

### Applicant(s) Personal Information (Please write clearly)

1. Name of Applicant	Date of Birth	Social Security #	Drivers License# / State	
2. Name of Applicant	Date of Birth	Social Security #	Drivers License# / State	
Applicant 1's Present Address	City	State	Zip	Your Telephone #
Present Address is: (circle) Own Home   Parents Home   Rented Home   Rented Apt   Other	Monthly Payment		How Long at Present Address?	
Present Landlord/Mortgage Company	Contact Name		Landlord's Phone #	
Applicants Previous Address <small>(no need to fill out if you have been at present address 2+ years)</small>	City	State	Zip	
Previous Landlord/Mortgage Company	Contact Name	Phone #	Zip	
		Monthly Payment	How Long At This Address?	
Applicant 2's Present Address	City	State	Zip	Your Telephone #
Present Address is: (circle) Own Home   Parents Home   Rented Home   Rented Apt   Other	Monthly Payment		How Long at Present Address?	
Present Landlord/Mortgage Company	Contact Name		Landlord's Phone #	
Applicants Previous Address <small>(no need to fill out if you have been at present address 2+ years)</small>	City	State	Zip	
Previous Landlord/Mortgage Company	Contact Name	Phone #	Zip	
		Monthly Payment	How Long At This Address?	

### Applicant(s) Employment / Source of Income

Applicant 1's Employer	Employed from:	Title	Supervisor	Phone # of Employer
Address	City	State	Zip	Gross Monthly Income
Applicant 2's Employer	Employed from:	Title	Supervisor	Phone # of Employer
Address	City	State	Zip	Gross Monthly Income
Financial Institution	Account # - Checking/ Savings	Other Sources of Income	Amount	

### Other Occupants (anyone that is not listed above that will be residing in the apartment)

1. Name of Occupant	Date of Birth	2. Name of Occupant	Date of Birth
3. Name of Occupant	Date of Birth	4. Name of Occupant	Date of Birth

### Please Give us the Following Information

Why are you leaving your current residences?	How did you hear about us?	
Do you have charges pending against you for a criminal offense?	Applicant 1	Applicant 2
Have you ever been convicted of or pled guilty or no contest to any criminal offense(s) or had any criminal offense(s) disposed of other than by acquittal or finding of "not guilty?"	Applicant 1	Applicant 2

If "Yes" please give details and dates:

Any litigation such as: evictions, suits, judgments, bankruptcies, foreclosures, etc? If "Yes" please give details and dates.

In case of emergency, notify: 1.	Address  City, State & Zip	Phone #	Relationship
2.	Address  City, State & Zip	Phone #	Relationship

# Sweetwater Heights Apartments

Pet Information (Non-Aggressive Breeds Only/Maximum of 2 Pets)			
Pet Name(s)			
Pet 1 – Type:	Breed	Weight	
Pet 2 – Type:	Breed	Weight	

## Sweetwater Heights Apartments

### Please Read Carefully and Sign Below

**Correct Information-** Each applicant represents that all of the above statements are true and complete. Each applicant hereby authorizes verification of the above information, references, and credit records and each applicant hereby releases from all liability or responsibility all persons and corporations requesting or supplying such information. Each applicant acknowledges that false, incomplete or misleading information herein may constitute grounds for rejection of this application, termination of right of occupancy of all occupants under the contemplated lease, and/or forfeiture of deposits/fees and may constitute a criminal offense under the laws of this State. Each applicant agrees to the terms of the Application Deposit Reservation agreement. **This agreement states that the applicant(s) has a period of 24 hours from the time of application to change their mind and receive the Lease Initiation Fee in full.** If for some reason the applicant is denied, the Lease Initiation Fee will be refunded in full. If the applicant changes their mind after 24 hours from the time of application, the applicant(s) forfeits the Lease Initiation Fee. **The application fee is non-refundable regardless of the result.** This application is preliminary only and does not obligate Owner or Owners Agent to execute a lease or deliver possession of the proposed premises. I have read and agree to the provisions as stated. It is acknowledged and agreed that during the tenancy all persons occupying the premises will be legally residing within the United States.

The Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988, prohibits discrimination in the rental of housing based on race, color, religion, sex, handicap, familial status or national origin. The Federal Agency, which administers compliance with this law, is the U.S. Department of Housing and Urban Development

\_\_\_\_\_  
Applicant 1's Signature

\_\_\_\_\_  
Applicant 2's Signature

\_\_\_\_\_  
Date/Time

\_\_\_\_\_  
Date/Time

\_\_\_\_\_  
Owner or Owners Agent



**Sweetwater Heights Apartments**

**RENTAL APPLICATION - ALL APPLICANTS WILL BE APPROVED ON THE FOLLOWING CRITERIA**

A rental application must be processed on all prospective residents 18 years of age or older. Roommates will be evaluated on an individual basis. Legally married couples will be evaluated on an individual basis.

**1. INCOME**

As roommates, each must have gross income equal to one and one-half (1.5) times the amount of the rent. As a married couple or a single occupant with no roommate, the gross income must be equal to three (3) times the amount of rent. If not verifiable by employer, we require a copy of the previous year's tax return/W2, or the past three months of paycheck stubs or bank statements.

**2. EMPLOYMENT**

A prospect must have verifiable current employment and six (6) months employment history, or a verifiable source of income. School (except high school) will be accepted as an alternative to employment history provided it can be verified. Self employed, retired or other applicants must provide a financial statement from a CPA, the most recent year's tax statement or a third party professional verification from the source of the income. Copies of the most recent bank statement showing proof of ability to pay rent for the term of the contract may also be accepted. Monthly ending balance must not fall below the monthly rental rate multiplied by the number of months in the rental contract.

