

# Hawthorne Townhomes Rental Application

Townhome Number _____	Rent Amount _____	Pet Rent _____	Source _____
Style _____	Sec. Deposit _____	Pet Fee _____	
Lease Term _____	Move In Fee _____	Occupancy Date Requested _____	
Leased By: _____			
<b>APPLICATION OF (circle one):</b>			
Leaseholder-Resident	Occupant Only	Non-Occupant Leaseholder	Co-Signer

**APPLICANT INFORMATION MUST BE COMPLETE IN ORDER TO BEGIN PROCESSING**

Applicant's Legal Name \_\_\_\_\_ Home Phone Number \_\_\_\_\_

Social Security Number \_\_\_\_\_ ~ ~ \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

**Present Address:** \_\_\_\_\_ Apartment # \_\_\_\_\_ City/State/Zip \_\_\_\_\_

How long? \_\_\_\_\_ Rent \_\_\_ Own \_\_\_ Live with Family \_\_\_ Other \_\_\_ Monthly Payment \$ \_\_\_\_\_

Reason for moving from present address? \_\_\_\_\_

Name of present Landlord / Owner / Agent? \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ Apartment # \_\_\_\_\_ City/State/Zip \_\_\_\_\_

How long? \_\_\_\_\_ Rent \_\_\_ Own \_\_\_ Live with Family \_\_\_ Other \_\_\_ Monthly Payment \$ \_\_\_\_\_

Reason for moving from previous address? \_\_\_\_\_

Name of present Landlord / Owner / Agent? \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Present Employer:** \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Address of Employment: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Start Date: \_\_\_\_\_ Position Held \_\_\_\_\_ GROSS ANNUAL SALARY \$ \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Address of Employment: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Start Date: \_\_\_\_\_ Position Held \_\_\_\_\_ GROSS ANNUAL SALARY \$ \_\_\_\_\_

**Spouse's Legal Name** \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Spouse's Present Employer:** \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Address of Employment: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Start Date: \_\_\_\_\_ Position Held \_\_\_\_\_ GROSS ANNUAL SALARY \$ \_\_\_\_\_

**ADDITIONAL SOURCES OF INCOME**

List any additional verifiable source(s) of household income you wish us to consider : \_\_\_\_\_ \$ \_\_\_\_\_ per \_\_\_\_\_

Do you have any established credit history such as accounts with auto loans, credit or charge card accounts, etc...? Yes \_\_\_ No \_\_\_

Have you ever been evicted? Yes \_\_\_ No \_\_\_

Have you ever been convicted of a felony? Yes \_\_\_ No \_\_\_

How many automobiles do you have? \_\_\_\_\_ Tag Number(s) and State \_\_\_\_\_

Do you have any recreational vehicles such as boats, motorcycles? Yes \_\_\_ No \_\_\_ If yes, please specify: \_\_\_\_\_

Do you have a pet? Yes \_\_\_ No \_\_\_ Type and / or Breed of Pet \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_ Name of Pet \_\_\_\_\_

Hawthorne Townhomes does allow pets. A maximum of three pets per townhome to include only one large dog. Dogs must be at least six (6) months old and have a current dog license. Cats must be at least six (6) months old, spayed or neutered, and the front paws must be declawed or capped. Written verification must be provided from a veterinarian along with a photo of your pet(s). **There is a \$300 one-time non-refundable pet fee per dog 39 pounds and under, as well as a \$25 monthly charge per dog. There is a \$400 one-time non-refundable pet fee per dog 40 pounds and over, as well as a \$35 monthly charge per dog. There is a \$200 one-time non-refundable pet fee per cat, as well as a \$15 monthly charge per cat. Fish and small caged animals are allowed (no rodents or reptiles) at no additional costs.**

Note: Per Federal Fair Housing Law, Service Animals are not considered "pets"; therefore, with proof of certification, the Pet Policy does not apply.

**PLEASE LIST TWO EMERGENCY CONTACTS:**

#1 Name \_\_\_\_\_ Relationship \_\_\_\_\_ Known How Long? \_\_\_\_\_

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

#2 Name \_\_\_\_\_ Relationship \_\_\_\_\_ Known How Long? \_\_\_\_\_

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

Co-applicants must submit separate applications.

A non-refundable application fee of **\$35 per lease holder and a \$15 fee per occupant** is paid with the clear understanding that each applicant, including each prospective occupant, is subject to approval and acceptance of Hawthorn Townhomes. **The application fee is used to cover the costs incurred in investigating the acceptability of this application and is non-refundable.**

Upon receipt by Hawthorne Townhomes of this application, an advance rental payment payable to Hawthorne Townhomes in the amount of \$ amount of \$400 will be paid by the applicant to hold the specific townhome selected.

Once the application has been accepted and approved, any cancellation of the application and/or failure to sign a lease by the applicant on or before the occupancy date specified will be considered a breach of this application. **In this event, the \$ vent the \$400 advance rental payment shall be retained by Hawthorne Townhomes and applied to the loss of rent from the applicant's action.**

**Upon execution of the lease and transfer of the possession of the apartment, the balance of the first month's rent and a security deposit** it and or nonrefundabl fee is due.  
**portion of that month's rent as well as the following month's rent, is due.**

**Proof of Renters Insurance is required before Hawthorne Townhomes will issue keys.**

If statements or representations made on this application are found to be materially misleading, incorrect or untrue, Hawthorne Townhomes shall be entitled to terminate this application.

Upon approval, this application is to be made a part of the lease entered into by Hawthorne Townhomes and tenant.

**I agree to provide the appropriate application information, income verification and/or any other required documentation with-in 24 hours in order to assist in timely processing of my application.**

*I understand that by signing below, I am agreeing to the terms and conditions set forth in this application.*

Date Received: \_\_\_\_\_ Signature of Applicant(s) \_\_\_\_\_

Received By \_\_\_\_\_

**List the legal name of all prospective occupants beginning with yourself:**

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_

3. Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_

4. Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_

5. Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_

6. Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_

**Credit Department Only:**

**ACCEPTED** by \_\_\_\_\_ date \_\_\_\_\_ time \_\_\_\_\_ **DENIED** by \_\_\_\_\_ date \_\_\_\_\_ time \_\_\_\_\_ Reason \_\_\_\_\_ Letter \_\_\_\_\_