

HARVARD OAKS TOWNHOMES

APPLICATION DOCUMENTS INCLUDED

Application Form:

- Please complete both pages of the application form and sign.
- You may fax in application to 586.932.3055
- You can drop off at our Model anytime in the drop box located in the front door.
 - Include cash or money order for \$55 (non-refundable) per applicant for the application fee.

Release of Information Form:

- This form gives us your permission to run your credit, background check, and sex offender registry search.
- Please read carefully and sign.

Identification:

Each applicant shall provide copies of the following forms of identification to process your application.

- Drivers License or State Identification Card and one of the following:
 - Social Security Card
 - Visa or Green Card
 - Passport

Rental History: IF APPLICABLE

- Fill in the Landlords name, address, and contact information
- Sign the authorization for information
- Send the form to your landlord to complete
- Fax or deliver to Harvard Oaks Leasing Office.

Employment Verification:

- Fill in the Employers name, address, and contact information.
- Sign the authorization for information
- Send the form to your employer to complete
- Copy of 2 most recent check stubs
- Fax or deliver to Harvard Oaks Leasing Office.

THANK-YOU FOR CHOOSING HARVARD OAKS!!

Harvard Oaks Townhomes

586-580-3915

-----For Office Use Only-----

Applicant's Name: _____ Today's Date: _____
Apt. Preferred: _____ Move-in date: _____
Monthly Rent: _____ Security Deposit: _____

Applicant #1

Name: _____ Social Security #: _____
Address: _____ ID/Drivers License #: _____
City: _____ State: _____ Zip: _____ Date of Birth: _____
Phone: Home: _____ Cell: _____ Employer: _____
Work: _____ Other: _____ Address: _____
E-mail: _____ City/State/Zip: _____
May we contact you through e-mail? Yes No Position/Title: _____
Circle One: Salary: \$ _____ per year/month/hour
Own Living with relative Rent In a lease: Yes or No Supervisor Name: _____
Landlord/Mortgage Co. _____ Supervisor Phone: _____
Address: _____ Length of employment: _____
City: _____ State: _____ Zip: _____ Other Income
Phone _____ Source: _____
Current monthly payment: \$ _____ Amount: _____
Previous Address (if less than 2 years at current address) Source: _____
Address: _____ Amount: _____
City: _____ State: _____ Zip: _____ Source: _____
Landlord/Mortgage Co. _____ Amount: _____
Phone: _____

Applicant #2

Name: _____ Social Security #: _____
Address: _____ ID/Drivers License #: _____
City: _____ State: _____ Zip: _____ Date of Birth: _____
Phone: Home: _____ Cell: _____ Employer: _____
Work: _____ Other: _____ Address: _____
E-mail: _____ City/State/Zip: _____
May we contact you through e-mail? Yes No Position/Title: _____
Circle One: Salary: \$ _____ per year/month/hour
Own Living with relative Rent In a lease: Yes or No Supervisor Name: _____
Landlord/Mortgage Co. _____ Supervisor Phone: _____
Address: _____ Length of employment: _____
City: _____ State: _____ Zip: _____ Other Income
Phone _____ Source: _____
Current monthly payment: \$ _____ Amount: _____
Previous Address (if less than 2 years at current address) Source: _____
Address: _____ Amount: _____
City: _____ State: _____ Zip: _____ Source: _____
Landlord/Mortgage Co. _____ Amount: _____
Phone: _____

List all other occupants:

Name: _____ Social Security # _____
Name: _____ Social Security # _____
Name: _____ Social Security # _____
Name: _____ Social Security # _____

Pet Information:

Do you have a pet? Yes No How many? _____
Type _____ Breed _____ Weight _____
Type _____ Breed _____ Weight _____

*Note: Pets allowed only with consent of management. Some restrictions apply. Pet interview & photo required.

How many vehicles are in the household?					
Automobile Make:	_____	Automobile Make:	_____	Automobile Make:	_____
Automobile Model:	_____	Automobile Model:	_____	Automobile Model:	_____
Year:	_____	Plate:	_____	Color:	_____
Year:	_____	Plate:	_____	Color:	_____

Emergency Contact:		Emergency Contact:	
Phone:	_____	Phone:	_____
Relationship:	_____	Relationship:	_____
Address/City/State/Zip:	_____	Address/City/State/Zip:	_____

Bank Name:		Bank Name:	
Branch:	_____	Branch:	_____
Type of account:	_____	Type of account:	_____

Have you:		Applicant #1		Applicant #2	
		Circle One		Circle One	
	Declared Bankruptcy within the past two years? _____	Yes	No	Yes	No
	Not fulfilled a lease term within the past five years? _____	Yes	No	Yes	No
	Ever been evicted? _____	Yes	No	Yes	No
Ever been convicted of a felony? _____	Yes	No	Yes	No	
If yes to any of these questions, please explain: _____					

