



Dear Future Resident,

Welcome to \_\_\_\_\_ Apartments. As part of our easy application process, we have attached an application for you to complete. Please review the following list of items you will need to present when submitting your application. If you have any questions concerning the application process, please feel free to contact us at \_\_\_\_\_.

In order to submit your application, you will need to provide us with the following:

1. An Apartment Application completed and signed by all leaseholders and co-signers.
2. A completed Occupant Information Sheet for each occupant 18 years of age or older. (Leaseholders and Co-signers do not need to complete this form)
3. A Statement of Rental Policy signed by all leaseholders & co-signers.
4. A government issued photo ID for each leaseholder, co-signer and occupant 18 years of age or older. (ID must be issued by a government from within the United States. i.e. State, Municipal or Federal Agency, etc.)
5. Proof of income must be presented within one business day of submitting your application. Some of the most common ways to prove income are:
  - a. Two most recent paycheck stubs (or 1 paycheck stub with year-to-date totals). If hired within the past 30 days, an offer letter including salary information on company letterhead may be used
  - b. Bank Statements showing current balance. This includes checking, savings, CD's, Money Market Accounts, etc.
  - c. Current student financial aid award letter.
  - d. Social Security Benefits, Retirement and Pension Payments.
  - e. If self-employed – W-2's, 1099's or tax return is required.

If you do not have any of the above items, contact the rental office to discuss other options in proving income.

6. The following payments will need to be made when submitting your application. These payments may be made by check, money order or credit card.
  - One payment for application fees (\$35 per applicant or co-signer & \$25 per occupant 18 years of age or older).
  - One payment of \$\_\_\_\_\_ for your Security Deposit & Administrative Fee

Thank you for your interest in our community. We look forward to seeing you in your new home at \_\_\_\_\_ Apartments.

Sincerely,

\_\_\_\_\_  
Leasing Consultant



**IMPORTANT:** Were you referred by a resident living at this property?  
 If yes, list Apt. No. \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Apartment Leasing Company

If you're interested in joining the 1<sup>st</sup> Lake Team, call (504) 455-5059 or visit 1stlake.com for employment opportunities.

# APPLICATION FOR APARTMENT

DATE \_\_\_\_\_ APT. NO. \_\_\_\_\_  
 PROPERTY NAME \_\_\_\_\_ MONTHLY RENTAL RATE \_\_\_\_\_  
 DESIRED DATE OF OCCUPANCY (DATE RENT BEGINS) \_\_\_\_\_ LEASE TERM \_\_\_\_\_

**How did you search for an apartment/Find us? (Please select as many as apply)**

<b>Searched on:</b>	<b>Went Directly to:</b>	<b>Searched In print:</b>	<b>Other:</b>
<input type="checkbox"/> Google.com	<input type="checkbox"/> 1 <sup>st</sup> lake.com	<input type="checkbox"/> Apt. Finder Book	<input type="checkbox"/> Emp. Program
<input type="checkbox"/> Bing.com	<input type="checkbox"/> ApartmentFinder.com	<input type="checkbox"/> Flyer/Brochure/Mailer	<input type="checkbox"/> Property Referral
<input type="checkbox"/> Yahoo.com	<input type="checkbox"/> ApartmentGuide.com	<input type="checkbox"/> N.O. Renters Guide	<input type="checkbox"/> Resident Referral
<input type="checkbox"/> Other Search Eng _____	<input type="checkbox"/> Apartments.com	<input type="checkbox"/> Times Picayune	<input type="checkbox"/> Drive By
	<input type="checkbox"/> CorporateHousing.com	<input type="checkbox"/> Yellow Pages	<input type="checkbox"/> Return Resident
	<input type="checkbox"/> Craigslist.com	<input type="checkbox"/> _____	<input type="checkbox"/> Return Visit
	<input type="checkbox"/> Facebook	<input type="checkbox"/> _____	<input type="checkbox"/> _____
	<input type="checkbox"/> ForRent.com	<input type="checkbox"/> Twitter	
	<input type="checkbox"/> Hot Pads.com	<input type="checkbox"/> Yelp	
	<input type="checkbox"/> Move.com		
	<input type="checkbox"/> MyNewPlace.com		
	<input type="checkbox"/> Nola.com		
	<input type="checkbox"/> Rent.com		
	<input type="checkbox"/> Rentals.com		

