



1. Application Fee (nonrefundable). You have delivered to our representative an application fee in the amount indicated below. This payment partially defrays the cost of administrative paperwork. *It's nonrefundable for any reason.*

2. Application Deposit (may or may not be refundable). In addition to any application fee, you have delivered to our representative an Application Deposit in the amount indicated on page 2 of the Application Agreement. *The Application Deposit is not a Security Deposit.* If Security Deposit is required, the Application Deposit may be credited toward the required Security Deposit when the Lease Contract has been signed by all parties. If Security Deposit is not required, the Application Deposit will be applied to the Required **Admin Fee (nonrefundable)** when the Lease Contract has been signed by all parties. The Application Deposit may be refunded if you are not approved at management's discretion; or, it will be retained by us as liquidated damages if you give false information, or if you fail to sign the Lease Contract, or if you attempt to withdraw application.

3. If You Withdraw Before Approval. You and any co-applicants may not withdraw your Application or the application deposit. *If, before signing the Lease Contract, you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.*

4. Completed Application. An Application will not be considered "completed" and will not be processed until all of the following have been provided to us (unless checked) ___ a separate Application has been **fully** filled out and signed by you and each co-applicant, *including all persons 18 years of age or older who will occupy the premises;* ___ an application fee has been paid to us; ___ an application deposit may be paid to us. ___ A valid U.S. State Driver's License/ID Card, U.S. Passport, or U.S. Military ID will be required to be presented and photo copied for all Applicant and any Co-applicants accompanying your application *If no item is checked, all are necessary for the Application to be considered completed.*

5. Other Items Needed. There may be additional documentation required during the processing of your Application, per management's discretion; such as but not limited to employment pay stubs, IRS/State tax returns, proof of government and or state subsidy/disability payments, bank statements, or verification of rental and or employment.

6. Non-approval in Seven Days. We will notify you whether you've been approved within seven days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within seven days after we have received a completed Application.

7. Refund after Non-approval. If you or any co-applicant is disapproved or deemed disapproved under paragraph 2, your application fee and your application deposit are nonrefundable.

8. Extension of Deadlines. If the deadline for approving or refunding under paragraphs 3, 5, or 6 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.

9. Notice to or from Co-applicants. Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.

10. Keys or Access Devices. We'll furnish keys and /or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents; and (2) all applicable rents and security deposits have been paid in full. **(3) A valid utility account number is provided for the utilities you are responsible for per your lease agreement.**

11. Form of Payment. Certified Funds such as Money Orders or Cashier's Checks are the only acceptable forms of payment for all application fees, deposits, or rental monies for the first month's rent and or any fees. No other form of payment will be accepted and at no time will cash ever be accepted for anything.

• ONLY CERTIFIED FUNDS WILL BE ACCEPTED FOR ALL: APPLICATION FEES, DEPOSITS, OR RENTAL MONIES FOR FIRST MONTH'S RENT•

****NO CASH WILL BE ACCEPTED AT ANYTIME****





12. Receipt. Application fee (nonrefundable): \$ _____
 Application deposit (nonrefundable): \$ _____
 Total of above application fee and application deposit: \$ _____
 Total amount of money we've received to this date: \$ _____

13. Signature. Our representative's signature is consent only to the above application agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.

Acknowledgment

You declare that all your statements on the first and second page of the Application are true and complete. You authorize us to verify same through any means, including consumer reporting agencies, previous and current employers and other rental housing owners. If you fail to answer any question or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right to occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

Qualifications for Approval

At least 6 months verifiable employment, At least 6 months verifiable rental history, At least earn or receive monthly 3 times the amount of the monthly rent including utility fees, if any, quoted upon application, Background check and credit history that is acceptable, **at management's discretion**, per the Nova qualification guidelines that are available in the leasing office.

