

## INSTRUCTIONS FOR RENTAL APPLICATION USE

Click "save as" and save this Word document to your desktop.

Fill out the blank fields and USE ONLY THE TAB KEY TO ADVANCE TO THE NEXT FIELD. Do not use the "enter" key to advance through the document.

A separate application MUST be filled out for each applicant UNLESS they are married.

Print off the document after it is completed, sign it, and mail the application along with a check or money order in the amount of **\$20.00** for the application fee to Shadowbrook Apartments:

**Shadowbrook Apartments**  
**2601 Oakview Road**  
**Fort Smith, AR 72908**

Be sure to print off the 4<sup>th</sup> page sign it and send it in with the application.

Your application cannot be processed without the **\$20.00** application fee so be sure to send that along with your rental application and Resident Selection form.

Thank you,  
Southwest Resources

**RENTAL APPLICATION**

Name \_\_\_\_\_ D.O.B. \_\_\_\_\_ S.S.# \_\_\_\_\_ M  F   
Name \_\_\_\_\_ D.O.B. \_\_\_\_\_ S.S.# \_\_\_\_\_ M  F   
Name \_\_\_\_\_ D.O.B. \_\_\_\_\_ S.S.# \_\_\_\_\_ M  F   
Name \_\_\_\_\_ D.O.B. \_\_\_\_\_ S.S.# \_\_\_\_\_ M  F

Size of unit needed \_\_\_\_\_ Date unit is needed \_\_\_\_\_ Length of lease desired \_\_\_\_\_  
#of visiting occupants \_\_\_\_\_ Present address \_\_\_\_\_

How Long \_\_\_\_\_ Own  Rent  Home Phone # \_\_\_\_\_ Cell # \_\_\_\_\_  
Rent Amount \$ \_\_\_\_\_ Landlord \_\_\_\_\_ Phone# \_\_\_\_\_

Why are you leaving your present address?

Name of Present Employer \_\_\_\_\_ How Long \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone# \_\_\_\_\_  
Salary \$ \_\_\_\_\_ Hourly  Weekly  Monthly  Subject to Transfer? Yes  No

Spouse/Roommate Present Employer \_\_\_\_\_ How Long \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_  
Salary \$ \_\_\_\_\_ Hourly  Weekly  Monthly  Subject to Transfer? Yes  No

Do you have a pet? Yes  No  if yes Type \_\_\_\_\_ Size \_\_\_\_\_ Weight \_\_\_\_\_

Automobiles: Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_  
Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_

Applicants Drivers License # \_\_\_\_\_ ST \_\_\_\_\_ Spouse Roommates # \_\_\_\_\_ ST \_\_\_\_\_

Checking Account: Yes  No  Name of Bank \_\_\_\_\_ Acct.# \_\_\_\_\_  
Savings Account: Yes  No  Name of Bank \_\_\_\_\_ Acct.# \_\_\_\_\_

Please list two credit references:

Name of Company                      Address                      Total Owed and Monthly Payment Amount  
\_\_\_\_\_  
\_\_\_\_\_

Parent or nearest relative not living with you \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_

Please list 2 people to contact in case of an emergency:

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

How did you hear about us? Paper  Sign  Flyer  Apt. Guide  Drive By  Other   
Referral  By Whom? \_\_\_\_\_

Check only if applicable

Have you or any occupant listed in the application ever: been evicted or asked to move out?  broken a rental agreement?  declared bankruptcy?  been sued for rent?  been sued for property damage?  been arrested for a felony or sex-related crime?

Please indicate the year, location, and type of each felony and/or sex-related crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision.

I/We certify that the above information is true, to the best of my/our knowledge. I/we understand I/we acquire no rights in an apartment until this application is approved and accepted, I/we sign a lease in the form submitted to me/us, I/we make a deposit of \$100 and pay a cleaning fee of \$100 on the apartment I/we have selected, (this deposit is to be held as long as I/we occupy the apartment) and I/we pay one full month's rent in advance before occupancy of the property. All rent is due and payable in ADVANCE AT THE MANAGER'S OFFICE, ON OR BEFORE THE FIRST DAY OF EACH MONTH. If I/we fail or refuse to execute the lease when requested to do so, the deposit will be retained.

I/We acknowledge and authorize that any and all of the above information may be used by the lessor or his representative in any way connected with the processing and review of this application and may be disclosed to third parties at any time at the discretion of the lessor or his representatives. I/We give permission for credit report(s) and criminal report(s) to be accessed for evaluation.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_  
Spouse/Roommates Signature \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Application taken by \_\_\_\_\_ Approved \_\_\_\_\_ Apt # assigned \_\_\_\_\_  
Date \_\_\_\_\_

## **RESIDENT SELECTION CRITERIA**

**We are delighted that you are interested in leasing a dwelling in our apartment community. In order to help you in making your decision we have listed below the criteria for qualifying as a resident with us. WE DO NOT DISCRIMATE ON THE BASIS OR RACE, COLOR, CREED, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY OR FAMILIAL STATUS.**

- 1. A separate rental application must be fully completed, dated and signed by each applicant and all co-applicants. Only spouses can use one rental application. A \$ 20 non-refundable application fee (FOR EACH APPLICANT) must accompany all applications.**
- 2. The rental application will be reviewed at the time of submission to ensure we have all information needed to determine your eligibility.**
- 3. Each applicant must provide a government photo identification and social security card and allow it to be photocopied. All applicants must be of legal age to enter into a lease agreement.**
- 4. Employment and monthly income must be verifiable. Total monthly income of all applicants must be 3 times monthly rent. (Otherwise, a guarantor is necessary.) Self employed applicants must show tax records and/or Profits or Loss Statement. Applicants who are first-time renters or who do not have sufficient income may qualify by having the lease guaranteed by a guarantor. The guarantor must have gross monthly income of at least 6 times the monthly rent and must meet all other qualifying criteria. The guarantor must complete and sign a lease guaranty agreement. The lease may be guaranteed only by a relative or employer.**
- 5. If applicant's family will be occupying the dwelling, the family size must be appropriate for the available apartment. (i.e. no more than two persons per bedroom.)**
- 6. Applicant(s) may be denied occupancy for the following reasons:**
  - a. Falsification of the application by any applicant**
  - b. Incomplete application by any applicant**
  - c. Insufficient income (total of all applicants)**
  - d. Criminal conviction history of violent or sexual crime committed by any applicant or by other occupants who plan to live in the unit.**
  - e. Poor rental profile of any applicant. (Credit reports will be obtained)**
  - f. Poor rental profile of any applicant. Rental history of: Non-payment or frequent late payment of rent, eviction, drug use, poor housekeeping, unruly or disruptive behavior by applicant, occupants or applicant guests. Violence of persons or property by applicant, occupants or applicant guests. (rental history reports may be obtained)**

**I/WE acknowledge and authorize that any and all of the Rental Application information may be used by the Lessor or his representative in any way with the processing and review of the application and may be disclosed to third parties at any time. I/WE give permission for credit reports(s) and criminal report(s) to be accessed for evaluation.**

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CO-APPLICANT

Rev: 9/1/06