

Dear Prospective Tenant,

It is important that you read and fill out the attached forms completely. Anything that is left incomplete will delay the approval process. This will take up to 5 business days to verify, excluding weekends and or holidays. Our office will contact you as soon as the application and credit has been completed and the application has been approved by management.

When you return the completed application, you will need to pay a **NON-REFUNDABLE** administrative fee in the form of a money order or cashier's check for the exact amount, if fee is required. Please understand this fee is **NON-REFUNDABLE** regardless of acceptance, denial or cancelation of the application.

Please keep in mind if you are currently on a lease and have not fulfilled your lease term or have not given proper notice we will not be able to complete your application.

**\* IF YOU HAVE EVER BEEN EVICTED, OWE ANY RENTAL PROPERTIES MONEY, HAVE A CRIMINAL BACKGROUND AND OR HAVE UTILITIES/ CHECK CASHING PLACES IN COLLECTION YOUR APPLICATION WILL BE DENIED.**

Once approved all parties must sign the entire lease on the day of move in before occupancy. Power and gas must be placed in the new resident's name and a power confirmation number must be provided before keys are to be given out.

When verifying the application and credit, our credit company will verify the following:

- Current and past rental history
- Current employment
- Overall income needs to meet or exceed 2.5 times the amount of the monthly rent
- Overall credit
- Criminal background

If your application and credit should be accepted, we look forward to having you as a new resident.

Sincerely,

Rosewood Park Apartments

---

Application Signature

Date

---

Application Signature

Date

Rosewood Park Apartments Application for Residency

4500 Mira Loma Drive

Reno, NV 89502

775-826-8660 Phone

775-826-2910 Fax

**Applicant Information**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date Of Birth \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Driver's License # \_\_\_\_\_

**Co-Applicant Information**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date Of Birth \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Driver's License # \_\_\_\_\_

**Additional Occupants**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ D.O.B \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ D.O.B \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ D.O.B \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ D.O.B \_\_\_\_\_

**Current Address**

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Manager \_\_\_\_\_ Manager Phone \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

**Past Rental History**

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Manager \_\_\_\_\_ Manager Phone \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

## **Employment History**

Company \_\_\_\_\_

Manager \_\_\_\_\_ Manager Phone \_\_\_\_\_

Employment Length \_\_\_\_\_ Monthly Pay \_\_\_\_\_

## **Co-Applicant Employment History**

Company \_\_\_\_\_

Manager \_\_\_\_\_ Manager Phone \_\_\_\_\_

Employment Length \_\_\_\_\_ Monthly Pay \_\_\_\_\_

## **Additional Income**

Income Source \_\_\_\_\_ Amount \_\_\_\_\_

Verify With? \_\_\_\_\_ Phone \_\_\_\_\_

## **Bank Information**

Bank Name \_\_\_\_\_ Account # \_\_\_\_\_ Amount \_\_\_\_\_

Bank Name \_\_\_\_\_ Account # \_\_\_\_\_ Amount \_\_\_\_\_

## **Personal References**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

## **Pet Information**

Type \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_

Type \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_

## **Additional Information**

Have you ever been convicted of a crime? Yes\_\_\_ No\_\_\_ Have you ever been evicted or declared bankruptcy? Yes\_\_\_ No\_\_\_ Has applicant ever broken a lease? Yes\_\_\_ No\_\_\_

Has applicant ever moved owing rent or damaged an apartment? Yes\_\_\_ No\_\_\_

Is the total move-in amount available now (rent and deposit)? Yes\_\_\_ No\_\_\_

\_\_\_\_ (initials) I agree to the following statement - I represent that the information provided in this application is true, complete and accurate to the best of my knowledge. I understand that any misrepresentation or omission of information is grounds for denial of the application.

\_\_\_\_ (initials) I agree to the following statement - I understand that the information provided might be used by Landlord to determine whether to accept this application. I authorize Landlord to verify all the information given in this application, including past rental information, personal references and employment information provided. I authorize the Landlord to obtain a current credit and criminal background check.

The undersigned represent that the information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that any misrepresentation or omission of information is grounds for eviction.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_