

Apt # _____ Rent: \$ _____ Move-in Date: _____ App ID: _____



Application for Residency



Will this application include a Co-Applicant? Yes No

What size apartment would you like to rent? 1 Bedroom 2 Bedroom

Applicant Information

Mr. Mrs. Ms. Miss

Date of Birth: _____

First Name MI Last Name Maiden Name (if applicable)

Social Security No. or other accepted form of ID* () Phone Number eMail Address

Current Address

Apartment Complex _____

Street Address City State Zip Code

\$

Move-in Date (MM/YYYY) Move-out Date (MM/YYYY) Monthly Rent Reason for Moving

Landlord

Landlord Name () Landlord Phone

Street Address City State Zip Code

Previous Address 1

Apartment Complex _____

Street Address

City

State

Zip Code

\$

Move-in Date
(MM/YYYY)

Move-out Date
(MM/YYYY)

Monthly Rent

Reason for Moving

Landlord

Landlord Name

()

Landlord Phone

Street Address

City

State

Zip Code

Previous Address 2

Apartment Complex _____

Street Address

City

State

Zip Code

\$

Move-in Date
(MM/YYYY)

Move-out Date
(MM/YYYY)

Monthly Rent

Reason for Moving

Landlord

Landlord Name

()

Landlord Phone

Street Address

City

State

Zip Code

Does your current resident information include at least the last five (5) years? Yes No

If "No", please provide information about additional residences:

Will the CO-APPLICANT be living at the residence (either as a full-time or part-time resident)? Yes No N/A

In addition to the APPLICANT and CO-APPLICANT, list any additional full and part-time residents below.

Mr/Mrs/ Ms/Miss	First Name	MI	Last Name	Maiden Name	D.O.B.	Relationship to You	SSN

Are you currently employed? Yes No

If yes, please complete the information about your employer and employment below:

Employer

_____ () _____
Employer Name Employer Phone Phone Ext.

_____ _____ _____ _____
Street Address City State Zip Code

per Hour Month Year

_____ _____ _____
Length of Employment Position Held Salary Wage

Full-time Part-time

_____ () _____ _____ _____
Supervisor's Name Supervisor's Phone Average Hours per week worked Employment Status

Do you have any other income sources than the current salary of the applicant and, if applicable, co-applicant? Yes No

If yes, what is your total monthly income from all available sources? \$ _____

Please list additional income sources:

Source 1	\$	Monthly Income
Source 2	\$	Monthly Income
Source 3	\$	Monthly Income

Personal References

Reference 1

Reference 1 Name	()	Reference Phone
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Street Address	City	State	Zip Code
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Reference 2

Reference 2 Name	()	Reference Phone
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Street Address	City	State	Zip Code
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Emergency Contact

Emergency Contact Name Relationship to You

Street Address City State Zip Code

Phone Alternate Phone eMail Address

Pet Information

Type (Dog, cat...)	Name of Pet	Breed	Weight	Height	Age

Renter's Insurance

Do you have a current Renter's Insurance policy? Yes No

Carrier Name Agent Name Phone Number

I/we understand that the property's insurance coverage and insurance does not and cannot protect any personal belongings against burglary, vandalism, fire, smoke, flood and other perils. Therefore, proof of renter's insurance is required including personal liability coverage.

Background Information

Have you ever...

Filed for bankruptcy? Yes No

If yes, please explain:

Willfully or intentionally refused to pay rent when due? Yes No

Been evicted from a tenancy or left owing money? Yes No

If yes, please explain:

Been convicted of a crime? Yes No

If yes, please explain:

Vehicle Information

Make & Model	Year	License No.	State	Color

Other Vehicles:

Other Information

How did you hear about the property? _____

Please include any other information you believe would help to evaluate this application:

Co-Applicant Information (Skip this section and go to page 9 if you do not have a co-applicant.)

Mr. Mrs. Ms. Miss Date of Birth: _____

First Name MI Last Name Maiden Name
(if applicable)

Social Security No. () Phone Number eMail Address
or other accepted form of ID*

Co-Applicant Current Address

Apartment Complex _____

Street Address City State Zip Code

\$

Move-in Date Move-out Date Monthly Rent Reason for Moving
(MM/YYYY) (MM/YYYY)

Landlord

Landlord Name () Landlord Phone

Street Address City State Zip Code

Co-Applicant Previous Address 1

Apartment Complex _____

Street Address City State Zip Code

\$

Move-in Date (MM/YYYY) Move-out Date (MM/YYYY) Monthly Rent Reason for Moving

Landlord

Landlord Name () Landlord Phone

Street Address City State Zip Code

Co-Applicant Previous Address 2

Apartment Complex _____

Street Address City State Zip Code

\$

Move-in Date (MM/YYYY) Move-out Date (MM/YYYY) Monthly Rent Reason for Moving

Landlord

Landlord Name () Landlord Phone

Street Address City State Zip Code

Are you currently employed? Yes No

If yes, please complete the information about your employer and employment below:

**Co-Applicant
Employer**

Employer Name ()

Employer Phone Phone Ext.

Street Address City State Zip Code

per Hour Month Year

Length of Employment Position Held Salary Wage

Full-time Part-time

Supervisor's Name ()

Supervisor's Phone Average Hours per week worked Employment Status

Applicant and Co-Applicant (if applicable):

By submitting this application I/we, authorize Palace Apartments, Landlord and its agents to obtain an investigative consumer credit report including but not limited to credit history, OFAC search, landlord/tenant court record search, criminal record search and registered sex offender search. I/we authorize the release of information from previous or current landlords, employers and bank representatives. This investigation is for resident screening purposes only, and is strictly confidential. The information will be compiled from various sources, which are believed to be reliable, but the accuracy of their reports cannot be guaranteed. I hereby hold Palace Apartments, Landlord and its agents free and harmless and free of any liability for any damages arising out of any improper use of this information.

Important information about your rights under the Fair Credit Reporting Act.

- You have a right to request disclosure of the nature and scope of the investigation.
- You must be told if information in your file has been used against you.
- You have a right to know what is in your file, and the disclosure may not be free.
- You have the right to ask for a credit score. There may be a fee for this service.
- You have the right to dispute incomplete or inaccurate information. Consumer reporting agencies must correct inaccurate, incomplete, or unverifiable information.

A summary of your rights under the Fair Credit Reporting Act is available by visiting or writing (Para información en español, visite o escriba) www.ftc.gov/credit | Consumer Response Center, Room 130A, Federal Trade Commission, 600 Pennsylvania Avenue N.W., Washington, D.C. 20580.

By submitting this application, I/we understand that there is a nonrefundable credit/check process fee of \$35 and that a security deposit of \$400 for a 1 bedroom apartment or \$500 for a 2 bedroom apartment is required. I/we understand that if the applicant fails or refuses to occupy apartment, that the lessor and owner shall be entitled to said security deposit. I/we further understand the security deposit is only refundable if one of the following criteria is met:

1. This application is rejected by the management;
2. If applicant notifies management of cancellation within 48 hours of applying; or
3. If all the terms and conditions of lease agreement are fulfilled.

Applicant Name (Printed)

Co-Applicant Name (Printed)

Applicant Signature

Co-Applicant Signature

Date

Date



We do business in accordance with the Federal Fair Housing Law.

Palace Apartments | 324 S. Main Street | Tulsa, OK 74103 | Phone: 918.582.8100 | Fax: 918.583.2014