**3. CREDIT**

A credit report will be processed on each applicant. All applicants will be evaluated on a percentage system. The applicant can have no more than 30% negative credits on the current status of all accounts. Any account in default that is over one year old will be waived in determining percentage of negative credit. No credit history will be interpreted as good credit. If an applicant takes exception with credit findings, he/she is responsible for contacting the credit bureau. If the discrepancy can be cleared up, applicant will be considered on the basis of the new information.

**4. RENTAL HISTORY**

- a. Six (6) months verifiable history on current/previous address within last two years.
- b. Rental/home ownership history. Compliance with all terms of the lease/contract and community policies. Two (2) late payments and/or returned checks per year of residency are acceptable.
- c. Military housing is an acceptable alternative to rental history.

**5. AN APPLICANT WILL AUTOMATICALLY BE DENIED FOR THE FOLLOWING REASONS**

*(Please select Yes or No next to each of the items below that applies to you. If you check yes to any of the items below, you will automatically be denied.)*

- a. Anyone having been evicted for causes by a landlord. YES [ ] NO [ ]
- b. Any unresolved debts to a previous landlord, mortgage or utility company. YES [ ] NO [ ]
- c. Anyone having been convicted of a felony for any violent offence, sex offense, drug offence and/or NSF offence. YES [ ] NO [ ]
- d. Falsification of any information on the rental application. YES [ ] NO [ ]
- e. Anyone currently in the process of filing a bankruptcy. YES [ ] NO [ ]
- f. Certain misdemeanors could result in an automatic denial. YES [ ] NO [ ]

**6. OCCUPANCY**

Maximum number of occupants per apartment: 2 Bedroom/1 Bath = 4 Occupants  
If your household should increase by the birth, adoption, or legal guardianship of a child before the end of your rental agreement term, and it increases your household beyond the established size for that apartment type, you will be expected to: 1) transfer to an appropriate size apartment at the current rent for that apartment at the end of your lease term, or 2) terminate your contract with a thirty (60) day written notice to vacate your apartment at the end of your lease.

**7. LEASE INITIATION FEE**

A lease initiation fee is required and must be paid in full prior to moving in.: 2 Bedrooms - \$175.00  
If applicant is not approved, the check or money order received will be mailed within 30 days to applicant. **The applicant has 24 hours to cancel without penalty, with written notice. After 24 hours, the entire fee is forfeited.**

**8. PET DEPOSIT/PET POLICY**

Only two pets will be allowed with a \$200 pet deposit and a \$ 300.00 fee of which is considered a non-refundable pet sanitation fee. There will also be a monthly pet rent of \$40.00. Pets are subject to management approval and may not be considered an aggressive breed. All residents with a pet are required to submit a veterinarian statement establishing general health of the pet, the status of all shots, and must bring the pet to the management office to be photographed prior to applicant approval. The only exception would be pets which are designed as service animals as stated in ADA requirements.

**9. RENT**

All move-in amounts must be paid with a cashier's check, personal check or money order. If the deposit check is returned by the bank, or credit card payments are declined the application will automatically be denied.

I (WE) HAVE READ THE ABOVE AND UNDERSTAND THE CRITERIA FROM WHICH MY (OUR) APPLICATION WILL BE APPROVED.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Representative

\_\_\_\_\_  
Date

**Sweetwater Heights Apartments**  
**2160 Century Blvd.**  
**Rock Springs, WY 82901**  
**Phone: (307) 382-6281 Fax (307) 352-1272**  
[www.sweetwaterapts.com](http://www.sweetwaterapts.com)

**Request for Rental Verification**

Applicants Name: \_\_\_\_\_  
(Print)

Applicant hereby authorizes release of information: \_\_\_\_\_  
(Signature)

Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Apt. Complex: \_\_\_\_\_ Dates Lived at Complex: \_\_\_\_\_  
 Address: \_\_\_\_\_

To Whom It May Concern:

Please complete the following request for rental reference for the applicant named above and return via fax to (307) 352-1272. An application for the apartment occupancy is pending the results of this form, so your timely response is greatly appreciated. Please call (307) 382-6281 if you have any questions. Thank you.

Are you a relative of friend of the above name person(s) Yes [ ] No [ ]

If yes, please describe relationship: \_\_\_\_\_

Name and address of property: \_\_\_\_\_

Does the above names person(s) have a lease with you? Yes [ ] No [ ]

**A. Rent Payment**

1. Amount of monthly rent: \$ \_\_\_\_\_
2. Was rent ever delinquent more than 10 days? Yes [ ] No [ ]
3. Is rent current? Yes [ ] No [ ]
4. Have you ever filed an Unlawful Entry and Detainer action against the resident? Yes [ ] No [ ]
5. Have they ever paid with an NSF check? Yes [ ] No [ ]

**B. Caring for the apartment**

1. Has the above named person(s) caused any excessive damage to the apt.? Yes [ ] No [ ]
2. Was any of the security deposit retained for non-payment or rent or damage to the apartment? Yes [ ] No [ ]  
 If yes how much was retained? \$ \_\_\_\_\_
3. Did they leave owing **any** money? Yes [ ] No [ ]

**C. General Information**

1. Did unauthorized persons reside in the apartment on a regular basis? Yes [ ] No [ ]
2. Have the above named person(s), family members, or guests engage in activities that were lease violations or involved police calls? Yes [ ] No [ ]
3. Has the above named person(s) acted in a physically violent and/or verbally abusive manner toward neighbors or staff? Yes [ ] No [ ]
4. Did the above named person(s) give the required notice to vacate? Yes [ ] No [ ]
5. Would you re-rent to the above named person(s)? Yes [ ] No [ ]

Form Completed by:

\_\_\_\_\_  
 (Print Name)

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Title)

\_\_\_\_\_  
 (Date)