



Rental Application for Ingerman Premium Communities

Thank you for your interest in becoming a resident with us!

In order to become a resident you must first qualify and be approved for the apartment. The qualification process requires submitting a completed application form, application fee, all mandatory supporting documents, and the management running credit, criminal and verifications of your documents.

Our policy requires residents to earn a combined monthly income of 3x the monthly rent or 6x for guarantors and maintain good credit and criminal history. In cases where residents do not meet these requirements, a guarantor or additional sources of income may sometimes be accepted to approve a resident application.

Apartments are held on a first come first serve basis. To place a hold on a unit a completed application form and application fee must be submitted to the property. The rental hold will remain in effect for two business days. At this time all of the required documentation below must be submitted for the hold to remain in place.

Application Form Instructions

- All fields and questions must be filled in
- Only blue or black ink may be used. A PDF filler is acceptable with handwritten signature
- Separate application form is required for all Residents, Occupants, and Guarantors

Application Fee

- The application fee is a non-refundable \$50 for any Resident, Occupant, and Guarantor
- Accepted forms of payment: money order or certified/cashier check

Supporting Documents

- Government issued photo ID (Driver's License, Passport etc.)
- Two (2) most recent consecutive paystubs (notarized job offer letter if new employment)
- If self-employed – two prior year's tax returns and signed CPA letter verifying the accuracy
- A recent bank statement in your name showing a minimum of three months' rent

Applicant Types

Residents (Tenant) are contractually and financially responsible to the unit. They have the right of possession.

Occupants (Roommate) are nonresidents and have limited rights of possession. An occupant has no financial responsibility however is contractually obligated to the laws and rules of the community. An occupant may be removed at will by a resident within that unit.

Guarantors only have financial obligation to perform the tenant's obligations under a lease if the tenant fails to do so.





RENTAL APPLICATION

Application type: Resident Occupant Guarantor

Property Name: _____ Unit #: _____ Leasing Consultant: _____

PERSONAL INFORMATION

Name (First, MI, Last): _____

Home Phone Number: _____ Cell Phone Number: _____

Email Address: _____

Address: _____ City: _____ State: _____ ZIP: _____

Social Security Number: _____ Date of Birth: _____

How did you hear about this community? _____

Requested Move-In Date: _____ Why are you moving? _____

How many people will be living in the apartment home? 1 2 3 4 5 6

Is this a Guarantor/Co-Signer Application? Yes No If so, Guarantor's/Co-Signer's relationship to Lessee: _____

CURRENT RESIDENCE

Current Residence Mortgage or Rental Company: _____

Rent Own Other: _____ Rent or Mortgage Amount: _____ Date you moved-In: _____

Reason for leaving residence: _____

Manager/Contact: _____ Phone Number: _____

If you have lived at your current residence less than six (6) months, a previous address is required

Address: _____ City: _____ State: _____ ZIP: _____

Current Residence Mortgage or Rental Company: _____

Rent Own Other: _____ Rent or Mortgage Amount: _____ Date you moved-In: _____

Reason for leaving residence: _____

Manager/Contact: _____ Phone Number: _____

EMPLOYMENT

Current Employer Name: _____

Address: _____ City: _____ State: _____ ZIP: _____

Supervisor Name: _____ Phone Number: _____

Job Title: _____ Start Date: _____

Gross Annual Income: _____ Additional Annual Income: _____

If you have worked at your current employment less than six (6) months, a previous employment is required

Previous Employer Name: _____

Address: _____ City: _____ State: _____ ZIP: _____

Supervisor Name: _____ Phone Number: _____

Job Title: _____ Start Date: _____

Gross Annual Income: _____ Additional Annual Income: _____





EMERGENCY CONTACT

Name (First, MI, Last): _____ Relationship: _____

Phone Number: _____ Email Address: _____

Address: _____ City: _____ State: _____ ZIP: _____

In the event of serious illness, death, or other circumstances that would make you unavailable, does this emergency contact have permission to remove your property from your apartment home or common areas? Yes No

