

# AUTUMN PARK APARTMENTS

## Application Requirements/Agreement to Lease

**APPLICATION FEE:** The application fees are \$50.00 per person or \$50.00 per married couples. The application(s) must be signed and filled out completely. This fee is *non-refundable*. You must be eighteen (18) years or older to apply for an apartment.

**HOLDING FEE:** A \$200.00 holding fee will hold the apartment. Should you choose to cancel, this fee is *non-refundable*. If for some reason your application is denied, the fee is refundable in full.

*Two Separate  
Checks Payable  
to  
Fieldstone  
Associates*

### **REQUIREMENTS:**

1. Positive credit history.
2. Positive rental history.
3. Your annual gross salary must be equal to or greater than three (3) times the annual rent.
4. Employment verification – one month’s worth of current pay stubs (or copy of offer of employment letter). If you are self-employed or retired, we will need to see copies of last year’s tax return as proof of income.
5. Copies of Social Security Card and Driver’s License.
6. Any lease that is executed through the mail and not witnessed by the Property Manager or Leasing Manager, must be executed and witnessed in the presence of a Notary Public.

### **PRIOR TO MOVE IN:**

Fees due prior to move in are as follows...

1. Security Deposit – (equivalent to one month’s rent). This is due at the time the lease is signed. This must be in the form of a certified check or money order made payable to **FIELDSTONE ASSOCIATES**.
2. First Month’s Rent - This is due at the time the lease is signed. In the event the move in date falls after the first of the month, this amount will be pro-rated. This will include the sewage fees. If the move in date is on or after the 10<sup>th</sup> of the month, you will be required to pay the next month’s rent in addition to the pro-rate. This must also be in the form of certified check or money order made payable to **FIELDSTONE ASSOCIATES**.

The above must be paid with Two (2) Separate **CERTIFIED CHECKS** or **MONEY ORDERS**- 1 check for the Security Deposit; 1 check for the First Month’s Rent/Sewer and any Pro-rated Rent/Sewer.

3. Proof of renter’s insurance.
4. Proof that electric, gas, and water utilities are in your name prior to the move in.

**FIELDSTONE MANAGEMENT RENTAL APPLICATION**

**APPLYING AT:** AUTUMN PARK APARTMENTS **MOVE-IN DATE:** \_\_\_\_\_

**APPLICANT/SPOUSE** (Unmarried Applicants, Please Fill Out Separate Applications)

**NAME(S):** \_\_\_\_\_ **SOCIAL SECURITY NO.:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

The Following Persons Will Also Occupy The Above Apartment: (Name, Relationship, and Age)  
\_\_\_\_\_  
\_\_\_\_\_

**RESIDENCE:**

Current Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ (Rent-Own-Other) Dates: \_\_\_\_\_ to \_\_\_\_\_  
Landlord/Mortgage Co.: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_  
Rent/Mortgage Payment: \$ \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_  
Previous Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ (Rent-Own-Other) Dates: \_\_\_\_\_ to \_\_\_\_\_  
Landlord/Mortgage Co.: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_  
Rent/Mortgage Payment: \$ \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_

**EMPLOYMENT:**

Present Employer: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Income: \$ \_\_\_\_\_ wk/mo/yr Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_  
Previous Employer: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Income: \$ \_\_\_\_\_ wk/mo/yr Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_  
Spouse's Employer: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Income: \$ \_\_\_\_\_ wk/mo/yr Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_  
Additional Income: \$ \_\_\_\_\_ wk/mo/yr Source: \_\_\_\_\_

**CREDIT REFERENCE:**

Credit Cards/Loans \_\_\_\_\_ Account Number \_\_\_\_\_ Monthly Payments \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
Have you ever been evicted from an apartment? YES/NO  
Have you ever been in breach of a rental or mortgage agreement? YES/NO  
Have you ever filed for bankruptcy? YES/NO If yes, when \_\_\_\_\_  
Do you currently have any negative credit accounts for loans? YES/NO  
Do you pay child support? YES/NO If yes, what is the amount you pay? \$ \_\_\_\_\_ wk/mo/yr

**BANKING HISTORY:**

Bank Name: \_\_\_\_\_ Checking Account No.: \_\_\_\_\_  
Address: \_\_\_\_\_ Savings Account No.: \_\_\_\_\_  
Make of Auto: \_\_\_\_\_ Year: \_\_\_\_\_ Driver's License No.: \_\_\_\_\_  
License Plate No.: \_\_\_\_\_ State: \_\_\_\_\_ Making Payments To: \_\_\_\_\_ Monthly Amt.: \$ \_\_\_\_\_  
Nearest Relative (To Be Contacted In Case Of Emergency): \_\_\_\_\_ How Related? \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**LEASE INFORMATION:**

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Move In Date: \_\_\_\_\_  
Size of Apt: \_\_\_\_\_ Monthly Rent: \_\_\_\_\_ Sewer: \_\_\_\_\_  
Holding Fee: \$200.00 Leasing Specialist: \_\_\_\_\_

In the event the rental application is approved, the owner or agent will apply the deposit of \$200.00 toward the first month's rent. If the application is approved, but the undersigned chooses not to and/or does not enter into the lease within two (2) weeks of approval, the deposit will be forfeited as liquidated damages incurred by the owner as a result of not having been able to rent the apartment to another party during this time, unless otherwise agreed to in writing. Upon rejection of the application, the undersigned will be refunded the full holding fee.

APPLICANT(S) certifies and represents that all information on this application is correct; that he/she is not breaking his/her lease, that he/she has paid his/her rent/mortgage payments in a timely fashion; that he/she has received no notices of Lease Termination or Eviction; that he/she has not filed for bankruptcy within the past five (5) years, and is presently financially solvent; and that no adverse credit information is on record. APPLICANT(S) hereby understands that the discovery of any negative rental/mortgage, credit or financial information or providing any false information is reason for denial. A non-refundable charge of \$50.00 will be retained for credit check purposes.

APPLICANT(S) authorizes LESSOR and/or CAVALIER PROPERTY SERVICES, INC. to verify the accuracy of all statements in this application, and also authorizes all employers, present and previous landlords, and creditors to release all information concerning applicant or applicant's account(s) for the purpose of verifying this application and determining applicant's ability to afford the contractual obligations of the lease. Applicant releases all persons delivering this information from any inadvertent error.

I agree that a signed lease agreement, along with the security deposit equal to one month's rent, is due within 14 days after the application has been approved. I also agree that first month's rent and security deposit are due at the time the lease is signed.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_