



DOVE CREEK APARTMENTS

APPLICATION FOR OCCUPANCY

Property Fax #: (225) 293-0529 _____

Property Phone #: (225) 293-0519 _____

FOR MANAGEMENT USE ONLY:

DATE FORM PRINTED _____ APT # _____

APPLICANT: _____

MOVE-IN DATE REQUESTED: _____

APPLICATION SUBMITTED ON: _____

LEASING INFORMATION (TO BE COMPLETED BY MANAGEMENT)

NAME OF APT. COMMUNITY Dove Creek Apartments APT. NO. REQUESTED _____

LEASE TERM DESIRED: FROM _____ TO _____ DATE OF VISIT TO APTS _____ MOVE-IN DATE REQUESTED _____

APT. TYPE DESIRED _____ BDRMS. RENTAL RATE \$ _____

HOW DID APPLICANT LEARN ABOUT US? _____ WHICH APT.(S) DID APPLICANT VISIT? _____

\$ _____ APPLICATION FEE (for Credit Check) \$ _____ NON-REFUNDABLE FEE (DESCRIBE) _____

\$ _____ DEPOSIT \$ _____ PET SECURITY FEE

NOTE: Each Person Who is An Applicant, Guarantor or Co-Signor Must Fully Complete a SEPARATE Application and Meet ALL Rental Qualification Requirements for Employment (Or Source of Income for Paying Rent). Rental History, Credit, and Criminal Background. A Valid Government Issued Photo ID is required with this Application and at the Time of Move-In. Submitting this application give Management permission to check Applicant's credit, rental, employment, and criminal history. This form may be used for approving occupancy of any single family home, mobile home, or other living space, and the word "apartment" includes any kind of landlord and tenant or occupancy agreement.

IN ORDER TO BE APPROVED FOR OCCUPANCY, ALL QUESTIONS MUST BE FULLY AND COMPLETELY ANSWERED.

1. PERSONAL INFORMATION

Applicant's Name _____ Birthday _____

Last Name First Middle (Jr./Sr./III) Mo. Day Year

Social Security or Individual Tax ID No. _____ Driver's License No. _____ State _____ Expiration Date _____

Telephone #: _____ Cell Phone #: _____ Email: _____

Name of Any Co-Applicant, Co-Signor, or Guarantor _____

Guarantor to Applicant? Spouse Parent Roommate Employer Other (Describe): _____

Are you currently in the U.S. Armed Forces or Reserves? Yes No If "Yes" State your Rank, Service & Duty Station: _____

What is the Reason for Moving from your current residence? _____

I learned of this community from _____

2. OTHER OCCUPANTS AND PETS IN HOUSEHOLD

Person and pets that are not listed below are NOT authorized to live in the apartment. Unauthorized occupants and pets will be a lease violation

	State all Other Occupants' Names	Ages	Relationship	Social Security or Individual Tax ID No.
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Do you have pets or service animals? Yes No Has pet ever bitten or attacked anyone? Yes No

Weight of Pet (Approx) _____ Describe Breed, Age, Type & Size of All Pets or Service Animals _____

3. EMPLOYMENT HISTORY

1. Applicant's Current Employer Company Name _____

Address: _____ City: _____ State: _____ Zip: _____

Phone No. _____ Supervisor's Name _____ Monthly Income (Gross) \$ _____

Job Description _____ Employment Dates: From _____ to _____

*PROVIDE SOURCE OF INCOME TO PAY RENT IF YOU ARE NOT CURRENTLY EMPLOYED (SEE SECTION 9): _____

4. RENTAL HISTORY

1. Applicant's Current Residence: Name of Owner and/or Apartment Community: _____
 Current Address: _____ City: _____ State: _____ Zip: _____
 Monthly Rent Pmt \$ _____ From: _____ To: _____ Phone No.: _____
2. Applicant's Previous Residence: Name of Owner and/or Apartment Community: _____
 Current Address: _____ City: _____ State: _____ Zip: _____
 Monthly Rent Pmt \$ _____ From: _____ To: _____ Phone No.: _____
Reason for Leaving: _____