JOINT APPLICANTS & OCCUPANTS

Occupant #1

Name (First, MI, Last): _____ Relationship: _____

Occupant #2

Name (First, MI, Last): _____ Relationship: _____

Occupant #3

Name (First, MI, Last): _____ Relationship: _____

VEHICLES

How many vehicles will be parked at the residence in total? _____

Vehicle #1

Type: Car SUV Truck Motorcycle Other: _____

Make: _____ Model: _____ Model Year: _____

Color: _____ License Plate #: _____ License State: _____

Vehicle #2

Type: Car SUV Truck Motorcycle Other: _____

Make: _____ Model: _____ Model Year: _____

Color: _____ License Plate #: _____ License State: _____

PETS

Will you be bringing any pets? Yes No If so, please complete the following information

Pet #1

Type: Bird Cat Dog Other: _____

Breed: _____ Weight: _____ pounds Color: _____

Name: _____ Age: _____

Pet #2

Type: Bird Cat Dog Other: _____

Breed: _____ Weight: _____ pounds Color: _____

Name: _____ Age: _____





APPLICANT AUTHORIZATION FOR RENTAL APPLICATION

OTHER INFORMATION

Have you ever been evicted? Yes No

Have you ever been in landlord tenant court or pursued for rent or damages by a landlord? Yes No

Have you ever been convicted of a crime other than a minor traffic offense? Yes No

Do you own any outstanding amounts to a previous landlord? Yes No

If so, please explain: _____

Are you in the process of filing or have you ever filed bankruptcy? Yes No

If so, please explain: _____

1. Landlord relies on the information given above to be complete and accurate in order to act on the application in a timely manner. Any false statements, misrepresentations, inaccurate information or failure to supply the data requested above may serve as grounds for rejection of the application or grounds for an eviction action later.
2. By signing this application, the undersigned authorize(s) the use of any credit reporting and/or screening agencies to verify credit and validate the accuracy of all information recorded above. Further, my/our signature authorizes Landlord and the credit reporting and/or screening agencies to later exchange credit information and access my/our credit report(s) in the event of default of the Lease Agreement for collection or skip tracing purposes.
3. I/We warrant that all of the representations in this application are true and correct. I/We also understand that information provided on this application shall survive approval of this application and execution of a Lease Agreement.
4. I/We understand that occupancy of the apartment home is limited to persons specified on this application and that if I/we apply with other Applicants, all of our individual applications are evaluated collectively as a joint application. In multiple Applicant situations, application processing will not begin until the completed rental application and application fees for all Applicants (named on the first page of this application) have been received. In addition, I/we understand that the collective decision result is shared and binding to all joint Applicants.
5. In consideration of the costs associated with the processing of this application, I/we agree to pay Landlord a non-refundable application fee. At the time of signing a Lease Agreement, I/we agree to pay Landlord a non-refundable administrative fee.

Applicant's Signature

Date





CREDIT CARD AUTHORIZATION

Sign and complete this form to authorize Ingerman Management Company to make a one-time debit to your checking or savings account or charge to your Visa, MasterCard, Discover Card, or American Express.

By signing this form you give Ingerman Management Company permission to debit your account or charge your credit card for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

PROPERTY INFORMATION

Property Address: _____
City: _____ State: _____ Apt. #: _____

PLEASE KEEP A COPY OF THIS AS YOUR RECEIPT

Amount: \$ _____
Card Type: Visa MasterCard Discover American Express
Credit Card Number: _____
Expiration Date: _____ 3 Digit Security Code: _____ (from the back of the card)
Cardholder's Name: _____
Email: _____ Cardholder's Phone: _____

CARDHOLDER'S BILLING ADDRESS

Address: _____
City: _____ State: _____ Zip: _____

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify Ingerman Management Company in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. For ACH debits to my checking/savings account, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an ACH Transaction being rejected for Non Sufficient Funds (NSF) I understand that Ingerman Management Company may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$25 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this credit card/bank account and will not dispute these scheduled transactions with my bank or credit card company; so long as the transactions correspond to the terms indicated in this authorization form.

Cardholder's Signature

Date

