



Apt. No. \_\_\_\_\_ Apt. Type \_\_\_\_\_  
 Monthly Rent \_\_\_\_\_ Move-In Date \_\_\_\_\_  
 Source \_\_\_\_\_  
 Lease Dates \_\_\_\_\_  
 Concession Amt \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**APPLICATION FOR RESIDENCY**

Today's Date \_\_\_\_\_ (Each co-resident must submit separate application.)

Applicant's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_  
First Middle Last

Marital Status \_\_\_\_\_ Driver License No. \_\_\_\_\_ State \_\_\_\_\_

Spouse's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_  
First Middle Last

Email Address: \_\_\_\_\_ Driver License No. \_\_\_\_\_

**Other Occupants:**

_____ <i>Name</i>	_____ <i>Date of Birth</i>	_____ <i>Relationship</i>	_____ <i>Name</i>	_____ <i>Date of Birth</i>
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_____ <i>Name</i>	_____ <i>Date of Birth</i>	_____ <i>Relationship</i>	_____ <i>Name</i>	_____ <i>Date of Birth</i>
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Emergency Contact:

_____ <i>Name</i>	_____ <i>Relationship</i>	_____ <i>Phone No.</i>
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**RESIDENT HISTORY**

Present Address \_\_\_\_\_  
Street Apt# City State ZIP

Dates: From – To \_\_\_\_\_ Monthly Payment \_\_\_\_\_ Present Home Phone No. \_\_\_\_\_

Present Landlord/Resident Mgr/Mortgage Co. \_\_\_\_\_ Phone \_\_\_\_\_ Rent/Own \_\_\_\_\_

(Circle)

Reason For Moving \_\_\_\_\_ Moving From: Apt./ Condo/ Home/ Townhouse/

Other (Circle)

Previous Address \_\_\_\_\_  
Street Apt# City State ZIP

Dates: From – To \_\_\_\_\_ Monthly Payment \_\_\_\_\_

Previous Landlord/Resident Mgr/Mortgage Company \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Moving \_\_\_\_\_ Moving From: Apt./Condo/ Home/ Townhouse/

Other (Circle)

Reason for Leasing Here \_\_\_\_\_

Have you ever been evicted from any leased premises? \_\_\_\_\_ If yes, explain \_\_\_\_\_

**EMPLOYMENT**

Supervisor \_\_\_\_\_ Employed Since \_\_\_\_\_

Present Employer \_\_\_\_\_ Position \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone No. \_\_\_\_\_

Supervisor \_\_\_\_\_ Employed Since \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone No. \_\_\_\_\_

Supervisor \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Spouse's Employer \_\_\_\_\_ Position \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone No. \_\_\_\_\_

**PET**

Do you own any pets? \_\_\_\_\_ If so, how many? \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_

**INCOME**

Total anticipated income from date of move-in through the next 12 months

Annual Salary (including fees, tips, commission and bonuses) \_\_\_\_\_  
 Annual Salary (Spouse) \_\_\_\_\_  
 Additional Annual Income \_\_\_\_\_  
 Total Amount of Assets (Stocks, Bonds, Savings Account, Equity in Real Property, Capital Investments, etc.) \_\_\_\_\_  
 Income from Assets \_\_\_\_\_  
 Total Anticipated Income \_\_\_\_\_

**DEPOSIT**

The undersigned warrants and represents the information on this rental application to be true and correct. All persons and/or firms named may freely give any requested information concerning me and I hereby waive all right of action for any consequence resulting from such information. The undersigned applicant(s) hereby authorizes the manager to release any and all information contained in this application on behalf and for the benefit of the undersigned applicant(s).

I hereby deposit the following with management as a good faith deposit in connection with this application for residency:

	Required Amt.	Amount Paid	Date Paid	Amount Paid	Date Paid
Nonrefundable Application Fee	\$ _____	\$ _____	_____	\$ _____	_____
Security Deposit (Pet and Premises)	\$ _____	\$ _____	_____	\$ _____	_____
Nonrefundable Redecoration Fee	\$ _____	\$ _____	_____	\$ _____	_____
Nonrefundable Pet Fee	\$ _____	\$ _____	_____	\$ _____	_____
Total	\$ _____	\$ _____	_____	\$ _____	_____

If my application is accepted, I understand the security deposit (Pet and Premises) will become my refundable security deposit upon meeting the terms of the lease and the community rules and regulation. If, for any reason management decides to decline my application, then management will refund this good faith deposit and the nonrefundable fees, excluding the application fee, to me in full. If this application is approved and I fail to occupy the premises on the agreed upon date, except for delay caused by construction or the holding over of a prior resident, I understand that management will assess damages against the deposit for the amount of rental lost or any expenses incurred due to my cancellation. As these costs are difficult to ascertain, I agree to forfeit the refundable portion of the security deposit (premises only) as liquidated damages for the apartment I agreed to occupy.

