

Windsor Landing Apartments

RENTAL APPLICATION FOR RESIDENTS AND OCCUPANTS

PRG – Rev 09/01/10

1900 Windsor Hill Drive, Matthews, NC 28105 WindsorLanding@prgmanagement.com
Tel. #: (704) 847-4599; Fax #: (704) 847-4738 Office Hours: Mon – Fri 8:30 a.m. to 5:30 p.m.; Sat. 10:00 a.m. to 4:00 p.m. Sunday - CLOSED

APPLICANT INFORMATION

Each co-applicant and each occupant 18 years of age or older must submit separate applications.

Name _____ Birth Date ____/____/____ Soc. Sec. # ____-____-____

Driver's Lic. # _____ State Issued _____ Exp Date ____/____/____ Cell # (____) ____-____

Email address _____

US Citizen? Yes No. Resident Alien? Yes No. Are you currently in the military or military reserve? Yes No.

How did you here about us? _____

Current Employer _____ Position _____

Address _____ City _____ State _____ Zip _____

Phone #(____) ____-____ Supervisor's Name _____ Length of Employment _____

Income \$ _____ per Year Month Week Hour. If per hour, number hours per week you work _____

(If at current employer less than two years complete prior employment information)

Prior Employer _____ Position _____

Address _____ City _____ State _____ Zip _____

Phone #(____) ____-____ Supervisor's Name _____ Length of Employment _____

Income \$ _____ per Year Month Week Hour. If per hour, number hours per week you work _____

Other source of income: _____ Amount \$ _____

ADDRESS (If at current address less than three years, complete prior address information)

Current Address _____ City _____ State _____ Zip _____

How long at this address? _____ Rent Own Monthly Housing Payment \$ _____ Home Phone (____) ____-____

Why are you moving? _____

Landlord's Name _____ Telephone # (____) ____-____

Landlord's Address _____ City _____ State _____ Zip _____

Prior Address _____ City _____ State _____ Zip _____

How long at this address? _____ Rent Own Monthly Housing Payment \$ _____

Landlord's Name _____ Telephone # (____) ____-____

Landlord's Address _____ City _____ State _____ Zip _____

ADDITIONAL OCCUPANTS: (Under the age of 18 years of age)

	Name	Date of Birth	Relationship	Soc. Sec. #
1.	_____	____/____/____	_____	____-____-____
2.	_____	____/____/____	_____	____-____-____
3.	_____	____/____/____	_____	____-____-____

EMERGENCY CONTACT INFORMATION:

	Name	Address	City/State/Zip	Work phone	Home Phone	Relationship
1.	_____	_____	_____	_____	_____	_____

VEHICLE INFORMATION:

(List all vehicles owned or operated by you, your spouse, or any occupants who will occupy the apartment)

	Make	Model	Color	Year	License #	State
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____

PET INFORMATION:

(List all Pets owned by you, your spouse, or any occupants who will occupy the apartment)

	Type	Breed	Weight	Age
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

Rental/Criminal History	Applicant	
1. Have you or any person who will be occupying the apartment ever been evicted or been a defendant in an eviction action?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Is any apartment community or previous landlord trying to collect money from you or any person who will be occupying the apartment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Have you or any person who will be occupying the apartment ever filed, been discharged from, or currently under a bankruptcy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Have you or any person who will be occupying the apartment ever been convicted, charged, arrested, indicted, plead guilty or no contest, or received deferred adjudication or probation to (a) felony? Or (b) Any misdemeanor involving a sexual offense, stalking, illegal use or possession of weapons, assault, battery, theft, fraud, bad checks, criminal damage to property, trespass, vandalism, illegal possession or sale of drugs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Have you or any one else who will occupy the apartment ever been asked to move because of an alleged lease violation of any kind?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Have you ever lived in this apartment community before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Are you unemployed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Do you have a legal right to be in the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

APPLICATION AGREEMENT

- Administrative Fee (non-refundable):** The fee to handle processing of your entire application and lease package. There is one administrative fee per household. If the administrative Fee is paid at time of application as a Holding Deposit, and the application is denied, the Administrative Fee is fully refundable.
- Application Fee (non-refundable):** The fee to process your application, including credit and criminal background checks. It is non-refundable. Each applicant (including spouses and persons 18 years of age or older) must submit separate application fees.
- Security Deposit (may or may not be refundable):** The security deposit is used to hold an apartment after approval of your application. It is refundable if you cancel your application within 72 hours of submission, or if we do not approve your application. Otherwise, the security deposit is non-refundable. You may withdraw your application at any time. If you withdraw your application within 72 hours of submission, we will refund your security deposit. After 72 hours, your security deposit is non-refundable unless we do not approve your application. The administrative fee and application fee(s), however, are non-refundable under any circumstances.
- Processing Time:** Your application in most instances will be processed within 72 hours, **excluding weekends and holidays**.
- Notification:** You or one of your co-applicants will be notified by our office after the applications for all persons are processed of our decision to accept or deny residency in our community. Our notification to any one applicant is the same as if we have notified all. We may notify you or another applicant by telephone, e-mail, fax or mail.
- Approval:** We will notify you or any of your co-applicant(s) of our approval of your application approximately 72 hours after receipt of your completed application(s). At this time, we will schedule a move-in date that is no more than two weeks from the notification date, unless you are being placed on a wait list for future availability. Applicants who do not take possession of the apartment within one week of the scheduled move-in date will forfeit both apartment and security deposits.
- Non-approval:** We will send you and any co-applicant(s) a letter of non-approval within 10 days from the date you submit your completed application. The letter will indicate the name and contact information for the credit agency that is used to evaluate your application.

Acknowledgement: You declare that your statements on both sides of this application are true and complete. You authorize us to verify same through any means. If you fail to answer any questions or give false information, we may reject the application and retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information may be a serious criminal offense. In lawsuits relating to the application or Rental Agreement, the prevailing party may recover all attorney fee's and litigation costs from the losing party. At any time, we may furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Rental Agreement, the rules and financial obligations.

Fair Housing: Landlord adheres to the federal Fair Housing Act which stipulates that it is illegal to discriminate against any person in housing practices because of race, color, religion, sex, national origin, disability or familial status. All requirements of the Fair Housing Act and all other federal state and local laws pertaining to civil rights of the Community's applicants and residents will be followed during all leasing and management activities of the Community.

Applicant's Signature _____ Date ____/____/____

Apartment Community: <u>Windsor Landing</u>	Received By: _____	Date Received: ____/____/____
Community Address: <u>1900 Windsor Hill Drive Matthews, NC 28105</u>	Apartment # Requested: _____	
Lease Term: _____	From: ____/____/____	To: ____/____/____
Move In Date Requested: ____/____/____	Apt. Type Desired: _____	BR: _____ Baths: _____ Floor Plan: _____