

APPLICATION FOR RENTAL

Required for Each Prospective Resident
Selection Contingent upon Availability
www.burtoncarol.com

NO CASH ACCEPTED
MAKE 2 CHECKS OR MONEY ORDERS PAYABLE TO:
BURTON CAROL MANAGEMENT, LLC.
(1 For Hold; 1 For Application Fee)

burtoncarol
MANAGEMENT LLC


Today's Date _____
Community Name _____
Apartment Address _____ Apt # _____
Leasing Consultant _____
How did you hear about us? Website _____
 Newspaper Sign Referral (If so, who? _____)
 Other _____

Move-In Date Desired _____
Lease Term Desired _____
From _____ To _____
Special (if any) \$ _____
Security Deposit \$ _____
Non-Refundable Pet Fee \$ _____
Other \$ _____

Monthly Fees	
Rent	\$ _____
Garage	\$ _____
Garage	\$ _____
Pet	\$ _____
Pet	\$ _____
Utilities	\$ _____
Svc Fee(s)	\$ _____
Other	\$ _____
Total*	\$ _____

*May not be all inclusive at time of application submittal.

IT IS UNDERSTOOD THAT THE APPLICANT(S) AGREE(S) THAT ALL APPROVED OCCUPANTS RESIDING IN THE APARTMENT WILL COMPLY WITH THE TERMS AND CONDITIONS OF THE LEASE AGREEMENT.

All requests for reasonable accommodation or reasonable modification will be considered. The request must be submitted to Management in written form. Initial 

_____ Mr. _____ Mrs. _____ Ms
Applicant Full Name _____
Social Security No. _____
Date of Birth _____ Age _____
Phone _____ Cell _____
E-mail _____
Current Address _____
City _____ State _____ Zip _____
How Long Here? _____ Present Rent Amt \$ _____
Reason for Leaving? _____
Previous Address _____
City _____ State _____ Zip _____
Landlord _____ Reason for Leaving? _____
How Long There? _____ Reason for Leaving? _____
Driver's License No. _____ State _____

Complete, if applicable.
Spouse Full Name _____
Social Security No. _____
Date of Birth _____ Age _____
Phone _____ Cell _____
E-mail _____
Current Address _____
City _____ State _____ Zip _____
How Long Here? _____ Present Rent Amt _____
Driver's License No. _____ State _____
ADDITIONAL OCCUPANT(S) UNDER AGE 18
Full Name Relationship to Lessee DOB

Employer _____ Income \$ _____
Address _____
Supervisor's Name _____ Position _____
Phone No. _____ How Long There _____
Previous Employer _____
Address _____ How Long There _____

Spouse's (or other)
Employer _____ Income \$ _____
Address _____
Supervisor's Name _____ Position _____
Phone No. _____ How Long There _____
Previous Employer _____
Address _____ How Long There _____

Have you or anyone you will have occupy the apartment ever been convicted or plead guilty or "no contest" to a felony? No Yes
Have you or anyone you will have occupy the apartment ever been convicted or plead guilty or "no contest" to a misdemeanor involving sexual misconduct? No Yes
(A response of "Yes" is an automatic denial.)
Public records disclosing other civil and misdemeanor convictions of the applicant or their occupants over 18 years old could be cause for denial of this application.
Have you ever been evicted? No Yes
Have you ever broken a lease contract? No Yes
Have you ever been sued for non-payment of rent? No Yes
Are you a previous resident of this company? If yes, where _____
Do you have a pet? No Yes If so, what kind? _____

Credit References:
1. _____
2. _____
3. _____
Bank _____
Branch _____
Checking # _____
Savings # _____

Personal References:
Name _____ Tele _____
Name _____ Tele _____
Emergency Contact Name _____
Relationship _____ Tele _____
Address _____

Do you have renter's insurance? No Yes Company _____
1st Vehicle _____ / _____ / _____ / _____
Make Model Plate No. Color
2nd Vehicle _____ / _____ / _____ / _____
Make Model Plate No. Color
Not Permitted Parked/Stored on Premises: Trailer/RV, Truck, ATV

By signing this application, you declare that all of your responses are true and complete and authorize owner to verify this information. Any false statement on this application can lead to rejection of your application or immediate termination of your lease.

