

# Towne House *TH*

SUITES APARTMENTS

## RENTAL APPLICATION

The undersigned agrees to execute a lease, upon the approval of the rental application for apartment \_\_\_\_\_.

Upon approval of this application, Towne House Apartments will apply \$100 toward the security deposit. ***If the application is approved, and the applicant does not enter into a lease, this money will be forfeited as liquidated damages.*** In the event that this application is not approved, the held money will be returned, and all rights of the applicant are terminated.

**The \$20.00 application fee is not, under any circumstances, refundable.**

The applicants have read this and certify that all information is true and correct to the best of his/her knowledge.

Application fee received: \_\_\_\_\_ by: \_\_\_\_\_ Holding fee received: \_\_\_\_\_ by: \_\_\_\_\_

### Applicant Information

Applicant's Name (last, first, mi) \_\_\_\_\_  
Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_ SS# \_\_\_\_\_

Co-Applicant's Name \_\_\_\_\_  
Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_ SS# \_\_\_\_\_

### List All Occupants:

1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

### Rental History (Please provide a minimum of two years)

#### Present Address:

Street or Box # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Monthly Rental or Mortgage: \_\_\_\_\_ Length of Residency \_\_\_\_\_

Reason for Moving \_\_\_\_\_

#### Previous Address:

street or box # \_\_\_\_\_  
city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_  
Monthly Rental or Mortgage: \_\_\_\_\_ Length of Residency \_\_\_\_\_

Reason for Moving \_\_\_\_\_

**Applicant's Occupation Information**

**Applicant's Occupation** \_\_\_\_\_ **Employer** \_\_\_\_\_  
**Immediate Supervisor** \_\_\_\_\_ **Dated Started** \_\_\_\_\_  
**Employer's Address:** city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_  
**Employer's Phone #** \_\_\_\_\_ **Employer's Fax #** \_\_\_\_\_  
**Gross Income** \_\_\_\_\_ (weekly, monthly, annually)

**Co-Applicants Occupation** \_\_\_\_\_ **Employer** \_\_\_\_\_  
**Immediate Supervisor** \_\_\_\_\_ **Date Started** \_\_\_\_\_  
**Employer's Address:** city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_  
**Employer's Phone #** \_\_\_\_\_ **Employer's Fax #** \_\_\_\_\_  
**Gross Income** \_\_\_\_\_ (weekly, monthly, annually)

**Emergency Information**

**Relative Not Living With You – To be contacted in case of emergency**  
**Name** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
**Address:** city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

**Automobile Information:**

**License Plate No.** \_\_\_\_\_ **State Issued** \_\_\_\_\_  
**Make/Model** \_\_\_\_\_ **Year** \_\_\_\_\_

**Banking History:**

**Bank**  
**Name** \_\_\_\_\_ **Address** \_\_\_\_\_  
**Checking Account #** \_\_\_\_\_ **Savings Account #** \_\_\_\_\_

I have provided the names of landlords and employers. I authorize them to provide requested information.

**Applicant's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Applicant's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Application Taken By** \_\_\_\_\_ **How did you hear of us?** \_\_\_\_\_

**Leasing Information:  
FOR OFFICE USE ONLY**

**Apt. Size** \_\_\_\_\_ **Beginning Date** \_\_\_\_\_ **Ending Date** \_\_\_\_\_

**Move-In Date** \_\_\_\_\_

**Base Rent** \_\_\_\_\_ **Pro-Ration** \_\_\_\_\_

**Cable Yes / No** **Cable Fee** \_\_\_\_\_ **Pro-Ration** \_\_\_\_\_

**Parking Yes / No** **Parking Fee** \_\_\_\_\_ **Pro-Ration** \_\_\_\_\_

**Specials/Notes:**

# EMPLOYER INCOME VERIFICATION

Attn: \_\_\_\_\_  
Company: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Dear Employer:

I have applied for an apartment with Towne House Suites & Apartments and request that you complete the following information to verify my employment with your company.

My signature below gives permission for the following information to be provided to Towne House Suites & Apartments. Thank you for your prompt attention.

**Fax to:**

717-232-4900

Towne House Suites and Apartments

Attn: Joy Heckard/Terry Ranck

\_\_\_\_\_  
Applicant's Name (please print)

\_\_\_\_\_  
Social Security Number

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

**Below information to be completed by employer**

Is the above employee presently employed? \_\_\_\_\_ YES \_\_\_\_\_ NO

Position \_\_\_\_\_

Length of Employment \_\_\_\_\_

Rate of Pay (gross) \_\_\_\_\_ /Hourly \_\_\_\_\_ /Weekly \_\_\_\_\_ /Monthly \_\_\_\_\_ /Annually

If rate of pay is hourly, how many hours per week? \_\_\_\_\_

Estimated overtime \_\_\_\_\_ (Hours/Week)

If salaried, are there bonuses (if applicable) \_\_\_\_\_

Your cooperation in responding to this inquiry is sincerely appreciated. All information received in our office is held strictly confidential.

Sincerely,

Terry A Ranck, General Manager  
Towne House Suites and Apartments

# RESIDENCE REQUEST VERIFICATION

Attn: \_\_\_\_\_  
Company: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Dear Manager:

I am a resident of apartment # \_\_\_\_\_ at your property. I have applied for an apartment with Towne House Suites & Apartments, and I request that you complete the following information.

My signature below gives permission for the following information to be provided to Towne House Suites & Apartments. Please fax the response directly to Towne House Suites & Apartments. Thank you for your prompt attention.

\_\_\_\_\_  
Resident's Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident's Signature

Fax to:  
(717) 232-4900  
Towne House Suites and Apartments  
Attn: Joy Heckard/Terry Ranck

**Below information to be completed by manager of current property**

Monthly rental payment \_\_\_\_\_ Is rent paid on time? \_\_\_\_\_ Yes \_\_\_\_\_ No

How long has the resident lived at your property? \_\_\_\_\_

Current lease dates: From \_\_\_\_\_ To \_\_\_\_\_

Would you recommend this resident for rental? \_\_\_\_\_

Additional Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Complete Title