

Date: _____

Dear Applicant:

Thank you for your interest in our community! We take pride in our management and in our apartment community. We screen all of our applicants carefully and verify all information provided to us.

- Anyone 18 years and older must fill out a rental application
- We run a credit check on EVERY applicant.
- We run criminal checks on ALL applicants and require all applicants provide us with a local.
- We run a sexual predator check on ALL applicants.
- We check previous rental history.
- We verify income.

The same screening and verification process is implemented for every applicant. By submitting an application to our community, you acknowledge these checks and verifications will be done and give us your permission to do so by signing your application.

Please, sign and fill out your application completely. If you do not, we will NOT be able to process the application successfully. **Please, leave NO question unanswered.** If you have any questions when filling out the application, please ask for assistance, we are here to be of service to you. We do charge an application fee, the amount is located at the top of your application, your application will not be processed until the application fee has been paid.

Please return along with your completed application:

- A local Sheriff's or Police Department background report for all applicants age 18 and over
- Application fee per applicant – We ONLY accept check/money order (NO CASH)
- Approximately one (1) month of pay history
- Copy of Social Security card for ALL members of the household

We will do our best to process your application quickly and will notify you in writing within 10 business days the status of your application. Once again, thank you for your interest in our community!

Sincerely,

Biggs Property Management



PROPERTY MANAGEMENT

522 S 13th St | Decatur, IN 47333

RentBiggs.com

An applicant fee of \$50 per applicant and co-applicant is due at the time the application is returned. Applicants must be over 18 and have the legal capacity to sign a lease.

CONVENTIONAL RENTAL APPLICATION

Property Desired: _____

Date of Application: _____ Desired Move-In Date: _____ Type/Size Apartment Desired _____

Would you or anyone in your household benefit from the features of a handicap-accessible unit? Yes ___ No ___

Applicant's Full Name (First, MI, Last)		Date of Birth	Co-Applicant's Full Name (First, MI, Last)		Date of Birth
Phone #		E-mail		Phone #	
Cell/Alternative #		Social Security # / I-94 #		Cell/Alternative #	
Driver's License/ID #		Issuing State:		Driver's License/ID #	
Current Address			Current Address		
City:		State:	City:		State: Zip:
Move In Date	Move out Date	Monthly Rent		Move In Date	Move out Date Monthly Rent
Reason for Moving		Landlord Name		Reason for Moving	
Landlord Address			Landlord Address		
City:		State:	City:		State: Zip:
Landlord Phone #		Comments:		Landlord Phone #	
Previous Address: City: State: Zip:			Previous Address: City: State: Zip:		
Move In Date	Move out Date	Landlord Name		Move In Date	Move out Date Landlord Name
Landlord Address: City: State: Zip:			Landlord Address: City: State: Zip:		
Landlord Phone #		Comments:		Landlord Phone #	

Additional Household Members: If member is over 18 they must also submit an application and pay a \$50 application fee.

Full Name (First, MI, Last)	Relationship to Applicant	Social Security #	Date of Birth



Income information: To determine your eligibility to occupy a unit at this project, we need to know the amount of income earned by your household. You must list any income in which you and your household members receive. If you have been with your current employer for less than 3 months, please provide information on your previous employer.

Applicant		Co-Applicant	
Current Employer	Address	Current Employer	Address
Monthly Gross Received	Phone #	Monthly Gross Received	Phone #
Previous Employer	Address	Previous Employer	Address
Monthly Gross Received	Phone #	Monthly Gross Received	Phone #

Other Income to be Considered	Amount of Income	Other Income to be Considered	Amount of Income
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List any cars, trucks or other vehicles to be parked on the premises:

Make/Model	Year	Color	License Plate #
Make/Model	Year	Color	License Plate #

Status: This information is not used to evaluate your application in any way, it is simply used to assure the Federal Government that Federal Laws prohibiting discrimination are complied with. You are not required to furnish this information, but are encouraged to do so. If you do not furnish it, the Landlord is required to note race/ethnicity/& Gender of the individual applicant(s) on the basis of visual observation & review of documents.

Race	Gender	Ethnicity:
	Prefer not to Disclose <input type="checkbox"/>	Hispanic <input type="checkbox"/> Not Hispanic <input type="checkbox"/>
Race	Gender	Ethnicity:
	Prefer not to Disclose <input type="checkbox"/>	Hispanic <input type="checkbox"/> Not Hispanic <input type="checkbox"/>

General Information:

Have you, your spouse, or any other proposed occupant ever:

1. Filed for bankruptcy Yes No
2. Been evicted from any residence? Yes No
3. Willfully or intentionally refused to pay rent? Yes No
4. Been charged with any misdemeanor or felony? Yes No
5. Been charged with possession, sale, or delivery of any illegal or controlled substance? Yes No
6. Been required to register as a sex offender Yes No

If you answered yes to any of the above questions, please explain below:

Please Provide 2 personal references for each applicant

Applicant References		
Name	Relationship	Phone #
Name	Relationship	Phone #
Co-Applicant References		
Name	Relationship	Phone #
Name	Relationship	Phone #

Pets: If you plan to have pets, please provide the following info.

Breed	Weight	Description
Breed	Weight	Description

This application is to be completed fully and in detail. If additional pages are necessary, please attach them. The information provided will be used in the tenant selection process by Landlord and is subject to verification by Landlord. In the event any information provided is later determined to be false, Landlord may, in Landlord's sole discretion, terminate any lease. Landlord's gathering of information from and about prospective tenants is for the benefit of the Landlord only, and does not create any right of reliance on the part of any tenant or occupant part regarding the behavior or character of any other tenant or occupant of the community.

Your signature on this form authorizes Landlord to obtain any information that is pertinent to eligibility according to federal law, for residency at the housing complex in which you reside/have applied. Any individual or organization may be asked to release information.

Photocopies of this authorization may be used for the purpose indicated above. The original is retained by the requesting organization.

- I do hereby certify that the information listed on this form and the questions answered are true and complete to the best of my knowledge. I realize that false statements are fraudulent and are a criminal offense which is punishable by fine or imprisonment or both.
- I understand that failure to consent to the release of this information will render me ineligible for the housing complex at which I have applied. I give my permission for Landlord as mentioned above, to obtain any information that is pertinent to my eligibility, and to any reference entity I have identified to release such information to Landlord.

Applicant Signature: _____

Date: _____

Co-Applicant Signature: _____

Date: _____