



Application for Residency

Application Date:	
Building/Apartment:	
Floorplan:	
Rent:	
Occupancy Date:	
Guarantor:	

Applicant	First Name		Home Phone	
	Last Name		Cell Phone	
	Social Security #		Email	
	Date of Birth		Drivers License	
			Drivers State	
	Have you lived at Church Park before? If so, when:			

Current Address	Address		Apt/Unit	
	City, State, Zip		Monthly Rent:	
	Management Co		Phone	
	Contact Name		Fax	
	Occupancy Dates		Email	

Previous Address	Address		Apt/Unit	
	City, State, Zip		Monthly Rent:	
	Management Co		Phone	
	Contact Name		Fax	
	Occupancy Dates		Email	

Current/Future Employment	Employer		Your Work Phone	
	Address		Annual Base Salary	
	City, State, Zip		Commissions/Bonus	
	Position/Title			
	Employment Type		HR/Supervisor Phone	
	Dates of Employ		HR/Supervisor Fax	
	HR or Supervisor		HR/Supervisor Email	

Previous Employment	Employer		Your Work Phone	
	Address		Annual Base Salary	
	City, State, Zip		Commissions/Bonus	
	Position/Title			
	Employment Type		HR/Supervisor Phone	
	Dates of Employ		HR/Supervisor Fax	
	HR or Supervisor		HR/Supervisor Email	

Grad School	Graduate Students must provide proof of enrollment including visa documentation for foreign students.			
	Graduate School		Contact Name	
	Enroll Dates		Contact Phone	
	Field of Study		Contact Fax	

Income	Please list other sources of income you would like us to consider: (i.e. Savings, Investments, Trust, Retirement). Verification required.			
	Source		Amount	
	Source		Amount	

911	While living at Church Park, in case of a personal emergency please provide the name of someone we may contact on your behalf.			
	Name		Home/Work Phone	
	Relationship		Cell Phone	

Auto	Car Make/Model:		Year		Color	
	License Plate #		License Plate State			

Legal	Have any litigations such as evictions, suits, judgments, bankruptcies, foreclosures been leaned upon you?			Yes/No
	If yes, please provide details and dates:			

Application/Deposit Agreement:

Occupancy limits are as follows: studio 1-2 people, one bedroom 1-3 persons, two bedrooms 1-4 persons. The actual occupancy limits are determined by the specific square footage of each individual apartment floor plan. Boyd/Smith Inc. does not discriminate on the basis of race, religious creed, color, national origin, sexual orientation, age (except if a minor), ancestry, marital status, handicap, or status as a veteran or member of the armed forces.

To reserve this apartment I have completed this rental application and have presented a deposit in the amount of one month's rent. **I understand and agree that this deposit is non-refundable unless Boyd/Smith Inc. does not approve my application. I also understand and agree that this deposit is non-refundable if this apartment is held off the market at my request for more than seven (7) business days while my application is pending.**

The undersigned hereby applies to the Owner for a Lease of the premises described above and represents that all statements herein are true and authorizes Boyd/Smith Inc. to check criminal history, credit, bank, landlord and employment references, and authorizes credit agencies, banks, landlords and employers to provide relevant information to Boyd/Smith Inc.

Applicant's Signature _____

Rental Agent's Signature _____

Application Approved By _____

Date Approved _____

Application Rejected By _____

Date Rejected _____



CHURCH PARK
APARTMENTS

PLEASE RETURN SIGNED WITH APPLICATION

Thank you for your interest in renting at Church Park Apartments.
The following guidelines explain our Residency requirements and application procedures.
Please review this document carefully as it will become an Addendum to your Lease Agreement.

RESIDENCY REQUIREMENTS

Church Park does not accept undergraduate students as Lessees or Approved Occupants under any circumstances.
A parent or other person who does not intend to make Church Park their residence cannot rent on behalf of another person under any circumstances. Church Park does allow one cat only per apartment.

GUARANTORS

Graduate students must show proof of enrollment.
Guarantors must be a parent or legal guardian and meet the following requirements:

- You must be living and working in the United States unless otherwise agreed by Boyd/Smith Inc.
- Your total bills (including mortgage or rent) when combined with the rent of the apartment for which you wish to guarantee may not exceed 36% of your gross income.
- An authorized individual at your place of employment must verify your income or, if self-employed, you must supply the first page of your tax return Form 1040 from the two most recent years.
- Your credit must be in good standing.

INCOME REQUIREMENTS

All Lessees, including Guarantors and co-signors, must be income qualified on their own merit. In order to qualify as a Lessee, the total of any applicant's outstanding bills (including mortgages and other rents, loans, credit cards, etc.) when combined with the rent of the apartment for which the applicant is applying may not exceed 36% of the gross income.

Persons who wish to reside in an apartment together must complete separate rental applications. If one or more parties does not qualify as a Lessee, they may re-apply as an Approved Occupant.

