

APPLICATION PROCESS

STEP 1

In order to hold an apartment within 429 Apartments, a deposit equal to one month's rent is due. Additionally, there is an application fee of \$40.00 required for the first adult applying, and \$30 for each adult thereafter. The deposit and fees may be paid with a personal check, money order or a credit card (*Visa, Mastercard, or Discover*). An applicant has 3 days to change their mind and cancel the deposit. After the 3rd business day, if the application is canceled, the prospective resident forfeits the hold deposit. A full refund will be issued if an applicant(s) is denied residency. The application fee is non-refundable if the application is denied or an applicant cancels their application.

STEP 2

An application must be filled out in its entirety by all applicants. Please be sure each section is completed. Only fully completed applications will be processed by management.

STEP 3

In addition to the completed application, you must provide the following:

- If employed, please provide 2 of your most recent pay stubs. If you are a new hire, please provide a copy of your offer letter with your yearly salary and start date.
- If attending (grad/medical/law) school full-time you will need to supply documentation that you are currently enrolled in graduate school.
- If a cosigner is required he/she will need to complete the cosigner application and provide us with a copy of their 2 most recent paystubs, their last W2 or the last income tax forms. All cosigner applications must be notarized unless signed at the Rental Office.
- If retired or self-employed please provide a copy of your last year's Income Tax Return.

FREQUENTLY ASKED QUESTIONS

How can I submit an application?

Applications and necessary paperwork can be submitted in person, via email, fax or standard mail.

How much is the application fee and security deposit?

The non-refundable application fee is \$40 per applicant and \$30 for each additional. The security deposit is one month's rent.

How do I pay an application fee and security deposit?

Application fees and security deposits may be submitted in the form of a check, or by credit card. We accept VISA, Discover and MasterCard.

If I have a roommate do we have to pay the application fees and security deposit with one check or one credit card?

No, if more than one person is applying they can pay their own application fee and portion of the security deposit by check or credit card.

When is an apartment taken off the market and reserved?

Apartments are taken off the market and held once the application fee(s) and security deposit are paid, and the application is completed in full, signed and submitted to the Leasing Office.

How long does it take to receive an answer once I have submitted my application?

Generally it takes 24 hours to learn if an application has been approved or denied.

*Please note that applications are NOT reviewed until all necessary documents are received.

If my application is denied do I receive my money back?

If an application is denied the applicant will receive their security deposit back. Application fees are non-refundable.

What if I no longer want to apply?

In the application applicant's agree that any and all withdrawals of their application must be in writing and must be received by the Leasing Office on or before the third business day, or will forfeit the security deposit and University City Housing Company may keep said deposit for costs and damages incurred.

What is 'Pre-Approval'?

It is the submission and review of an application and all necessary paperwork for an apartment that has yet to come available.

What are the benefits of pre-approval?

Applications are reviewed on a first come, first serve basis. The sooner an applicant submits their application the better the chances are for securing an apartment for their desired time frame. In addition pre-approval allows the applicant the comfort of knowing in advance that their application is approved, and from there the applicant can relax while waiting for 1, 2 or 3 bedroom apartment to come available.

OFFICE USE ONLY	PROPERTY:	
	APARTMENT & TYPE:	
	MONTHLY RENT:	
	PROPOSED LEASE DATES:	
	TERM (MONTHS):	

UNIVERSITY CITY HOUSING RENTAL APPLICATION

- 1) A non-refundable application fee of \$40 per initial applicant, plus \$30 for every subsequent applicant, is required when an application is submitted. All individuals age 18 or over that intend to reside in the property must apply.
- 2) The applicant must provide his/her government issued photo ID before a showing.
- 3) The applicant must complete the application in full. Put N/A in any areas that do not apply.
- 4) Minimum of seven (7) years of residential history and seven (7) years of employment history required.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

- 5) A "hold deposit" equal to one month's rent must be paid in full to hold a rental unit. A hold deposit is non-refundable after three (3) business days. NO APARTMENT WILL BE HELD WITHOUT A DEPOSIT.
- 6) The fully completed application and all supporting documentation must be submitted within three (3) days of a hold deposit being placed on an apartment, or the deposit may be returned and apartment may be placed on the market.
- 7) The lease must be signed within 3 days of approval, or the hold deposit may be forfeited and apartment may be placed back on the market.