Applicant #1	Social Security #	Drivers License Number	Telephone Number ( )	Date of Birth / /	Age	E-Mail Address
Present Address	Apt. #	City	State	Zip	Name of Property	
How Long? Y M	Owner/Manager's Name				Telephone Number ( )	
Name of Apartment Community at Which You Previously Resided			Apartment Number	How Long? Y M	Telephone number ( )	
Address	City	State	Zip	Owner/Manager's Name		
Marital Status	<input type="checkbox"/> Married	<input type="checkbox"/> Single	<input type="checkbox"/> Divorced	<input type="checkbox"/> Separated	<input type="checkbox"/> Widowed	
Name of Employer	Address		City	State	Zip	
How Long? Y M	Gross Annual Income	Other Income	Position/Profession	Business Telephone Number ( )	Name of Supervisor	

Applicant #2	Social Security#	Drivers License Number	Telephone Number ( )	Date of Birth / /	Age	E-Mail Address
Present Address	Apt. #	City	State	Zip	Name of Property	
How Long? Y M	Owner/Manager's Name				Telephone Number ( )	
Name of Apartment Community at Which You Previously Resided			Apartment Number	How Long? Y M	Telephone number ( )	
Address	City	State	Zip	Owner/Manager's Name		
Marital Status :	<input type="checkbox"/> Married	<input type="checkbox"/> Single	<input type="checkbox"/> Divorced	<input type="checkbox"/> Separated	<input type="checkbox"/> Widowed	
Name of Employer	Address		City	State	Zip	
How Long? Y M	Gross Annual Income	Other Income	Position/Profession	Business Telephone Number ( )	Name of Supervisor	

**LIST OTHER PERSONS WHO WILL OCCUPY THIS APARTMENT WITH YOU**

Name	Relationship	SOCIAL SECURITY NUMBER	AGE

Make of Vehicle – Applicant #1	Color	Year	License Plate Number	
Make of Vehicle – Applicant #2	Color	Year	License Plate Number	
Do You Have Any Vehicles, Other Than Auto? (Include Boat, Campers, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, What Kind:	Size	Color	License Number	
Do You Have Any Pets? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, How Many?	Type	# Lbs. Full Grown		
Have You Ever Leased At a 1 <sup>st</sup> Lake Property Before? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Which Property?	Address	Zip	Year	
Have You Ever Been Convicted Of, Entered a Guilty Plea, or a No Contest Plea To a Felony or Misdemeanor?	<b>Applicant 1</b> <input type="checkbox"/> No <input type="checkbox"/> Yes		<b>Applicant 2</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	

(1 <sup>st</sup> Applicant) List Nearest Relative Not Living With You For Emergency Contact. Name	Address	City	State	Zip
Does this person have your permission to enter your apartment in case of an emergency? <input type="checkbox"/> No <input type="checkbox"/> Yes		Telephone Number (    )		Relationship
(2 <sup>nd</sup> Applicant) List Nearest Relative Not Living With You For Emergency Contact. Name	Address	City	State	Zip
Does this person have your permission to enter your apartment in case of an emergency? <input type="checkbox"/> No <input type="checkbox"/> Yes		Telephone Number (    )		Relationship

