

Long Management Company Qualifying Criteria (2018)

Thank you for considering one of our locations for your new home! In order to assist you in making your decision, we have listed below the criteria for qualifying as a resident with us.

- Each applicant that is 18 years and older must fill out a rental application. Spouses may complete one application. The application fee must be paid at the time of the application for the application to be processed. This application fee is non-refundable and does not guarantee the applicant approval of the application. Current application fees are: \$45 1st application /Married couple and \$30 for each additional applicant. Receipt of the rental application does not secure the apartment for occupancy. In order to take the apartment off the market the security deposit must be paid.
- The combined household income must be close to 3 times the amount of monthly rent.
- Once an application is received the information provided is verified and the application is processed in accordance with the Fair Housing Act.
- Applicants may be denied an apartment for the following reasons: False information provided, incomplete application, insufficient income, criminal conviction of any crime, history of violent or sexual crime committed by an applicant or by any other occupant, or poor rental history.
- Occupancy limit: 2 persons in a 1 bedroom and up to 4 persons in a 2 bedroom.
- Pets: There is a maximum of 2 pets per apartment. We accept indoor cats and small dogs only.
- The Lease Agreement is for 1 year.
- This is a Smoke Free Community

Thank you again and please do not hesitate to ask any questions that you may have!

Applicant's Signature/Date

Applicant/s Signature/Date

Location: _____

Apartment: _____

Monthly Rent: _____

Move-In Date: _____

Security Deposit: _____

Date Received: _____

Pet Deposit Amount: _____

Pet Deposit Date Paid: _____

Rental Application

Applicant information

Name: First	Middle	Last	Birth Date	Social Security #
Email address:		Home Phone	Cell Phone	Driver's License#
Spouse's Name: First	Middle	Last	Birth Date	Social Security#
Email address:		Home Phone	Cell Phone	Driver's License#

Rental History

Current Residence				
Address	City	State	Zip	
Monthly Rent	Dates of residency	Reason for moving		
Owner/Manager Name	Phone Number			
Previous Residence				
Address	City	State	Zip	
Monthly Rent	Dates of residency	Reason for moving		
Owner/Manager Name	Phone Number			

Employment History

Current Employer	Occupation	Employer Address		
Phone Number	Dates of Employment	Monthly Income		
Spouse's Employer	Occupation	Employer Address		
Phone Number	Dates of Employment	Monthly Income		
Other Income	Source	Amount		
Emergency Contact	Phone	Relationship		
Vehicle Year	Make	Model	Color	Tag
Vehicle Year	Make	Model	Color	Tag

General Information

Have you or your spouse left owing money to a landlord or had eviction filed? Yes _____ No _____
Have you ever had adjudication withheld or been convicted of a crime? Yes _____ No _____
Is anyone in your household a smoker? Yes _____ No _____
Do you have any pets? Yes _____ No _____. If so, please list type, breed, weight and age _____

AUTHORIZATION OF RELEASE OF INFORMATION: Applicant represents that all of the above information and statements on the application are true and complete and hereby authorizes a consumer report including, but not limited to, residential history, employment history, criminal history, court records and credit records. This application must be signed before management can process it. Application acknowledges that false or omitted information herein may constitute grounds for rejection of this application, termination of right or occupancy, and/or forfeiture of fees and deposits and may constitute a criminal offense under the laws of this state. Resident agrees to pay a non-refundable application fee \$_____. Once management has received the application the applicant will be notified of approval or denial with 72 hours. After the minimum-security deposit is paid to management to secure the apartment, the applicant acknowledges by signing below that he or she has 72 hours thereafter to cancel said security deposit or it will be forfeited to management.

Applicant Signature/Date _____ Spouse Signature/Date _____