APPLICANT(S) SIGN HERE

X _____
X _____

Application taken by _____ Initial _____
Approved by _____
Property Mgr _____ Regional Mgr _____
APPLICATION FEE IS NON-REFUNDABLE INITIAL DEPOSIT
RECEIPT # _____ RECEIPT # _____
AMOUNT \$ _____ AMOUNT \$ _____

APPROVAL SUBJECT TO SATISFACTORY EMPLOYMENT, RESIDENCY, INCOME, CREDIT AND CRIMINAL BACKGROUND VERIFICATION.
KEEP RECEIPTS FOR YOUR RECORDS



APPLICANT STATEMENT

This application constitutes a request by the applicant and is not an offer to rent for the term, unit and/or rental rate stated. This application is subject to approval.

I (we) hereby apply to lease an apartment subject to location, availability and current rental amount as of date of application. The sum of \$ _____ is deposited herewith and a receipt issued with the understanding that if I am accepted by Burton Carol Management, LLC and cancel my application, I agree to forfeit this deposit. If Burton Carol Management, LLC does not accept this application, it is agreed and understood that the security deposit (indicated above) shall be refunded. Verification of this application by the Main Office of Burton Carol Management, LLC takes approximately five to seven days, and in certain cases somewhat longer. It is my responsibility to contact the leasing office for the results of this application. If this application shall be approved, I (we) agree that the above referenced money deposited shall apply toward the security deposit, which shall be equal to one month's rent as required under the Lease Agreement, and that I will enter into a Lease on your standard form.

I (we) also paid herewith and a receipt issued for the non-refundable sum of \$ _____ for the express purpose of background checks which may include, but not limited a CREDIT REPORT, RESIDENCY VERIFICATION, EMPLOYMENT VERIFICATION, CRIMINAL BACKGROUND REPORT AND OTHER ADMINISTRATIVE COSTS to be incurred by Burton Carol Management, LLC. It is further agreed that this is a non-refundable fee and shall not be applied toward rent or security deposit (Keep receipt for your records.)

This is to inform you that as part of our procedure for processing your application, an investigative consumer report may be prepared where by information is obtained through interviews with your landlord, employers, associates, or others with whom you are acquainted.

This inquire includes information as to your character, general reputation, and mode of living. You have the right to make a written request within a reason able time after today's date to receive additional information about the nature of this investigation.

I have read this application and hereby state that the information in the application supplied by me is complete and accurate and I agree that, in the event that this information is not complete and accurate, Burton Carol Management, LLC may cancel this application and have no further obligation to lease. I also agree that this application will be affixed and become part of the Lease Agreement entered into with Burton Carol Management, LLC.

It is our policy to provide apartments to prospective residents without regard to race, sex, color, religion, national origin, financial status or handicap. If you do not agree with the above statement, please call our main office at (216) 464-5130 and speak to the Director of Properties.

YOU MUST SIGN ALL 3 COPIES

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Signature of Applicant

Date

Signature of Applicant

Date

Disclosure of Information on Lead-based paint and Lead-based Paint Hazards

In the event this application is approved and application (lessee), leases an apartment with Burton Carol Management, LLC (lessor), this disclosure and applicant's acknowledgement and certification of same shall be considered an addendum to the Lease and any renewal thereto.

Lead Warning Statement

Housing building before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a Federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure (initial)

- ____ (a) Presence of lead-based paint or lead-based paint hazards (check one below).
 - ____ Known lead-based paint and/or lead-based paint hazards in the housing (explain).

 - ____ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.
 - ____ (b) Records and reports available to the lessor (check one below)
 - ____ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below)

 - ____ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgement (initial)

- ____ (c) Lessee has received copies of all information listed above.
- ____ (d) Lessee has received the pamphlet 'Protect Your Family from Lead in Your Home'.

Agent's Acknowledgement (initial)

- ____ (3) Agent has informed the lessee of the lessor's obligations under 42 U.S.C. 4852 (d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

Lessor

Date

Lessee

Date

Agent

Date

Lessor

Date

Lessee

Date

Agent

Date

