



# Application Agreement Part One of Two

Application Date/Time \_\_\_\_\_ Move-in date \_\_\_\_\_  
 Apt. Type \_\_\_\_\_ Lease Term: From \_\_\_\_\_ To \_\_\_\_\_  
 Apartment Mailing Address \_\_\_\_\_  
 Application Taken By \_\_\_\_\_

Last Name \_\_\_\_\_ Employer \_\_\_\_\_  
 First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Occupation \_\_\_\_\_  
 Social Security # \_\_\_\_\_ Address \_\_\_\_\_  
 Birthdate (xx-xx-xxxx) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Drivers License # \_\_\_\_\_ State \_\_\_\_\_ Date of Hire \_\_\_\_\_ Yearly Income \_\_\_\_\_  
 Home (P) \_\_\_\_\_ Work (P) \_\_\_\_\_ Supervisors Name \_\_\_\_\_ (P) \_\_\_\_\_  
 Other (P) \_\_\_\_\_ FAX \_\_\_\_\_ **IF LESS THAN 2 YEARS:**  
 E-mail \_\_\_\_\_ Previous Employer \_\_\_\_\_  
 Address \_\_\_\_\_ Supervisor Name \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Address \_\_\_\_\_  
 Pet? No \_\_\_\_\_ Yes \_\_\_\_\_ Type \_\_\_\_\_ Weight \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 (P) \_\_\_\_\_ How Long? \_\_\_\_\_

Automobile Make \_\_\_\_\_ Model \_\_\_\_\_ Year Plate \_\_\_\_\_ Color \_\_\_\_\_

**Lease Holder - Anyone 18 years and over must complete an application. Rent is due on the 1st of the Month at the Management office or as designated by Management. Renter's insurance is a requirement for living at this community. Proof Required. Resident is responsible for placing utilities in their name and providing proof prior to move-in. We would like to take this opportunity to inform you: The Community has a NO CASH Policy. Thank you for choosing our Community, we look forward to your stay!**

Landlord / Mortgage Holder Name: \_\_\_\_\_ (P) \_\_\_\_\_ Move-in state \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_  
 Homeowner \_\_\_\_\_ Renting \_\_\_\_\_ Living with Family \_\_\_\_\_ Are you presently under a lease term? No \_\_\_\_\_ Yes \_\_\_\_\_ Lease Exp. \_\_\_\_\_  
**IF ABOVE IS LESS THAN TWO (2) YEARS:**  
 Previous Landlord Name \_\_\_\_\_ (P) \_\_\_\_\_ Move-in State \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Monthly Payment \$ \_\_\_\_\_ Lease Term \_\_\_\_\_

Total # of Occupants \_\_\_\_\_ (include applicant on 1st line below)  
 Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Relationship Applicant \_\_\_\_\_  
 Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Relationship \_\_\_\_\_  
 Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Relationship \_\_\_\_\_  
 Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Relationship \_\_\_\_\_  
 Within the past 2 years have you:  
 1. Declared Bankruptcy? No \_\_\_\_\_ Yes \_\_\_\_\_ State \_\_\_\_\_  
 2. Been Evicted? No \_\_\_\_\_ Yes \_\_\_\_\_ State \_\_\_\_\_  
 3. Not fulfilled a lease term? No \_\_\_\_\_ Yes \_\_\_\_\_ State \_\_\_\_\_ Reason for 2 or 3, if yes: \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_ (P) \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Emergency Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_ (P) \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

- I agree to abide by the community policies listed in the Community Policies/Rules and Regulations (Part 2).
- Have you ever been convicted of or plead guilty or "no contest" to a felony (whether or not resulting in a conviction)? Yes \_\_\_\_\_ No \_\_\_\_\_.
- Have you ever been convicted of or plead guilty or "no contest" to a misdemeanor involving sexual misconduct (whether or not resulting in a conviction)? Yes \_\_\_\_\_ No \_\_\_\_\_.
- I declare that all responses are true and complete. False information supplied in this application agreement will be sufficient grounds for termination of this Lease.
- I understand I must meet the community's qualifying criteria and hereby authorize Kramer Place/Highland Management Group to verify all foregoing information including, but not limited to, credit reports, criminal background checks and housing verifications.
- It is agreed: (a) No tenancy is created by this Application nor until a lease in form satisfactory to Owner is duly executed by Owner and Resident. (b) A deposit is required to secure an apartment or for placement on a Priority Waitlist. The deposit is applied to the total due at move-in when 72 hours have passed and the application meets the qualifying criteria. (c) The deposit will be returned if the application is cancelled within 72 hours of the application date or if the application is denied because the applicant does not meet the community's qualifying criteria. (d) The deposit is forfeited if the applicant wishes to cancel the application AND 72 hours have passed.

An application fee, along with a deposit to hold your apartment or for placement on the Priority Waitlist is due at the time of application.