APPLICANT:

Legal Name:		Preferred Name or Nickname:		Date of Birth:	
Email:		Cell Phone:		Social Security #:	
Street Address:				Dates:	
City:	State:	Zip:	Rent or Own? <input type="checkbox"/> RENT <input type="checkbox"/> OWN	Monthly Payment:	With Roommates/Relatives? <input type="checkbox"/> YES <input type="checkbox"/> NO
Landlord/Mortgage Holder:				Phone:	

All individuals to occupy apartment (over the age of 18):

Full Name:	Full Name:
Full Name:	Full Name:

More listed on separate page

PROPERTY:	APARTMENT #:	# BEDROOMS/BATHROOMS:	PROPOSED MOVE-IN DATE	APPLICATION FEE:
HOLD DEPOSIT COLLECTED:	DATE PAID:	APP DUE DATE:	FORFEITURE DATE:	

It is understood and agreed that any and all withdrawals of this application must be done in writing and must be received by this office on or before the FORFEITURE DATE, or I will forfeit the HOLD DEPOSIT COLLECTED and University City Housing shall keep said deposit. It is also understood that if University City Housing does not receive a fully completed application and all appropriate paperwork from *all applicants* by APP DUE DATE, University City Housing has the right to place the APARTMENT back on the market for rental and HOLD DEPOSIT COLLECTED will be refunded. If my application is rejected for any reason, the HOLD DEPOSIT COLLECTED will be refunded to me in its entirety. Otherwise, this money will become a credit towards any of the advance rent or deposits to be paid prior to taking occupancy of APARTMENT.

Applicant Signature

Date

Agent for University City Housing Company

Date

PREVIOUS ADDRESSES (7 YEARS):*Previous Address (1):*

Street Address:					Dates: _____ to _____	
City:	State:	Zip:	Rent or Own? <input type="checkbox"/> RENT <input type="checkbox"/> OWN	Monthly Payment:	With R-mates/Relatives? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Landlord/Mortgage Holder:				Phone:		

Previous Address (2):

Street Address:					Dates: _____ to _____	
City:	State:	Zip:	Rent or Own? <input type="checkbox"/> RENT <input type="checkbox"/> OWN	Monthly Payment:	With R-mates/Relatives? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Landlord/Mortgage Holder:				Phone:		

Previous Address (3):

Street Address:					Dates: _____ to _____	
City:	State:	Zip:	Rent or Own? <input type="checkbox"/> RENT <input type="checkbox"/> OWN	Monthly Payment:	With R-mates/Relatives? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Landlord/Mortgage Holder:				Phone:		

 *More listed on separate page***EMPLOYMENT/SOURCE OF INCOME (7 YEARS):**

Employer:			Phone:		Dates: _____ to _____	
Title:	Supervisor:		Income:		<input type="checkbox"/> Wkly <input type="checkbox"/> Mthly <input type="checkbox"/> Yrly	
Address:		City:	State:	Zip:		

 Previous Employer/Source of Income *Additional Current Employer/Source of Income*

Employer:			Phone:		Dates: _____ to _____	
Title:	Supervisor:		Income:		<input type="checkbox"/> Wkly <input type="checkbox"/> Mthly <input type="checkbox"/> Yrly	
Address:		City:	State:	Zip:		

 Previous Employer/Source of Income *Additional Current Employer/Source of Income*

Employer:			Phone:		Dates: _____ to _____	
Title:	Supervisor:		Income:		<input type="checkbox"/> Wkly <input type="checkbox"/> Mthly <input type="checkbox"/> Yrly	
Address:		City:	State:	Zip:		

 *More listed on separate page***TOTAL INCOME:** WEEKLY MONTHLY YEARLY**\$** _____**EDUCATIONAL INFORMATION:**

School Attending/Attended: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Degree:	Graduation Date:
Prior School: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Degree:	Graduation Date:

 *More listed on separate page***PERSONAL INFORMATION:**

Have you ever been convicted or pleaded guilty or "no contest" to a felony (whether or not resulting in conviction)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been convicted or pleaded guilty or "no contest" to a misdemeanor involving sexual misconduct (whether or not resulting in conviction)?	<input type="checkbox"/> YES <input type="checkbox"/> NO

University City Housing Company complies with all Federal and State laws regarding discrimination and does not discriminate based upon age, sex, race, marital status, religion, national origin, or other prohibited classifications.

