

# RENTAL APPLICATION



I hereby make application to rent \_\_\_\_\_ Apt. # \_\_\_\_\_ to be used as a dwelling unit and for no other purpose for the monthly rate of \$ \_\_\_\_\_ on \_\_\_\_\_ for a term of \_\_\_\_\_ months.

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
First MI Last

Social Security # \_\_\_\_\_ Driver's License # and State \_\_\_\_\_ / \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Current Address \_\_\_\_\_  
City State Zip

Landlord/Lender \_\_\_\_\_ Rent/Mortgage \$ \_\_\_\_\_ Phone \_\_\_\_\_

Length of Time \_\_\_\_\_ Reason For Moving \_\_\_\_\_

**COMPLETE ONLY IF YOU'VE LIVED AT CURRENT ADDRESS FOR LESS THAN TWO YEARS**

Previous Address \_\_\_\_\_  
City State Zip

Landlord/Lender \_\_\_\_\_ Rent/Mortgage \$ \_\_\_\_\_ Phone \_\_\_\_\_

Length of Time \_\_\_\_\_ Reason for Moving \_\_\_\_\_

Current Employer \_\_\_\_\_ Address \_\_\_\_\_

Position \_\_\_\_\_ Phone Number \_\_\_\_\_ Monthly Gross Income \$ \_\_\_\_\_

Start Date \_\_\_\_\_ Supervisor \_\_\_\_\_ Other Income: Source \_\_\_\_\_ \$ \_\_\_\_\_ /month

**ADDITIONAL DOCUMENTS REQUIRED FOR PROCESSING: PROOF OF INCOME (SEE PAGE 4 – APPROVAL CRITERIA) – PLEASE SUBMIT WITH APPLICATION**

List the names of all persons who will occupy these premises (Include Name & Age)

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

Vehicle: Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Plate # \_\_\_\_\_

In Case of Emergency, please notify:

\_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Do you Have Pets? Yes No If yes, Type \_\_\_\_\_ Weight \_\_\_\_\_ Front Declawed (Cats) Yes No

Have you ever had Bed Bugs? Yes No If yes, when \_\_\_\_\_

Are you a Registered Sex Offender? Yes No

Have you ever been convicted of a violent crime? Yes No (If yes, briefly explain) \_\_\_\_\_

Were you referred by a current resident? Yes No If yes, name \_\_\_\_\_

I hereby state and represent that the information in this application is complete and accurate and authorize Argosy Properties LLC, Cherrywood Properties LLC, and/or Sutter Place Apartments to conduct an investigation into the statements made on this application. Such an investigation will include a credit report, criminal history, rental references, and employment verification. The information stated above will be verified by a nation-wide consumer reporting agency, Tenant Data Services Inc. (1-800-228-1837), as well as previous landlords (if applicable) and current employers. Additionally, by signing this application, I consent to Landlord providing to Tenant Data Inc. information regarding my application and, if a lease is entered into, my rental record upon move out. I understand that in the event a lease is entered into it may be cancelled by the Landlord if any of the information provided in the application is materially inaccurate or incomplete. This application does not obligate Property to execute a lease or deliver possession of the proposed premises. I understand and agree that by signing this application I authorize management to remove this rental unit from the rental market. If I should cancel this application after 3 days from the date of application, the ENTIRE deposit will be retained as termination charges.

Please review the approval criteria on page 4 before submitting your application, as the application fee is non-refundable. All required information/documents must be submitted within three days (including cosigner application if applicable) or we reserve the right to put the unit back on the market.

**I UNDERSTAND AN APPLICATION FEE OF \$35.00 (PER APPLICANT) AND THE SECURITY DEPOSIT MUST BE PAID BEFORE APPLICATION WILL BE PROCESSED. PLEASE PROVIDE SEPARATE CHECKS FOR APPLICATION FEES AND SECURITY DEPOSITS.**

Signature

Date

**Thank you!**

**OFFICE USE ONLY**

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ MOVE-IN DATE: \_\_\_\_\_ LEASE TERM: 6 9 12

APP FEE:  M.O./C.C. # \_\_\_\_\_ SEC DEP:  M.O./C.C. # \_\_\_\_\_

VERIFICATIONS RECEIVED: INCOME YES NO N/A RENTAL YES NO N/A

APPROVED: YES AWC NO REASON \_\_\_\_\_ ADVERSE ACTION FORM: MAILED: \_\_\_\_\_

PRE-APP: YES NO EXPIRATION DATE: \_\_\_\_\_

NOTES: \_\_\_\_\_

# REQUEST FOR RESIDENCY VERIFICATION AND REFERENCE

The following person(s) named below have made an application for apartment rental with us. You are listed as having rented to the applicant. Your prompt response is sincerely appreciated. Please return via the e-mail address. Thank you!