**APPLICATION FEE**

Applicant has submitted the application fee listed above which is a nonrefundable payment for a credit check and processing charge of this application. Such fee is not a rental payment or security deposit. This amount will be retained by management to cover the cost of processing application as furnished by the applicant; any false information will constitute grounds for rejection of application. The undersigned warrants and represents the information on this rental application to be true and correct.

TITLE VIII of the CIVIL RIGHTS ACT OF 1966 and subsequent amendments make discrimination based on race, color, religion, sex, familial status, or national origin illegal in connection with the rental of most housing. The Federal agency which administers compliance with this law concerning this company: Department of Housing and Urban Development.

**EQUAL CREDIT OPPORTUNITY**

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of sex or marital status. The Federal agency which administers compliance with this law concerning this company: Equal Credit Opportunity, Federal Trade Commission, Washington, D.C. 20580.

**CONSUMER AUTHORIZATION TO OBTAIN CONSUMER REPORT**

I hereby authorize Audubon Oaks, Ltd. to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I hereby expressly release Audubon Oaks, Ltd., and any procurer or furnisher of information, from any liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies.

\_\_\_\_\_  
 Applicant's signature

\_\_\_\_\_  
 Spouse's

\_\_\_\_\_  
 Signature



## Resident Selection Criteria

**Application Fee:** A non-refundable application fee shall be paid with each application. Each occupant over the age of 18 must complete an application and meet the credit scoring, rental verification and income requirements.

**Guarantor (co-signer):** If a guarantor is required, the guarantor must complete an application, pay the application fee, meet all qualifying criteria, and sign the Lease.

**Security Deposit:** A security deposit in accordance with the Lease will be required. This payment can be in the form of a money order or personal check made payable to the property.

**Application Declined:** If the application is declined, the applicant will be notified and the security deposit will be refunded. The application fee is non-refundable. If your application is declined or is accepted with conditions, you may request the name, address and telephone number of the consumer reporting agencies, which provided the consumer information to us. An applicant declined for unsatisfactory credit is encouraged to obtain a copy of the credit report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration.

**Application Canceled:** If the application is approved and an applicant decides for any reason not to lease the apartment, management will assess damages against the deposit for the amount of rental lost or any expenses incurred due to the cancellation – this amount is equal to the amount of the deposit that was held.

**Identity and Age Verification:** Government issued photo identification will need to be presented by all applicants. All applicants must be at least 18 years of age.

**Income Verification:** If your application is accepted or accepted with conditions, verification of income will be required. Acceptable forms for verification are recent pay stubs, recent bank statements (showing balance for the three most recent months) or a W2 form, if self-employed. If currently seeking employment, bank statements showing substantial balance for three consistent months will suffice. All income must be verifiable. Cash payments, as income, are not verifiable income. Child Support or Spousal Support can not be included as income, as it is dependant on another person paying this income, not the applicant. If we are unable to verify your income or your income is contrary to your application, acceptance of your lease application will be withdrawn. Failure to provide required documentation of your income prior to taking occupancy will automatically deny your right to residency. Each resident must make three times the rent to qualify. A married couple can combine their income to qualify. Individual applicants must qualify on their own. A co-signor can be used if a resident does not qualify with income.

**Occupancy Standards:** No more than two occupants shall be permitted per bedroom in each floor plan. One bedroom – no more than two occupants: two bedrooms – no more than four occupants: three bedrooms – no more than six occupants. (If the apartment has an acceptable floor plan that would temporarily accommodate an infant up to the age of one and one-half years, then in addition to two occupants per bedroom, your family may also have one infant that is less than one and one-half years of age).

**Resident History Verification:** All applicants will have their previous rental/mortgage history verified. If a current mortgage appears on the credit report and is in good standing, and a house is being sold, documentation of this transaction will be required. If the applicant is keeping this house, the income requirement of 3x's the rent will apply and will include the amount due on the mortgage payment. An application will automatically be declined if an applicant has an eviction, foreclosure, or has a collection for another apartment community.

