



601 Ohio St.
Terre Haute, IN 47807

Ph. - 812-234-3746
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- \$50 NON-REFUNDABLE APPLICATION FEE REQUIRED PAYABLE TO NEWLIN-JOHNSON CO.
- EACH CO-RESIDENT AND EACH OCCUPANT OVER 18 YEARS OF AGE MUST SUBMIT A SEPARATE APPLICATION (Only one \$50 application fee per property - \$50 is applied to first month's rent if approved)

Property Address: _____

Anticipated Move-In Date _____ Monthly Rent: \$ _____ Security Deposit: \$ _____

Applicant's Name (first, middle, last) _____
 Is there a co-applicant? ____ yes ____ no *If yes, co-applicant must submit a separate application.*
 Applicant's former last name (maiden or married) _____
 Social Security # _____ - _____ - _____ Date of Birth ____/____/_____
 E-mail _____
 Home Phone _____ Work Phone _____ Cell _____

Applicant's Current Address: -complete Previous address if less than two years
 Landlord _____ Address _____ City _____ State ____ Zip _____
 Landlord's Phones: (day) _____ (night) _____ (cell) _____
 Length of Time: Years _____ Months _____ Rent \$ _____
 Reason for move: _____

Applicant's Previous Address:
 Landlord _____ Address _____ City _____ State ____ Zip _____
 Landlord's Phones: (day) _____ (night) _____ (cell) _____
 Length of Time: Years: _____ Months _____ Rent \$ _____
 Reason for move: _____

Applicant's Current Employer: _____ complete Previous Employer if less than one year
 Address: _____ (street, city, state, zip)
 Supervisor's Name: _____ Phone: _____ Fax: _____
 Start Date: _____ Gross Monthly Income: _____ Position: _____

Applicant's Previous Employer: _____
 Address: _____ (street, city, state, zip)
 Supervisor's Name: _____ Phone: _____ Position: _____
 Length of Time: Years _____ Months _____ Gross Monthly Income: _____
Describe other income Applicant wants considered: _____

Write Yes (Y) or No (N):
 Has Applicant or any other occupant ever:
 Been evicted? _____ Had any credit problems? _____
 Filed bankruptcy? _____; Been a registered Sex Offender _____
 Lost property due to foreclosure? _____ Been convicted of a felony? _____

If the answer to any of the preceding questions is Yes, please explain (attach additional sheets if necessary) _____

Pets – Applicable only if pets are allowed on property Number of pets _____
 DESCRIPTION OF PET: No pet, including mammals, reptiles, birds, fish, rodents, or insects, may be kept on the property unless it is specifically described in this paragraph.
 Type: _____ Breed: _____ Color: _____ Weight: _____
 Type: _____ Breed: _____ Color: _____ Weight: _____

List all vehicles to be parked on the Property (cars, trucks, & motorcycles)

Color _____ Year _____ Make _____ Model _____
Color _____ Year _____ Make _____ Model _____

Name all other persons who will occupy the property:

Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____

In case of emergency, notify _____

Relationship _____ Phone _____ (wk) _____
Address: _____ (street, city, state, zip)

Application fee paid \$ _____ by Check# _____ Cash _____ Other _____
Renters Insurance Not Required Required (proof needed at signing of lease)
Pets Not Allowed Allowed – with \$200 non refundable pet deposit
This a Smoke Free Property Yes No

Representation: Application represents that the statements are true and complete. Providing false information is grounds for rejection, termination of a lease, and retention of monies tendered to Landlord held as liquidated damages.

Authorization: Application authorizes Landlord or Landlord's agent, at any time before, during, or after any tenancy, to: (1) obtain a copy of any consumer or credit report related to this application; and (2) to verify any rental history, employment history, income or any other information related to this application; and (3) discuss information in the consumer report with Landlord and Landlord's agent.

I/we understand that in order for the application to be processed, an application fee of \$50 must be paid in advance.

Once approved applicant will pay the deposit within 48 hours of being approved for the property. My rent shall start no later than 7 days after the deposit is paid. If I do decide not to lease the property after 7 days I will forfeit my deposit. Applicant shall be responsible for contacting landlord or landlord's representative to determine if approval has been obtained within 48 hours of submitting the application.

I/we acknowledge that if the rental application is approved, the \$50 fee will be applied toward the first month's rent.

I/we further acknowledge that if the rental application is denied, the \$50 application fee will be applied toward administrative costs and will not be refunded.

Signature of Applicant

Landlord or Landlord's Agent

Date

Date

Sample Minimum Qualifying Criteria

Income: Gross income must be at least three (3) times the amount of the apartment's monthly rental rate.
Employment: Prospective residents must be employed by the same employer for no less than six (6) months. Should a prospect be recently transferred or relocated, they must have six (6) months prior verifiable employment.
Credit: No unpaid rental judgments or rental collections. No unpaid public records or unpaid collections. No more than 20% slow pay or current past due accounts.
Criminal History An applicant will automatically be denied in the event that any applicant or occupant has ever been convicted of a felony or misdemeanor involving sexual misconduct and/or the illegal manufacture, sale and/or distribution of a controlled substance, regardless of whether adjudication was withheld. An applicant will also be automatically declined in the event they have ever been convicted of a felony involving a physical crime against a person or persons and/or another person's property. Denial of the application due to any other felony and/or misdemeanor conviction(s) is at the sole discretion of the Property Manager.
Rental History: No evictions or unpaid rental related debt will be accepted. No more than two (2) late payments and/or two (2) non-sufficient rent checks within the past year will be allowed. No complaints or damages within the past year. The lease must be fulfilled unless the applicant is being released or breaking the lease due to job transfer.
Guarantor: A lease guarantor will be accepted for students, recent college graduates (within the past six months), for those retired or disabled living on a fixed income, for those who do not have verifiable rental history or do not meet income requirements. Guarantor must show proof of gross monthly income of at least four times the monthly rental amount.
Additional Security: An additional security may be required if the applicant is lacking in one of the above areas - Income, Employment, Credit, or Rental History - but has a satisfactory record in the other three areas.
Self-employed, If self-employed, retired or disabled, the applicant must provide retired, disabled photocopies to the property manager of tax returns from the previous year, financial statements from a certified public accountant, or photocopies of the three most recent bank statements showing proof of ability to pay rent for the term of the lease.