Do you have any outstanding judgments or any overdue or unpaid bills or loans?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been evicted for non-payment of rent or otherwise failed to meet your lease obligations?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you a co-maker or endorser on a note?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Have you ever declared Bankruptcy?
Have you ever refused to pay rent for any reason?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Have you ever suffered Foreclosure?
		<input type="checkbox"/> YES <input type="checkbox"/> NO

Please explain any "YES" answers and/or any credit difficulties:

GENERAL/ADDITIONAL INFORMATION:

Vehicle Make/Model/Year:		Color:	License Plate:
Driver's License Number:	State:	Other Vehicles?	
Nearest Relative NOT living with Applicant:		Phone:	Relationship:
Address:	City:	State:	Zip:

WILL YOU BE BRINGING A PET WITH YOU? YES (please complete the section below) NO

Type:	Breed:	Weight:	Age:	Color/Characteristics:
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HOW DID YOU HEAR ABOUT US? *If from a current resident please put their information below so we may thank them.*

Source/Referral Full Name:	Referral Property:	Referral Apartment:
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I CERTIFY THAT the above information supplied is true and complete to the best of my knowledge. It is agreed that this application may be rejected without further review if landlord discovers any missing or inaccurate information, and I acknowledge that if false or incomplete information has been presented it may result in forfeiture of any payments made in connection with this application and/or future lease termination. I authorize verification of all information given and understand that University City Housing and its agents may obtain additional information including, but not limited to, verification of income, employment, residences, credit history, criminal history, bank accounts and personal references. I ALSO SPECIFICALLY AUTHORIZE third party disclosure and University City Housing and its agents' receipt of any other information which may be relevant to this application.

Applicant Signature

Date

Print First Name, Middle Initial, Last Name

Current Street Address

Social Security Number

Current City, State, Zip

Agent for University City Housing Company

Date

OFFICE USE ONLY	PROPERTY:	
	APARTMENT & TYPE:	
	MONTHLY RENT:	
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Email:		Cell Phone:		Social Security #:	
Street Address:					Dates:
City:	State:	Zip:	Rent or Own? <input type="checkbox"/> RENT <input type="checkbox"/> OWN	Monthly Payment:	With Roommates/Relatives? <input type="checkbox"/> YES <input type="checkbox"/> NO
Landlord/Mortgage Holder:				Phone:	

All individuals to occupy apartment (over the age of 18):

Full Name:	Full Name:
Full Name:	Full Name:

More listed on separate page

PROPERTY:	APARTMENT #:	# BEDROOMS/BATHROOMS:	PROPOSED MOVE-IN DATE	APPLICATION FEE:
HOLD DEPOSIT COLLECTED:	DATE PAID:	APP DUE DATE:	FORFEITURE DATE:	

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Agent for University City Housing Company

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Street Address:					Dates: _____ to _____	
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Landlord/Mortgage Holder:				Phone:		

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Street Address:					Dates: _____ to _____	
City:	State:	Zip:	Rent or Own? <input type="checkbox"/> RENT <input type="checkbox"/> OWN	Monthly Payment:	With R-mates/Relatives? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Landlord/Mortgage Holder:				Phone:		

Previous Address (3):

Street Address:					Dates: _____ to _____	
City:	State:	Zip:	Rent or Own? <input type="checkbox"/> RENT <input type="checkbox"/> OWN	Monthly Payment:	With R-mates/Relatives? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Landlord/Mortgage Holder:				Phone:		

 *More listed on separate page***EMPLOYMENT/SOURCE OF INCOME (7 YEARS):**

Employer:			Phone:		Dates: _____ to _____	
Title:	Supervisor:		Income:		<input type="checkbox"/> Wkly <input type="checkbox"/> Mthly <input type="checkbox"/> Yrly	
Address:		City:	State:	Zip:		

 Previous Employer/Source of Income *Additional Current Employer/Source of Income*

Employer:			Phone:		Dates: _____ to _____	
Title:	Supervisor:		Income:		<input type="checkbox"/> Wkly <input type="checkbox"/> Mthly <input type="checkbox"/> Yrly	
Address:		City:	State:	Zip:		

 Previous Employer/Source of Income *Additional Current Employer/Source of Income*

Employer:			Phone:		Dates: _____ to _____	
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Do you have any outstanding judgments or any overdue or unpaid bills or loans?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been evicted for non-payment of rent or otherwise failed to meet your lease obligations?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you a co-maker or endorser on a note?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Have you ever declared Bankruptcy?
Have you ever refused to pay rent for any reason?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Have you ever suffered Foreclosure?
		<input type="checkbox"/> YES <input type="checkbox"/> NO

