

BIGGS

PROPERTY MANAGEMENT

Dear Applicant,

Thank you for your interest in our community! We take pride in our management and in our apartment communities. 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 verify previous rental history and income.

The same screening and verification process is implemented for every applicant. By applying to our community, you acknowledge that 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.

Please return along with your completed application:

- A local Sheriff's or Police Department (depending on area) background report for all applicants 18 or older
- Application fee per application – 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 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

FOR OFFICE USE:

DATE REC'D: _____

TIME REC'D: _____

APP FEE REC'D: Amount \$ _____

Mgr. Initials: _____

CONVENTIONAL RENTAL APPLICATION

An application fee of \$50.00 USD per applicant and co-applicant will be due at the time the application is submitted.
Applicant must be 18 or older and have the legal capacity to sign a lease.

A. GENERAL INFORMATION:

Date of Application: _____ Apartment Community Desired: _____

Desired Move-In Date: _____ Type and Size of Apartment Desired: _____

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

How did you hear about us: _____

B. APPLICANT INFORMATION:

Applicant's Full Name (First, MI, Last): _____

Phone: _____ E-Mail: _____

Date of Birth (MM/DD/YYYY): _____ Social Security # or I-94 #: _____

Driver's License/ID #: _____ Issuing State: _____

C. CURRENT RESIDENCE:

Address: _____ City: _____ State: _____ Zip: _____

Lived there from: _____ to: _____ Monthly Payment: \$ _____

Reason for Moving: _____

Landlord Name: _____ Landlord Phone: _____

Landlord Address: _____ City: _____ State: _____ Zip: _____

Comments: _____

D. PREVIOUS RESIDENCE:

Address: _____ City: _____ State: _____ Zip: _____

Lived there from: _____ to: _____ Monthly Payment: \$ _____

Reason for Moving: _____

Landlord Name: _____ Landlord Phone: _____

Landlord Address: _____ City: _____ State: _____ Zip: _____

Comments: _____

E. HOUSEHOLD COMPOSITION:*If there are any members over the age of 18 living in the household, they must also submit an application and are subject to the \$50.00 application fee.*

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

please attach additional sheets if necessary

F. PETS:*If you plan to have any pets in the home, please provide the following information.*

Breed	Weight	Description

please attach additional sheets if necessary

G. 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 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.

Current Employer: _____

Address: _____ City: _____ State: _____ Zip: _____

Monthly Gross Income: \$ _____

Previous Employer: _____

Address: _____ City: _____ State: _____ Zip: _____

Monthly Gross Income: \$ _____

Other Income (if applicable): _____ Amount: \$ _____

H. VEHICLE INFORMATION:

Vehicle Make/Model	Year	Color	License Plate #	Monthly Payment	Loan Payable To

I. PERSONAL REFERENCES:

Full Name: _____ Relationship: _____ Phone: _____

Full Name: _____ Relationship: _____ Phone: _____

J. DEMOGRAPHICS:

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 provide 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) based on visual observation and review of documents.

Ethnicity: Hispanic or Latino Not Hispanic or Latino

Race: American Indian/Alaska Native Asian Black or African American
Native Hawaiian or Other Pacific Islander White

Gender: Male Female Prefer Not To Respond

K. QUESTIONS:

Have you, your spouse, or any other household member ever:

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

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

CERTIFICATION & CONSENT FOR RELEASE OF INFORMATION

Note: 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 the 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 requesting organization.

Please Complete This Section:

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 offence 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 in 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 Information:

Full Name (Print): _____

Signature: _____

Date: _____