



# MILLS PROPERTIES, INC. APPLICATION FOR RESIDENCY



The undersigned applicant(s) hereby applies for and offers to execute a Lease as provided by Mills Properties, Inc. (hereinafter Lessor). The undersigned applicant(s) warrants that the statements contained herein are true. The purpose of this application is to assist Lessor in deciding whether to rent to applicant(s). Receipt of this application by Lessor does not obligate Lessor to deliver occupancy of any apartment.

Apartment Address: \_\_\_\_\_ Date: \_\_\_\_\_

Move in Date: \_\_\_\_\_ Rent: \_\_\_\_\_ Term: \_\_\_\_\_

Number of persons who will occupy the apartment: \_\_\_\_\_

**Applicant Information: (please print)**

Name (1) \_\_\_\_\_ Birthdate \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Social Sec. # \_\_\_\_\_  
First Middle Last MO Day Yr.

Name (2) \_\_\_\_\_ Birthdate \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Social Sec. # \_\_\_\_\_  
First Middle Last MO Day Yr.

Telephone ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Business Ext.

Present Address \_\_\_\_\_  
Street City State/Zip Length of Residency

(A) Present Landlord \_\_\_\_\_  
Name Apt. Community Phone Mo. Payment

(B) Home Mortgage \_\_\_\_\_  
Mortgagor Address Phone Mo. Payment

Previous Address (1) \_\_\_\_\_  
Street City State/Zip Length of Residency

Previous Landlord \_\_\_\_\_  
Name Apt. Community Phone Mo. Payment

Reason for Moving \_\_\_\_\_

Previous Address (2) \_\_\_\_\_  
Street City State/Zip Length of Residency

Previous Landlord \_\_\_\_\_  
Name Apt. Community Phone Mo. Payment

Reason for Moving \_\_\_\_\_

Driver's License Number (1) \_\_\_\_\_ Drivers License Number (2) \_\_\_\_\_

Automobiles \_\_\_\_\_  
License # State Color Make/Model Year  
License # State Color Make/Model Year

**Other Persons to Occupy Apartment:**

Name	Relationship	Date of Birth	Sex	Soc. Sec #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Do you own any pets Yes  $\pi$  No  $\pi$  If Yes, Breed \_\_\_\_\_ Weight \_\_\_\_\_  
Do you own a waterbed Yes  $\pi$  No  $\pi$  If Yes, waterbed insurance is required.

**Employment: (1) (2)**

Present Employer	Present Employer
Address _____	Address _____
Telephone ( ) _____	Telephone ( ) _____
Date of Hire _____	Date of Hire _____
Position _____	Position _____
Name of Supervisor _____	Name of Supervisor _____
Gross Monthly Income _____	Gross Monthly Income _____
Other Income Source _____ \$	Other Income Source _____ \$
Previous Employer _____	Previous Employer _____
Address _____	Address _____
Telephone ( ) _____	Telephone ( ) _____
Date of Hire _____	Date of Hire _____

**Financial Reference:**

Bank \_\_\_\_\_ Account # \_\_\_\_\_ Checking  $\pi$  Savings  $\pi$   
Bank \_\_\_\_\_ Account # \_\_\_\_\_ Checking  $\pi$  Savings  $\pi$

(1)

Have you ever been sued? Yes  $\pi$  No  $\pi$

Are you in a legal suit now? Yes  $\pi$  No  $\pi$

Are there any outstanding judgements against you? Yes  $\pi$  No  $\pi$

Have you declared bankruptcy within 7 years? Yes  $\pi$  No  $\pi$   
If Yes, when in the past 7 years? \_\_\_\_\_

Have you ever been convicted of a criminal act? Yes  $\pi$  No  $\pi$   
If Yes, describe: \_\_\_\_\_

If you answered yes to any of the above, indicate when such action was taken, where, (city and street address), by whom, for what reason and the outcome of the action.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2)

Have you ever been sued? Yes  $\pi$  No  $\pi$

Are you in a legal suit now? Yes  $\pi$  No  $\pi$

Are there any outstanding judgements against you? Yes  $\pi$  No  $\pi$

Have you declared bankruptcy within 7 years? Yes  $\pi$  No  $\pi$   
If Yes, when in the past 7 years? \_\_\_\_\_

Have you ever been convicted of a felony? Yes  $\pi$  No  $\pi$   
If Yes, describe: \_\_\_\_\_

If you answered yes to any of the above, indicate when such action was taken, where, (city and street address), by whom, for what reason and the outcome of the action.

**Emergency Contacts:**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Telephone, Cell Phone or Pager Number

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Telephone, Cell Phone or Pager Number

**Each applicant agrees and represents that:**

1. I hereby apply for and offer to lease the apartment described herein for the lease term stated, the rental rate and upon the terms and conditions set forth herein and in Lessor's standard lease form. I warrant that all of the representations in this application are true and correct. The actual date of possession is subject to the vacation of premises by prior tenant, if any, and completion of necessary repairs or remodeling.