Fees:					
The application fee and a holding deposit are required to hold an apartment or for placement on the Priority Waitlist is due at the time of application.					
Application Fee:	\$	_____			
Holding Deposit:	\$	_____			
Other:	\$	_____	Explain: _____		
Total Paid:	\$	_____			
			Payment Type:	Check	Money Order
				Credit Card	

- Upon approval of your application, you will be notified with the terms of the Security Deposit. Security Deposit requirement is determined by creditworthiness.
- All adult members of the household must be lessees and fill out an application. A credit report and criminal report are used in the application review process.
- Approved applications: The holding deposit is retained on your account until the lease is signed and then applied to the security deposit.
- Denied applications: The holding deposit is refunded within 30 days of decision.
- Cancelled applications: Cancellation fee equals the application fee and holding deposit amounts. No refunds on cancellations.
- I consent to allow Harvard Oaks L LC., through its agent and employees, to obtain and verify my credit information, criminal history, investigative consumer report, consumer report, employment, income, and landlord references, for any purpose, including determining whether or not to lease to me an apartment. I understand that should I lease an apartment, Harvard Oaks L shall have a continuing right to review these items, in addition to my residency application, payment history and occupancy history for account review purposes and for improving application methods. Harvard Oaks LLC. may obtain information from any source and may exchange credit information with consumer reporting agencies.
- I also affirm that all information in this application is true and complete. I make this representation knowing that if any such information proves false, Harvard Oaks LLC. may cancel and annul any lease given in reliance upon such information.
- Upon signing the lease, the Residency Application becomes an amendment to the lease.
- Harvard Oaks LLC. will comply with all Federal, state and local laws regarding Fair Housing Practices. It is the resident's responsibility to request any reasonable accommodation or reasonable modification. Requests should be in written form to document the request.

Applicant Signature

Applicant Signature

Date Signed: _____

Landlord Agent

Date Signed: _____

<i>For Office Use Only</i>		
<input type="checkbox"/>	Application Approved with the following terms and conditions:	
<input type="checkbox"/>	Application Denied (See attached report)	Initials: _____ Date: _____





Rental Verification

Date _____

To _____ From _____

Phone _____

Fax _____

We have received an application for lease from your current/former resident. Please provide the following information. If you have any questions, please contact our office. Thank you for your time and attention.

Applicant/Resident Name _____

Address at your community _____

Length of residency: _____

Were rent payments made on time? Yes No

If no, how many times were they late in the past 12 months? _____

Are you involved in any eviction proceedings at this time? Yes No

If yes, please explain. _____

Any noise complaints? Yes No

Any policy violations? Yes No

If yes, please explain. _____

Would you rent to them again? Yes No

Additional Comments: _____

Signature _____

Print Name _____

Title _____

Date _____

Authorization
I authorize the release of my rental history to Harvard Oaks LLC.

Signature _____

Date _____



Date _____
To _____ From _____

Phone _____
Fax _____

We have received an application for lease from your current/former employee. Please provide the following information. If you have any questions, please contact our office. Thank you for your time and attention.

Applicant/Employee Name _____

Length of employment: _____

Start Date _____ End Date _____

Wages: \$ _____ Per Hr Week Month Year
Circle one please

Is the employee eligible for bonuses, commissions, or other forms of compensation? Yes No

If yes, please explain. _____

Additional Comments: _____

Signature _____
Print Name _____
Title _____
Date _____

Authorization

I authorize the release of my employment information to Harvard Oaks LLC.

Signature _____
Date _____

RELEASE OF INFORMATION

I, _____, represent that I am applying to rent a residential premises from Harvard Oaks Townhomes.

It is important that my prospective landlord or property manager be provided with information regarding my tenancy with current or former landlord or property managers, credit history, employment history, and any criminal records. Appfolio Property Manager will be providing said information.

I, the above named, give Appfolio Property Manager and Harvard Oaks Townhomes permission to communicate with my current and former landlord or property manager for the purpose of discussing any and all of the facts and circumstances of my current or former tenancy, as well as the other information listed on my application. There are no limitations or restrictions regarding what may be discussed or revealed to Harvard Oaks Townhomes and Appfolio Property Manager. I also give my permission to communicate with my current employer(s) and/or supervisor(s) for the purpose of verifying the employment information listed on my application. I am aware that a credit history, eviction search and/or criminal background check will be done in conjunction with my application.

I hereby hold Harvard Oaks Townhomes and Appfolio Property Manager free and harmless of any liability for providing written or verbal information and/or discussing the quality of my tenancy with current and former landlords property managers, supervisors, or employers.

I understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

(Signed/Applicant) Date