- Applicant has deposited herewith the sum of \$ \_\_\_\_\_, receipt of which is hereby acknowledged, as a non-interest bearing deposit (and not as a rental payment) to be refunded as hereinafter provided in the Lease Agreement. In the event the application is approved and applicant fails or refuses to enter into the contemplated lease, owner shall retain the said deposit as liquidated damages to cover the cost of taking and processing this application and removing the premises from the market and holding same for applicant. In the event this application is disapproved, or for any other reason for which owner is responsible the Lease Agreement is not consummated, this deposit will be returned to applicant. The application is made with the understanding that it is subject to acceptance by the owner and subject to execution by an agent for the owner of said company and delivery of a lease covering said premises. Based upon your applicant score and criminal background reports, your application will be accepted, rejected or accepted with conditions. You must provide proof of income within one business day of the date you signed the Application Confirmation and Deposit Receipt. If annual income is verified to be less than what was reported, by \$1,000 or more, a new applicant report will be ordered.

- The above information is correct to the best of my knowledge. I have no objection to inquiries for the purposes of verification of the above statement. It is understood that the above information will be held in strict confidence.

Applicant 1: \_\_\_\_\_ Applicant 2: \_\_\_\_\_

Revised 12/11





# Occupant Information

(To be attached to the apartment application)

Name (First, Middle, Last)		Drivers License Number	Telephone Number ( )	Date of Birth / /	Age	E-Mail Address
Present Address		Apt. #	City	State	Zip	Name of Property
How Long? Y M		Owner/Manager's Name			Telephone Number ( )	
Name of Apartment Community at Which You Previously Resided			Apartment Number	How Long? Y M	Telephone number ( )	
Address		City	State	Zip	Owner/Manager's Name	
Marital Status		<input type="checkbox"/> Married	<input type="checkbox"/> Single	<input type="checkbox"/> Divorced	<input type="checkbox"/> Separated	<input type="checkbox"/> Widowed
Name of Employer		Address		City	State	Zip
How Long? Y M		Title/Position/Profession	Business Telephone Number ( )		Name of Supervisor	
Make of Vehicle			Color	Year	License Plate Number	
Do You Have Any Vehicles, Other Than Auto? (Include Boat, Campers, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, What Kind:			Size	Color	License Number	
Do You Have Any Pets? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, How Many?			Type	# Lbs. Full Grown		
Have You Ever Leased At a 1 <sup>st</sup> Lake Property Before? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Which Property?			Address		Zip	Year
Have You Ever Been Convicted Of, Entered a Guilty Plea, or a No Contest Plea To a Felony or Misdemeanor?					<input type="checkbox"/> No <input type="checkbox"/> Yes	
List Nearest Relative Not Living With You For Emergency Contact. Name		Address		City	State	Zip
Does this person have your permission to enter your apartment in case of an emergency? <input type="checkbox"/> No <input type="checkbox"/> Yes				Telephone Number ( )		Relationship

- You must present a government issued ID to the rental office.

- The above information is correct to the best of my knowledge. I have no objection to inquiries for the purposes of verification of the above statement. It is understood that the above information will be held in strict confidence. I understand that 1<sup>st</sup> Lake Properties will use the information above to perform a criminal background search. Based upon the requested criminal background reports, my occupancy will be approved or denied.

- An application fee of \$25 has been submitted to perform a criminal background search. This fee is non-refundable.