Verifiable income includes employment, monthly stipends, trusts, annuities, and interest and dividends. Bank accounts and the principal on all financial instruments (within three months of maturity) will be considered as supplementary income only and at 50% of their stated value. Commissions, bonuses, lump-sum student loans, real estate, T-bills, stocks, etc. are not considered income. All bank accounts and sources of income must be based in the United States and have been established for a minimum of one-year.

APPLICATIONS & DEPOSITS

All pertinent information must be admitted at the time of applying. Unless clarification of a particular item is necessary, no further information will be accepted regarding the application.

To secure an apartment, applicants must provide the following:

- A completed Boyd/Smith rental application.
- A completed Boyd/Smith Guarantor application.
- A signed Guidelines form (this form).
- A deposit in the amount of one month's rent (first month) by cashier's check, money order, or credit card payment.
- Upon application approval and lease signing, an additional deposit in the amount of one month's rent (last month).
- Deposits are non-refundable unless application is not approved.

APPROVAL PROCESS

By signing the application the applicant is authorizing Boyd/Smith to check criminal history, a credit and/or bank check, employment verification and landlord reference. All inquiries regarding employment verification and previous and/or present landlord references will be faxed directly to the applicant's supervisor, personnel department or landlord.

Self-Employed Applicants must provide a copy of their two (2) most recent tax returns (Form 1040) as well as the first page of all schedules that appear on your return.

Landlord References must be provided for the past three (3) years including dormitories. Homeowners must provide proof such as deed or mortgage verification. Applicants who have been living at home with parents or are without legal landlord must provide a signed written statement from the owner of the property to confirm this information.

Applications must be approved within five (5) business days. If Boyd/Smith is unable to approve an application for any reason within this time, we reserve the right to terminate the application. If Boyd/Smith continues to process this application with the approval of the applicant, the deposit will no longer be refundable under any circumstances.

I have read and understood the above and represent that all information to be provided in any subsequent application be true and in coherence with these policies.

Applicant's Signature

Date

Boyd/Smith Representative

Date



Application for Approved Occupancy

Date: _____

Building: _____ Apartment: _____

Floor Plan: _____

Relationship to Lessee: _____

Occupancy Dates : _____

Applicant	First Name:	Middle:	Last:
	Telephone:	Cell Phone/Other:	
	Social Security #:	Visa # if no SS#:	
	Date of Birth:	Driver's License #:	Driver's License State:
	Email Address:		

Current Address	Address:	Apt:
	City/State/Zip:	Monthly Rent:
	Type of Residency (circle one): Rent Own Other _____	Occupancy Dates:
	Landlord/Management Co.:	
	Contact Name:	Telephone:

Previous Address	Address:	Apt:
	City/State/Zip:	Monthly Rent:
	Type of Residency (circle one): Rent Own Other _____	Occupancy Dates:
	Landlord/Management Co.:	
	Contact Name:	Telephone:

Current Employment	Employer:	Work Phone:
	Address:	City/State/Zip:
	Position:	Length of Employment:
	Annual Base Salary:	Commissions/Bonus/Overtime:
	HR or Supervisor:	Phone:

Previous Employment	Employer:	Work Phone:
	Address:	City/State/Zip:
	Position:	Length of Employment:
	Annual Base Salary:	Commissions/Bonus/Overtime:
	HR or Supervisor:	Phone:

Grad. School	Graduate School:	Phone:
	Enrollment Dates:	Major:

911	Contact in case of emergency:	Relationship:
	Phone:	Cell Phone/Other:

Auto	Vehicle Make/Model:	Year:	Color:	License Plate #:	State:
	Vehicle Make/Model:	Year:	Color:	License Plate #:	State:

Occupancy limits are as follows: Studio 1-2 people, 1 bedroom 1-3 persons, 2 bedroom 1-4 persons. The actual occupancy limits are determined by the specific square footage of each individual apartment floorplan. Boyd/Smith Inc. does not discriminate on the basis of race, religious creed, color, national origin, sexual orientation, age (except if a minor), ancestry, marital status, handicap, or status as a veteran or member of the armed forces.

The undersigned hereby applies to the owner as an approved occupant. He or she represents and warrants that all statements herein are true and agrees that if accepted, the lessor may terminate it if it appears that any statement herein made is not true. The undersigned authorizes Boyd/Smith Inc. to check criminal history, credit, bank, landlord, and employment references. This application does not represent any agreement of any kind or nature between the Applicant and/or the proposed Lessee and Church Park Apartments, Boyd/Smith Inc., and/or The United Company and their respective agents, servants, or employees. This is an Application only and does not represent or establish an Occupancy Agreement, Lease, Rental Agreement, or any other type of relationship between Applicant and/or the proposed Lessee and Church Park Apartments, Boyd/Smith, Inc., The United Company, and their respective agents, servants, or employees.

Rental payments will not be accepted from Approved Occupants. Only a Lessee may make rental payments.

Applicant's Signature

Boyd/Smith Inc. Representative's Signature

Lessee's Signature

Co-Lessee's Signature

Application Approved By

Date Approved

Application Rejected By

Date Rejected