Please explain any "YES" answers and/or any credit difficulties:

GENERAL/ADDITIONAL INFORMATION:

Vehicle Make/Model/Year:		Color:	License Plate:
Driver's License Number:	State:	Other Vehicles?	
Nearest Relative NOT living with Applicant:		Phone:	Relationship:
Address:	City:	State:	Zip:

WILL YOU BE BRINGING A PET WITH YOU? YES (please complete the section below) NO

Type:	Breed:	Weight:	Age:	Color/Characteristics:
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HOW DID YOU HEAR ABOUT US? *If from a current resident please put their information below so we may thank them.*

Source/Referral Full Name:	Referral Property:	Referral Apartment:
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I CERTIFY THAT the above information supplied is true and complete to the best of my knowledge. It is agreed that this application may be rejected without further review if landlord discovers any missing or inaccurate information, and I acknowledge that if false or incomplete information has been presented it may result in forfeiture of any payments made in connection with this application and/or future lease termination. I authorize verification of all information given and understand that University City Housing and its agents may obtain additional information including, but not limited to, verification of income, employment, residences, credit history, criminal history, bank accounts and personal references. I ALSO SPECIFICALLY AUTHORIZE third party disclosure and University City Housing and its agents' receipt of any other information which may be relevant to this application.

Applicant Signature

Date

Print First Name, Middle Initial, Last Name

Current Street Address

Social Security Number

Current City, State, Zip

Agent for University City Housing Company

Date

PET POLICY AND PROCEDURES

We are a cat friendly community. All cats must be registered with the management office and are permitted based on management approval.

Only 2 cats per apartment permitted.

Cat Fees are as follows:
Nonrefundable One Time Fee: \$175
Monthly Pet Fee: \$25

Please fill out the attached pet application and submit it to the management office for approval.
Thank you and we hope you and your pet enjoy your new home.

Sincerely,
429 Apartments Management

Animal Application

Tenants Name: _____

Tenants Apt #: _____

The following information is to provide 429 Apartments with true and accurate information regarding your animal.

Animal Name: _____

Type of Animal: _____

Size/Name: _____

Color: _____

Date of Birth: _____

Breed: _____

Shots/Vaccinations (please provide dates)

Please describe any incidents, if any that your pet exhibited aggressive behavior towards people or other animals:

Veterinarian Information

Veterinarian Name: _____

Address: _____

Phone Number: _____

Email: _____

The information provided here is true and complete and it is understood that any willfully false information or misrepresentation will result in this application not being approved.

TENANT _____

NOTARIZED _____

Conwyn Arms _____

COSIGNER APPLICATION

Applicant's Name: _____

Cosigner's Relationship to Applicant: _____

Cosigner:
 Name: _____
 Date of Birth: _____
 SS#: _____
 Address: _____
 City: _____
 State _____ Zip: _____
 Phone: _____

Landlord/Mortgage Holder: _____
 Own: _____
 Rent: _____
 Address: _____

 Email: _____
 Phone: _____

Employment:
 Present Employer: _____
 Address: _____
 Phone: _____
 Position: _____
 Supervisor: _____
 Date Started: _____

Income: _____ Yearly
 Additional Income (list sources and amounts): _____

 Please attach proof of income: 2 recent pay stubs is preferred.

Credit Reference:
 Checking Account: _____
 Savings Account: _____
 Credit Union: _____
 Major Credit Cards: _____

Consumer Loans: _____
 Cars: Make and Year: _____
 Tag Number: _____
 Driver's License #: _____
 Monthly Payment: _____

Credit Difficulties:
 Please describe: _____
 Personal: _____
 Have you ever been convicted of a felony? _____
 Do you have any outstanding judgments? _____
 Were you ever involved in a landlord tenant eviction action? _____
 Are you a co-maker on a note? _____
 Have you declared bankruptcy in the past 7 years? _____
 Explain any "yes" answers: _____

The undersigned co-signer hereby authorizes the Landlord to make appropriate inquiries to verify his/her income, employment, residences, credit references, bank accounts, personal references, and any other pertinent information. The cosigner represents that all information supplied is true and complete and understands that any willfully false information or misrepresentation will result in this application not being approved.

Co-signer _____
 Date _____
 Leasing Agent _____
 Date _____