Occupant's Signature: \_\_\_\_\_

Occupant's Name (Printed): \_\_\_\_\_

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



## STATEMENT OF RENTAL POLICY

EQUAL HOUSING	Non-discrimination on basis of race, color, religion, sex, handicap status, family status or national origin is the comprehensive policy of this company.
APPLICATION FEE	Before an application can be processed, an "Application Fee" in the amount of \$35.00 is charged for each applicant and \$25.00 for each Occupant 18 years of age or older. All requirements must be met within seven (7) days or a new application fee must be paid. Application fees are non-refundable.
APPLICATION	To be completed by each adult applicant without omissions or falsifications. Driver's license or government issued I.D. required as proof of identity. All applicants must be 18 or over to contract. Any occupant 18 years of age or older must complete an application for criminal screening purposes. If any individual applicant or occupant has been declined because of a criminal record, the entire application is considered declined and residency will be denied to all applicants and occupants.
QUALIFICATIONS	1 <sup>st</sup> Lake Properties, Inc. uses the SafeRent application screening process to review your consumer and criminal background. SafeRent uses an empirically derived, statistically sound, scoring system to evaluate your consumer report. Scoring is based on real data and statistics, so it treats all applicants objectively. Your consumer report contains information about you and your experiences, such as your bill-payment history, the number and type of accounts that you have late payments, collection actions, outstanding debt, and the age of your accounts. A criminal background check will be processed on each applicant and occupant 18 years of age or older. Based upon your applicant score and criminal background, your application will be accepted, rejected or accepted with conditions. 1 <sup>st</sup> Lake requires verification of income within one business day of signing the Deposit/Application Receipt. If annual income is verified to be less than what was reported, by \$1,000 or more, a new consumer report may be ordered. 1 <sup>st</sup> Lake's scoring system will be used when SafeRent is unable to score an applicant. Verification of income, employment, rental history and criminal background is required in order to process your application through our system. Allowances from parents, scholarships, government agencies, study subsidy and/or inconsistent income such as alimony, commissions, tips, etc. will require verification. If self employed, W-2's, 1099's or tax return is required. A copy of your last two (2) paychecks with year to date earnings will be accepted.
VIEWING APT	A minimum of one person in a party must show a photo I.D. prior to viewing an apartment as a safety precaution. An available made ready apartment or model will be shown. Management has a standard criterion that must be met before an apartment can be considered ready to show.
RESIDENCY	1 <sup>ST</sup> Lake Properties reserves the right to deny any applicant on the basis of criminal conviction, guilty plea, or plea of no contest, without regard to the nature of the offense. Any applicant failing 1 <sup>st</sup> Lake Properties' policies for criminal background will be denied occupancy at all of 1st Lake's properties.
OCCUPANCY	Only two (2) persons per bedroom.
POSSESSION OF APARTMENT	Lessee will not be permitted to take possession of the apartment until all paperwork is completed and all monies due are paid in full. If Lessee takes possession of apartment on or after the 20 <sup>th</sup> of the month, the Lessee must pay the pro-rated rent plus the next month's rent.
ELECTRICAL SERVICE	Providing electrical service to the apartment is the sole responsibility of the Lessee. Electrical service must be scheduled prior to move-in, as service in the property name will be disconnected by move-in date.
OTHER VEHICLES	Boats, trailers, RV's, etc. are not permitted (unless approved by management). Oversized commercial vehicles are not allowed in the parking lot over night.
NO CASH POLICY	Cash is never accepted.
RENTAL PAYMENT	The monthly rent is due on the first of each month. There will be a late fee after the third as per the lease agreement.
SECURITY DEPOSIT & ADMINISTRATIVE FEE	Security Deposit and Administrative Fee must be paid in the form of a check, money order, cashier's check or credit card at the time the application is taken before processing can begin.
PET FEES	Pets are accepted at Lessor's discretion. There is a separate deposit on pets and additional monthly pet rent. Should a pet be acquired after move-in, all current pet provisions must be adhered to. All service animals are excluded from the required pet deposit and pet rent.

ANTENNA & SATELLITE  
DISH RULES

Specific rules and regulations in the form of an addendum are necessary for the installation of an Antenna or Satellite Dish

**CO-SIGNERS**

**A co-signer, once approved, will be held financially responsible for any and all damages to the apartment, uncollected rents, deposits or fees.**

**Read and Accepted by:**

Lessee \_\_\_\_\_

Co-signer \_\_\_\_\_

Lessee \_\_\_\_\_

Co-signer \_\_\_\_\_

Lessee \_\_\_\_\_

**Agent for Lessor** \_\_\_\_\_

Lessee \_\_\_\_\_

**Date** \_\_\_\_\_

Revised 8/11

**1<sup>ST</sup> LAKE .com**