and working in our community, taking into account not only the type of crime but also the circumstances under which it occurred. Your application for residency will be rejected for any and all drug-related offenses, domestic violence, and/or sex crimes. We comply with all Megan's Law Guidelines.

Once the application has been processed, the application fee is **nonrefundable**. Any potential problems should be discussed with the office personnel when you submit your application. Complete and accurate information will facilitate rapid processing of your application.

Any false or omitted information on the applications will be considered immediate grounds for rejection of the application and forfeiture of the processing fee. We reserve the right to reject an application for any reason other than race, color, gender, sexual orientation, religion, familial status, or national origin.

I hereby authorize the release of all information including, but not limited to, verification of my residential, employment, income, credit, and criminal histories to Historic Properties, LLC, and any of its agents or employees. Additionally, I have read the above information and understand the requirements necessary to qualify as a resident with Historic Properties, LLC.

Applicant

Date

Applicant

Date

-For Office Use Only-

- ☐ Credit Report
- ☐ Employment/Income verification
- ☐ Residential History
- ☐ Criminal History
- ☐ Accepted
- ☐ Accepted with conditions
- ☐ Denied: _____

Property Manager

Date



P.O. Box 530062
Birmingham, AL 35253
Phone: (205) 250-7182

EMPLOYMENT/RENTAL VERIFICATION

The applicant listed below has applied for an apartment with Historic Properties, LLC. They have given your name as a current or former employer/landlord. We would sincerely appreciate any information that you could provide, to aid us in verifying the applicant’s employment/rental history, necessary to our qualifying process.

Name: _____
Current Address/Employer: _____
Current Position: _____ SSN: _____

EMPLOYMENT	
Date of Hire: _____	Position: _____
Salary: _____	Years on job: _____

RENTAL	
Date of Move In: _____	Date of Move Out: _____
Rent Amount: _____	Notice Given: _____
Lease term fulfilled: _____	Number of Late Payments: _____
Number of NSF’s: _____	Pets: _____
Noise Complaints: _____	Trash Complaints: _____
Damages: _____	Money Owed: _____
Deposit Refunded: _____	Apt. Clean at Move Out: _____
Would you re-rent to this person? _____	

Name of Person Giving Information: _____
Title: _____ Date: _____

RELEASE AUTHORIZATION: I authorize my current/former employer/landlord to release any and all information regarding my current/former employment/rental history. This information is necessary to verify the authenticity of statements made by me on my rental application. You are relieved from any and all liability concerning the release of information.

_____	_____
Applicant Signature	Date

PLEASE DO NOT FILL OUT

Historic Properties, LLC. will fax this to your current employer/landlord to obtain verification.