2. Applicant(s) agrees to sign a \_\_\_\_\_ month lease commencing \_\_\_\_\_, 20\_\_\_\_ at a rental of \$\_\_\_\_\_ monthly in the apartment unit number known as: \_\_\_\_\_. I understand that occupancy of the apartment is limited to persons listed above as "Number of persons who will occupy apartment". I understand that if children are occupants of the premises, it is my responsibility to supply adequate supervision at all times.

3. Simultaneously with the execution of the application I am making a deposit in the sum of \$\_\_\_\_\_, plus a non-refundable fee of \$\_\_\_\_\_, plus a \$\_\_\_\_\_ charge for running a "consumer report", it being understood that the charge for the consumer report is not refundable. I agree to execute a lease within \_\_\_\_\_ days of being notified that my report is acceptable and the apartment is available to occupy. (Failure to execute a lease will cause Applicant's deposit to be forfeited as liquidated damages.) Upon execution of the lease by me, it is understood that this deposit will be retained by the Lessor and applied to the Security Deposit under the terms and conditions contained in the lease. It is further understood that at the time I execute the lease on the premises, I will pay the first month's rent and the balance of the Security Deposit. In the event possession is given after the 20<sup>th</sup> of the month, it is understood that at the time of execution of the lease, I will pay the pro rate share of rent through the end of the current month, plus the full rent for the following month. It is further understood that in the event any single check delivered to Lessor for the above fees/deposit shall not be paid upon presentation to designated depository thereon, there shall immediately accrue a charge of **Fifty Dollars (\$50.00)** for each such dishonored check.

4. **I agree that the lessor may retain said deposit as liquidated damages for its costs and expenses, and not as a penalty, if any of the representations made by me herein are false. I further agree that my deposit is non-refundable (except for the provision of paragraph 5 herein) and the deposit will be retained if I do not execute a lease for the apartment described herein (or any other apartment mutually agreed upon).**

5. I understand that Lessor will refund said deposit to me within 30 days if the apartment specified (or any other apartment mutually agreed upon) is not available, or if this application is rejected by the Lessor for any reason.

6. I understand that I acquire no rights on any apartment until I sign a lease in the form submitted to me; until all monies are paid to the Lessor as set forth above; and the lease is executed by the Lessor.

7. Applicant(s) hereby authorizes Lessor to procure a "consumer report" as defined in the Fair Credit Reporting Act, 15 U.S.C. 1681 a(d), seeking information on the credit-worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living of applicant(s). I also agree and understand that Lessor may obtain additional consumer reports on me in the future to update or review my account.

8. I understand that my application may be rejected if during the investigation there are found to be judgements, lien(s) or bankruptcy in my personal credit history.

9. I hereby authorize Lessor to obtain information it deems desirable in the processing of my application for residency, including: credit reports, civil or criminal actions, rental history, employment/salary details, police and vehicle records, and any other relevant information; and release Lessor, its employees and agents from all liability for any damage whatsoever incurred from furnishing or obtaining such information.

10. I understand that Renter's Insurance is required prior to occupying the apartment unit and upon renewal of lease. I/we covenant and agree that prior to occupancy, we will obtain and maintain, at our sole cost and expense, Renter's Insurance with respect to liability in, on or about the property, in the amount of not less than Fifty Thousand Dollars (\$50,000) per occurrence, covering property damage. All policies of insurance provided for under this Section shall be issued by insurance companies qualified to do business in Missouri, which policies shall be for the mutual and joint benefit and protection of the Owner, Agent, and Resident, and executed copies of such policies of insurance or certificates thereof shall be delivered to the Owner or Agent prior to physical occupancy of the apartment for coverage of the full lease term. All policies shall designate Owner as an Interested Party as their interests may appear and no such policies shall be subject to a deductible or self-insured retention. All policies of insurance required by this Section shall contain an endorsement that such insurance may not be canceled or amended except upon thirty (30) days prior written notice from the insurance company to Owner, sent by certified or registered mail. As often as any policy shall expire or terminate, renewal or additional policies shall be procured and maintained by resident in like manner and to like extent. Failure to maintain such insurance shall be a material default and will be kept valid at all times while occupying the premises. Proof of a minimum of \$50,000 in liability coverage will be presented to the office prior to occupying and Owner shall have the right to terminate the lease: provided however, I/we shall remain fully responsible for all monetary obligations under the lease.

Signature (1) \_\_\_\_\_ Date \_\_\_\_\_

Signature (2) \_\_\_\_\_ Date \_\_\_\_\_

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**(For Office Use Only)**

Application Review

A. Credit Retriever Report In File \_\_\_\_\_

B. Income Verification Completed \_\_\_\_\_ Verification Provided: \_\_\_\_\_ Pay Stub \_\_\_\_\_ Employment Letter/Contract

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Application Taken By: \_\_\_\_\_ Date: \_\_\_\_\_ Application Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Application Rejected By: \_\_\_\_\_ Reason: \_\_\_\_\_ Date: \_\_\_\_\_

Rejection Letter Mailed By: \_\_\_\_\_ Date: \_\_\_\_\_

REGULAR MONTHLY CHARGES:

Monthly Rent \_\_\_\_\_

Pet \_\_\_\_\_

Washer and Dryer \_\_\_\_\_

Parking \_\_\_\_\_

Other \_\_\_\_\_