5. AUTOMOBILE

_____	_____	_____	_____	_____	_____	_____
Year	Make (Ford, etc.)	Model (Taurus, etc.)	Color	License	Tag No.	State
_____	_____	_____	_____	_____	_____	_____
Year	Make (Ford, etc.)	Model (Taurus, etc.)	Color	License	Tag No.	State

6. CONTACT PERSONS

1. _____
 Name of **Family Member**, other than Spouse _____ Phone _____ Relationship _____
 Address: _____ City: _____ State: _____ Zip: _____

2. _____
 Name of **Person Other Than Family Member** _____ Phone _____ Relationship _____
 Address: _____ City: _____ State: _____ Zip: _____

7. BANKING REFERENCE

Checking Acct. (Bank Name) _____ Acct. No. _____
 Savings Acct. (Bank Name) _____ Acct. No. _____
 Address of Branch _____ Phone _____

8. CREDIT INFORMATION

Credit Card Acct. No. _____ Balance: \$ _____ Credit Card Acct. No. _____ Balance: \$ _____
 Other Monthly Debt _____ Balance: \$ _____ Car Loan With _____ Balance: \$ _____

9. OTHER INCOME OR SOURCE OF SUPPORT

Alimony/Child Support \$ _____	Name and Address of Payor _____
Public Assistance \$ _____	Name of Assistance Program _____
Social Security \$ _____	Description of Benefits _____
Retirement \$ _____	Name of Source of Payment _____
Other \$ _____	Describe Other Source _____

10. MANDATORY SCREENING QUESTIONS

YOU MUST ANSWER EACH OF THESE QUESTIONS. IF YOU ANSWER "YES" TO QUESTIONS 1-6 YOU MUST PROVIDE ADDITIONAL DETAILS.

- | | | |
|---|-----|----|
| 1. Have you or any person who will be occupying the apartment ever been evicted or a defendant in an eviction action? | Yes | No |
| 2. Is any apartment community or previous landlord trying to collect money from you or any person who will be occupying the apartment? | Yes | No |
| 3. Have you or any person who will be occupying the apartment ever filed, been discharged from, or currently under Bankruptcy? | Yes | 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) Any Felony ? Or (B) Any Misdemeanor Involving a Sexual Offense, Stalking, Illegal Use or Possession of Weapons, Assault, Battery, Theft, Fraud, Bad Checks, | Yes | No |
| 5. Have you or any person who will be occupying the apartment ever been asked to move because of an alleged lease violation of any kind? | Yes | No |
| 6. Have you ever lived in Dove Creek Apartments before? | Yes | No |

I have fully and truthfully answered Questions 1-6 above. Applicant's Initials: _____
 Provide additional information here to explain the answers to Questions 1-6 above: _____

11. APPLICANT'S AGREEMENT AND UNDERSTANDING REGARDING SUBMISSION OF THIS APPLICATION

False or Misleading Information. The failure to fill out all sections of this form may result in the denial of your application. Providing false or misleading information could result in denial of your rental application or termination of your rental agreement. It is our policy to disapprove the application of any person who could represent a threat to the health, safety, and welfare of the other residents, occupants, visitors, and staff of the apartment community. Inappropriate or abusive conduct during the application process by the applicant or those desiring to rent an apartment will result in denial of the rental application.

Equal Housing Opportunity Policy. It is Management's policy to provide housing for all applicants without regard to race, color, religion, national origin, sex, familial status or disability. Management and the owner of this apartment community are Equal Housing Opportunity providers. It is also Management's policy to provide or allow reasonable accommodations and modifications to our rental policies and apartment community to persons with demonstrated disabilities. If applicable, the applicant or resident must provide sufficient information about the need for any such accommodation or modification and allow Management sufficient time to review and approve the same. Because the property already meets all accessibility requirements, the cost of most modifications will be the responsibility of the applicant or resident. Applicant or resident agrees to provide or supplement information regarding any such requests for accommodations or modifications promptly in writing upon management's request.