Argosy & Cherrywood Apartments  
Ph: 402-464-9383  
[argosy@liveironoaks.com](mailto:argosy@liveironoaks.com)  
[cherrywood@liveironoaks.com](mailto:cherrywood@liveironoaks.com)

Sutter Place Apartments  
Ph: 402-483-2068  
[sutter@liveironoaks.com](mailto:sutter@liveironoaks.com)

I/We \_\_\_\_\_ give permission to Argosy Properties LLC, Cherrywood Properties LLC, and/or Sutter Place Apartments to obtain any information regarding my/our rental history from my/our current and past landlords.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name(s): \_\_\_\_\_

Listed Address: \_\_\_\_\_

Dates of Occupancy: \_\_\_\_\_ Was the lease term fulfilled?  Yes  No

Was Notice to Vacate Given?  Yes  No

If notice given by Landlord, please briefly explain: \_\_\_\_\_

**Rent:**

Monthly Amount: \$ \_\_\_\_\_

Paid:

On Time

Occasionally Late

Often Late

NSF checks? Yes No

If yes, how many? \_\_\_\_\_

Outstanding Balance Due?

\$ \_\_\_\_\_

**Security Deposit:**

Amount: \$ \_\_\_\_\_ Refunded?  Yes  No  Partial

If not fully refunded, why? \_\_\_\_\_

Any noise or other complaints? \_\_\_\_\_

Would you rent to this person again?  Yes  No

Are you related to this person?  Yes  No

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_



## RENTAL APPROVAL CRITERIA

Thank you for considering renting with Argosy, Cherrywood, or Sutter Place Apartments. All individuals 18 years of age and older who will be living in the unit must complete and submit an application. Applications for residency will be evaluated using the following criteria:

### RENTAL HISTORY

- You must have at least six months of verifiable good rental or home ownership history from an unbiased source within the last 2 years, or
- If you do not have sufficient rental or home ownership history, you may be given the option to find a qualified cosigner or to pay last month's rent (in addition to first month's rent) at or prior to move in.
- If you have been evicted (or eviction proceedings were commenced) or had your lease terminated by your Landlord for lease violations in the last 2 years or have an outstanding balance due from any previous rental, regardless of how long ago, your rental application will be denied.

### CREDIT HISTORY

- You must have a satisfactory credit history, which we will determine by your Transunion Credit Report provided to us via Tenant Data Inc. or
- If you have an unsatisfactory credit report (e.g. low credit score, outstanding collections or judgments, charge-offs, bankruptcies, etc....) you may be given the option to find a qualified cosigner or to pay last month's rent (in addition to first month's rent) at or prior to move in. An unsatisfactory credit history may result in your application being denied.

### INCOME REQUIREMENTS

- Studio and 1 Bedroom Units
  - The combined monthly income of all applicants must be equal to or exceed two and half (2.5) times the rent.
- 2 and 3 Bedroom Units
  - The combined monthly income of all applicants must be equal to or exceed two (2) times the rent.
- You will be required to provide proof of such monthly income (via a copy of your paystubs (most recent 30 days' worth), student loan award letter, social security or disability statement, estimated Section 8 assistance payment, or other documentation reasonably requested by Landlord);
- Or provide proof of at least 2-2.5 times\* the rent times the lease term in an account (e.g. savings, money market, mutual funds, etc.). \*Rate dependent upon size of unit applied for (see above).
- If you do not meet the income requirements you may be given the option to find qualified cosigner or to pay last month's rent (in addition to first month's rent) at or prior to move in. The inability to meet the income requirements may result in your application being denied.

### CRIMINAL OFFENSE

- Any criminal history may result in a denial of your application. Any conviction of a violent crime or one that requires sex offender registration will result in your application being denied.

### COSIGNER QUALIFICATIONS

- Must be over the age of 18 and cannot reside in the same unit with whom you will be cosigning for.
- Must be a resident of Nebraska
- Must have at least six months of verifiable good rental or home ownership history from an unbiased source within the last year.
- Must have a satisfactory credit history, which we will determine by your Transunion Credit Report provided to us via Tenant Data Inc.
- Income must meet or exceed 3-3.5 times\* the applicant's share of the rent; or provide proof of at least 3-3.5 times\* the applicant's share of the rent times the lease term in a bank account (e.g. savings, money market, mutual funds, etc.).  
\*Rate dependent upon size of unit applied for: Efficiency & 1 Bedroom = 3.5 times, 2 & 3 Bedroom = 3 times.