Applicant's Signature: _____ **Date:** _____

Co-Applicant's Signature: _____ **Date:** _____

Signature of Owner's Representative: _____ **Date:** _____

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****NO CASH WILL BE ACCEPTED AT ANYTIME****



Address Applied for: _____ Preferred Move-In Date: _____

Amount of Rent: _____ Deposit: _____ Pet Deposit: _____ Weight & Breed of Pet? _____

How were you referred to this property? _____

APPLICANT INFORMATION

CO-APPLICANT INFORMATION

Applicant: _____
First Name Middle Name Last Name

Address: _____

City: _____ State: _____ Zip: _____

How long have you lived at this address? _____

Reason for moving: _____

Home #: _____ Cell #: _____

Email: _____

Facebook/Twitter: _____

Date of Birth: _____ SS#: _____

Marital Status: Single Married Divorced Separated Widowed

Previous Address: _____

City: _____ State: _____ Zip: _____

Co-Applicant: _____
First Name Middle Name Last Name

Address: _____

City: _____ State: _____ Zip: _____

How long have you lived at this address? _____

Reason for moving: _____

Home #: _____ Cell #: _____

Email: _____

Facebook/Twitter: _____

Date of Birth: _____ SS#: _____

Marital Status: Single Married Divorced Separated Widowed

Previous Address: _____

City: _____ State: _____ Zip: _____

EMPLOYMENT HISTORY

Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Supervisor: _____ Phone #: _____

Human Resources Phone #: _____ HR Fax #: _____

How long? _____ Work #: _____

Gross monthly income: _____ Position: _____

Date you started this job: _____

Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Supervisor: _____ Phone #: _____

Human Resources Phone #: _____ HR Fax #: _____

How long? _____ Work #: _____

Gross monthly income: _____ Position: _____

Date you started this job: _____

RENTAL HISTORY

Current Landlord: _____

Phone #: _____ Current Rent: _____

Date moved-in: _____ How long is your lease? _____

Have you given a written 30 day notice to your landlord? _____

Current Landlord: _____

Phone #: _____ Current Rent: _____

Date moved-in: _____ How long is your lease? _____

Have you given a written 30 day notice to your landlord? _____

CREDIT HISTORY

Bank name: _____ Phone #: _____

City: _____ State: _____ Zip: _____

Checking: _____ Savings: _____

Have you ever owned a home? _____

Bank name: _____ Phone #: _____

City: _____ State: _____ Zip: _____

Checking: _____ Savings: _____

Have you ever owned a home? _____

VEHICLE INFORMATION

Make: _____ Model: _____ Year: _____ Make: _____ Model: _____ Year: _____
Color: _____ License #: _____ State: _____ Color: _____ License #: _____ State: _____

OCCUPANT INFORMATION

List the names of all occupants under the age of 18. Any occupant 18 years of age or older MUST complete a rental application.

Name: _____ Relationship: _____ Sex: _____
Social Security #: _____ Date of Birth: _____
Name: _____ Relationship: _____ Sex: _____
Social Security #: _____ Date of Birth: _____
Name: _____ Relationship: _____ Sex: _____
Social Security #: _____ Date of Birth: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____
Address: _____ Phone #: _____ Alt #: _____
Name: _____ Relationship: _____
Address: _____ Phone #: _____ Alt #: _____
Name: _____ Relationship: _____
Address: _____ Phone #: _____ Alt #: _____

Have you, your spouse, any co-applicant, or occupant listed in this Application ever:

___ broken a rental agreement? Explain: _____
___ been sued for rent or damages to property? Explain: _____
___ been evicted or asked to move out? Explain: _____
___ owe a current or previous landlord money? Explain: _____
___ declared bankruptcy? Explain: _____
___ been arrested or charged for a felony or misdemeanor that was resolved by conviction, probation, deferred adjudication, court-ordered community supervision, or pretrial diversion? Explain: _____
___ been arrested or charged for a sex-related crime? Explain: _____

Please indicate the year, location and type of each felony/misdemeanor and/or sex-related crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision.

(You represent the answer is "no" to any item not answered above)

AUTHORIZATION: I (we) hereby authorize Nova Property Network to verify the above information by all available means. Owner is not required to re-verify or investigate preliminary findings. I agree that my criminal background will be checked. I also agree and understand that the full, first month's rent, security deposit, and all application fees must be paid in the form of money order or cashier's check. The \$50.00 application fee is nonrefundable and the application deposit may or may not be refundable.

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____