Deposit. Applicant has deposited with Dove Creek Apartments \$_____, receipt hereby acknowledged, as a deposit to be refunded as provided in the lease agreement. In the event the application is approved and applicant fails or refuses to enter into a lease, Dove Creek Apartments shall retain the above mentioned deposit as liquidated damages to cover the cost of removing the premises from the market and holding same for applicant. In the event this application is disapproved or for any other reason for which Dove Creek Apartments is responsible the lease agreement is not consummated, this deposit will be returned to applicant.

Availability of Apartment Desired or Requested. At the time of this Application, applicant has expressed interest in a particular floor plan or type of apartment and may have requested occupancy of a specific apartment which was shown and listed as the desired unit and occupancy date above. Management cannot guarantee that the particular unit desired will be available on the date requested by the applicant as there are many variables which could result in delay or unavailability of the apartment unit. Applicant agrees to take occupancy of a comparable apartment offered by Management that reasonably matches the applicant's desired floor plan and move-in date. Applicant understands that Management may not be able to provide the desired apartment, floor plan, or move-in date if applicant changes his or her planned or expected move-in date. Unavailability of the desired apartment on the desired date does not relieve applicant from his or her contractual obligations under this agreement.

WARNING: YOU CAN LOSE YOUR DEPOSIT AND OTHER NON-REFUNDABLE FEES IF YOUR APPLICATION IS APPROVED AND YOU FAIL TO SIGN A LEASE OR TAKE OCCUPANCY OF THE APARTMENT. ALL APPLICATION FEES ARE NON-REFUNDABLE.

APPLICANT CERTIFIED THAT HE OR SHE HAS FULLY AND TRUTHFULLY ANSWERED ALL QUESTIONS ASKED AND VERIFIED THE ACCURACY OF ALL INFORMATION PRESENTED AND AUTHORIZES VERIFICATION OF ALL INFORMATION PROVIDED.

Authorization for Management to Verify Rental Application and Obtain Credit Report. The above information is complete and correct. I understand that Management will rely on the information provided in making a decision to accept, conditionally accept, or deny my rental application. Applicant authorizes Management and its agents to verify the information provided by obtaining my credit file, rental history, employment information and contacting my current and former employers and landlords. Applicant release Management and any third parties who provide information to verify this applicant from all liability, claims, and lawsuits with regard to the information obtained regardless of the source. Applicant agrees to indemnify and hold harmless Management, its agents, current or prior landlord, current or prior employer, and all other persons whomsoever who provide information, regardless of whether the information provided is negative.

Application Completed by Applicant on: _____ Applicant's Signature: _____

Date: _____ Print Applicant's Full Name: _____

Date and Time Application Received by Management: _____

Dove Creek Apartments

10920 Airline Hwy.

Baton Rouge, LA 70816

(225) 293-0519

(225) 293-0529 (fax)

Resident Qualifications

A Valid Government Issued ID is required with this Application and at the time of Move-In.

- Criminal History** A thorough criminal investigation will be conducted on everyone over the age of 18.
- Income** Applicant(s) must make three times the amount of one month's expected rental payment. Applicant(s) should also upon request have a verifiable income source.
- Credit** Applicant(s) must have established credit history from approved credit source. Applicant with no credit must have a co-signer.
Co-signers must have established credit.
- Age Requirements** Applicant(s) must be of legal age of 21
- Occupancy** One-Bedroom – two (2) persons
Two-Bedroom – four (4) persons
- Pet Fee** \$400.00 Non-refundable pet fee. Full grown - no more than 25lbs.
- Security Deposit** \$350.00 - \$475.00
- Application Fee** \$40.00 per applicant (Non-refundable)

In the event the application is approved and applicant fails or refuses to enter into the contemplated lease, the owner shall retain the said deposit as liquidated damages. In the event the application is disapproved for any reason, the deposit will be refunded.