**Scoring of your Credit Report:** We use First American Registry/SafeRent for the applicant screening process, which uses an empirically derived, statistically sound, credit scoring system to evaluate your consumer credit report. Credit scoring is based on real data and statistics, so it treats all applicants objectively. Your consumer credit report contains information about you and your credit experiences, such as your bill-payment history, the number and type of accounts that have late payments, collections actions, outstanding debt, and the age of your accounts. Using a statistical program, this information is compared to the credit performance of other applicants with similar profiles which predicts how likely it is that you will pay your rent in a timely manner and fulfill your other lease obligations. Based upon your credit score, your application will be accepted, declined or accepted on the condition that an additional security deposit is paid. Falsification of any information provided on the application will automatically deny your right to residency.

**Criminal Background Search:** If your application is accepted or accepted with conditions, a criminal background search will be conducted on each occupant including all persons 18 years of age and older. We reserve the right to reject the application of any individual whose tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy would result in substantial physical damage to the property of others. A felony conviction will result in an application not being accepted. All misdemeanor convictions must be at least 5 years prior to the date of application to be considered. In addition, if the criminal background search reveals past criminal behavior, which is contrary to your rental application, acceptance of your application will be withdrawn and damages assessed against any security deposit held.

**Please sign below that you have read and understand the criteria stated above as established by Audubon Oaks, Ltd:**

\_\_\_\_\_  
Applicant's Signature/Date

\_\_\_\_\_  
Applicant's Signature/Date

\_\_\_\_\_  
Authorized Agent for Audubon Oaks, Ltd.  
Signature/Date



## EMPLOYMENT VERIFICATION

Employer Name: \_\_\_\_\_

Employer Phone: (\_\_\_\_) \_\_\_\_\_ Employer Fax: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ has applied for residency at **Audubon Oaks Apartments** in Lakeland, FL. As part of our processing, we require one (1) year employment history from their current/previous employer.

Current Address of Applicant:

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

### We ask that you complete the following:

Dates of Employment: from \_\_\_\_\_ to \_\_\_\_\_

Position Held / Job Title: \_\_\_\_\_

Base Income: \$ \_\_\_\_\_ weekly | monthly | annually (circle one)

Overtime: \$ \_\_\_\_\_ weekly | monthly | annually (circle one)

Other (tips, commissions, bonus, etc.) \$ \_\_\_\_\_ weekly | monthly | annually (circle one)

\_\_\_\_\_  
**Employer's Signature**

\_\_\_\_\_  
**Print Name**

Thank you for your prompt attention to this matter. Please fax the completed form to our office at **(863) 853-6975**.

Respectfully Submitted,

Audubon Oaks Management

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## RESIDENT AUTHORIZATION

I hereby authorize my current employer referenced above to release this information to Audubon Oaks Apartments. I also understand that this information will be used to determine my eligibility as a future Resident.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**



## LANDLORD REFERENCE

Landlord Name: \_\_\_\_\_

Landlord Phone: (\_\_\_\_) \_\_\_\_\_ Landlord Fax: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ has applied for residency at **Audubon Oaks Apartments** in Lakeland, FL. As part of our processing, we require one (1) year resident history from their current/previous landlord.

Current Address of Applicant:

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

### We ask that you complete the following:

Dates of Residency: from \_\_\_\_\_ to \_\_\_\_\_

Monthly Rent: \_\_\_\_\_

Was Rent ever late? Yes \_\_\_\_ No \_\_\_\_ If yes, please explain: \_\_\_\_\_

Any NSF's? Yes \_\_\_\_ No \_\_\_\_ If yes, please explain: \_\_\_\_\_

Are they or have they ever been under eviction? Yes \_\_\_\_ No \_\_\_\_

Would you re-rent to them? Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_  
**Landlord's Signature**

\_\_\_\_\_  
**Print Name**

Thank you for your prompt attention to this matter. Please fax the completed form to our office at **(863) 853-6975**.

Respectfully Submitted,  
Audubon Oaks Management

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## RESIDENT AUTHORIZATION

I hereby authorize my current landlord referenced above to release this information to Audubon Oaks Apartments. I also understand that this information will be used to determine my eligibility as a future Resident.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**