Application Fee (non-refundable) \_\_\_\_\_  
 Full Month Rental Rate (move-in after the 15th) \_\_\_\_\_  
 \*Security Deposit \_\_\_\_\_  
 Prorate Rent (partial month if applicable) \_\_\_\_\_  
 Lease Administration Fee (non-refundable) \_\_\_\_\_  
 Parking Space # \_\_\_\_\_ Pro Rate \_\_\_\_\_ + \_\_\_\_\_  
 Monthly Pet Rent | Pro Rate \_\_\_\_\_ + \_\_\_\_\_  
 Other (Describe) \_\_\_\_\_  
 Other (Describe) \_\_\_\_\_  
 Deposit: Pet \_\_\_\_\_ or Other \_\_\_\_\_  
 Total Due \_\_\_\_\_  
 Less Amount Received (App. Fee & Deposit) \_\_\_\_\_  
 Balance due at move-in \_\_\_\_\_

\*May require greater Security Deposit pending Applicant's Qualifying Criteria results. All move-in monies must be in the form of Cashier's Check or Money Order. All money is due at the signing of the lease and prior to possession of the apartment.



***Application Agreement***  
***Part Two of Two***  
***Community Policies / Rules and Regulations***

1. All Residents 18 years of age and older are required to show their photo identification for REVIEW ONLY at the time of application.
2. Resident agrees to make NO alterations, additions or improvements to the apartment without the Owner's written consent.
3. Residents are not permitted to store or use flammable liquids or explosives including firecrackers or fireworks on or around the premises. Exception: Propane tanks for gas BBQ grills are permitted, if gas grills are allowed on the property. Use of charcoal BBQ grills or chimneas on balconies or patios is prohibited. Electric or gas fueled grills may be allow depending upon local ordinances and building construction.
4. Resident vehicles must be currently registered with the site office, be legally licensed and in operable road ready condition. The Property Manager must approve all motorcycles, mini-bikes, and motorized scooters, recreational, commercial, or other vehicles before being brought on premises.
5. Window treatments must be white or have a white backing/lining facing the exterior of the building. Window ledges are never to be used for seating purposes. Window screens are never considered to be a safety feature to prevent a person from falling out the window.
6. Sidewalks, entrances, passages, patios, balconies, vestibules, stairways, hallways, and corridors must be unobstructed or otherwise unencumbered and may not be used for any other purpose other than entering and exiting the apartment.
7. Resident agrees that only artificial Christmas trees and greenery will be permitted.
8. No awnings, radio, television, CB antennas, satellite dishes, etc may be installed or used in or about any part of the apartment interior or exterior including windows, balconies, and patios without the written permission of the Owner. Owner will follow FCC rulings on resident satellite dish placement.
9. Resident agrees to provide management access to their apartment for the purposes of pest control or preventive maintenance on a periodic basis and the conducting of an annual inspection.
10. Use of the fitness center or other recreational facilities or common area elements is at your own risk. Use of the facilities or areas is limited to residents and a maximum of two guests per apartment at one time. A Resident must accompany all guests. A parent or responsible adult must accompany residents under the age of 16. Residents agree to abide by all posted instructions and rules and conduct themselves in a manner that will not interfere with the quiet enjoyment of other Residents.
11. Resident may not re-adjust energy efficient or utility conserving devices without written consent of Owner. Resident agrees to maintain a temperature range between 55 and 75 degrees Fahrenheit during cold weather to prevent pipes from freezing.
12. Resident agrees to maintain the carpeting by appropriate vacuuming and shampooing as needed.
13. Resident agrees to inform the on site management office of any changes concerning telephone numbers, employers, vehicles, and names and number of occupants. Residents are responsible for the conduct of their guests, other persons residing in the unit, pets, visitors, or invitees.
14. A Resident MAY NOT conduct garage sales or other sales on the premises.
15. No Door-to-Door solicitation is permitted within the community. Resident agrees to notify the management office of any such solicitation.
16. Resident will provide management with proof that the utilities (deemed the responsibility of the Resident) have been placed in the Resident's name before occupying the apartment. Resident agrees to maintain said utilities in their name throughout the term of the initial and subsequent leases terms.
17. Resident hereby acknowledges they will obtain and provide proof of Renter's Insurance prior to move-in and understands it must remain in force throughout the initial and subsequent lease terms.
18. Resident states that he/she has never been convicted of or plead guilty or "no Contest" to a felony of any type or misdemeanor involving sexual misconduct. False information supplied in the Apartment Application will be sufficient grounds for termination of the Lease.
19. Kramer Place will comply with all Federal, state and local laws regarding Fair Housing practices. It is the Resident's responsibility to request any reasonable accommodations or reasonable modification. Requests should be in written form to document the request.
20. Upon signing the lease, the Application Agreement and Community Policies/Rules and Regulations become an amendment to the lease.

Date Signed

Resident's Signature

Resident's Signature

Resident's Signature



Resident's Signature

Resident's Signature

Resident's Signature

Property Manager's Signature or Authorized Representative

Date