

## **Application Fees**

Single- \$30.00

Married - \$45.00

\*Check or money order

## **Deposits and Fees**

\$300 Security Deposit, \$150 is a Non-Refundable Admin Fee to hold an apartment

\$500 Security Deposit, \$250 is a Non-Refundable Admin Fee to hold an apartment  
(new building only)

## **Pet Fees**

\$300 Non-Refundable fee and a monthly fee of \$20 per pet.

Max 2 pets (50 lbs. max-combined) and must be pre-approved by management.

Minimum age: 1 year

## **Lease Terms**

The standard lease term is 12 months.

Short-term leases are available (except in the new building) for an additional monthly fee.

To ensure swift processing of your application, the following documentation must be provided with the application:

1. Completely filled out and signed application for each adult occupant
2. \$30 application fee (non-refundable) per applicant, \$45 fee for married
3. Copy of driver's license/I.D. for each occupant & co-signer (if applicable)
4. Written verification for all income represented on the application.  
Applicant must gross three (3) times the rent.

Acceptable forms of income verification: 2 most recent pay stubs,  
or if self-employed, a copy of last year's tax return, or a 1099 form.

PLEASE RETURN COMPLETED APPLICATIONS TO:  
TERRACE GREEN APARTMENTS

Phone # (417) 659-8887

Fax # (417) 659-9398

email: [leasing@terracegreenjoplin.com](mailto:leasing@terracegreenjoplin.com)

Management may consider a co-signer if the applicant does not meet rental requirements or may require first and last month's rent.

# RENTAL APPLICATION

Incomplete applications will delay processing. Owner/Manager may require additional information.

Anticipated move in date \_\_\_\_\_ Number of bedrooms requested: Studio 1 2 3 Floor preference: 1 2 3 4  
How did you hear about Terrace Green Apartments? \_\_\_\_\_

Primary Applicant Name \_\_\_\_\_ Social Security \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Email Address \_\_\_\_\_ Other Phone ( ) \_\_\_\_\_

Spouse Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Spouse Date of Birth \_\_\_\_\_ Phone( ) \_\_\_\_\_  
Names of Dependents: \_\_\_\_\_  
Dependent's date of birth: \_\_\_\_\_

List All Pets \_\_\_\_\_

## **RESIDENTIAL HISTORY** (past 3 years, most recent first)

Current Address \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Month & year moved in \_\_\_\_\_ Reasons for leaving \_\_\_\_\_ Rent \$ \_\_\_\_\_  
Current Landlord /Agent \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Previous Address (last 3 years) \_\_\_\_\_ Rent \$ \_\_\_\_\_  
Previous Owner/Agent \_\_\_\_\_ Phone ( ) \_\_\_\_\_

## **EMPLOMENT INFORMATION**

Your Status: Employed: \_\_\_ Full Time \_\_\_ Part Time \_\_\_ Student \_\_\_ Unemployed  
Employer/ School \_\_\_\_\_  
Dates Employed \_\_\_\_\_ Employed as \_\_\_\_\_  
Supervisor Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Salary \$ \_\_\_\_\_ per \_\_\_\_\_  
Previous Employer/School \_\_\_\_\_  
Dates Employed \_\_\_\_\_ Employed as \_\_\_\_\_  
Supervisor Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Other sources of income: Please list the income source and person who we could contact for confirmation.

You do not have to reveal alimony, child support, or spouse's income unless you want us to consider it in this application.

Amount \$ \_\_\_\_\_ Source/Contact Name \_\_\_\_\_  
Other annual income \$ \_\_\_\_\_ Source/Contact Name \_\_\_\_\_

Your Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Vehicle 1 information: \_\_\_\_\_

Vehicle 2 information: \_\_\_\_\_  
Year, Make, Model, License Plate #, License Plate State, Color of Vehicle

**HAVE YOU EVER:**

FILED FOR BANKRUPTCY? \_\_\_\_\_ YES \_\_\_\_\_ NO  
BEEN EVICTED FROM TENANCY OR BEEN IN A FORCLOSURE? \_\_\_\_\_ YES \_\_\_\_\_ NO  
WILLFULLY OR INTENTIONALLY REFUSED TO PAY RENT WHEN DUE? \_\_\_\_\_ YES \_\_\_\_\_ NO  
HAVE YOU EVER BEEN CONVICTED OF A FELONY? \_\_\_\_\_ YES \_\_\_\_\_ NO

If you answered "YES" please give any additional information:

---

---

---

**AUTHORIZATION**

Release of Information:

I agree to permit an investigation of my credit, tenant history, banking, employment, criminal background, and any other screening for the purposes of renting this apartment, and for the building owner/manager to provide our rental referral service your name and other required rental closeout information.

As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts, all of the deposit will be retained to offset the agent's cost, time, and effort in processing my application.

The application fee will be \$30.00 (per applicant) or \$45.00 (married). All application fees are not refundable.

If you should cancel your application at any time before move-in, all payments already made are non-refundable.

Upon move-in, the security deposit paid, 50% shall be retained as the refundable security deposit and 50% is NON-REFUNDABLE at move-out. I recognize that as a part of your procedure for processing my application, an investigative consumer report may be prepared whereby information is obtained through personal interviews with others with whom I may be acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living.

I agree that the above information is true and correct.

Please sign X \_\_\_\_\_ Date \_\_\_\_\_

Please sign X \_\_\_\_\_ Date \_\_\_\_\_

# Terrace Green Rental Verification

I \_\_\_\_\_ authorize my previous landlords to release my rental history to Terrace Green Apartments. The information may include, but is not limited to, the questions listed below.

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

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

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



**TO BE COMPLETED BY LANDLORD:**

TENANT'S NAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TERM OF RESIDENCY: \_\_\_\_\_ RENT AMOUNT: \_\_\_\_\_

# OF LATE PAYMENTS IN THE PAST 12 MONTHS: \_\_\_\_\_ How many days late (avg) \_\_\_\_\_

COMMENT: \_\_\_\_\_

DID YOU RECEIVE A SECURITY DEPOSIT? \_\_\_\_\_ IF YES, AMOUNT OF DEPOSIT \_\_\_\_\_

HOW MUCH OF SECURITY DEPOSIT WAS RETURNED TO RESIDENT? \_\_\_\_\_

DID THE RESIDENT, THEIR GUESTS, OR FAMILY DAMAGE THE APARTMENT OR PROPERTY? \_\_\_\_\_

DID THEY PAY FOR THE DAMAGES? \_\_\_\_\_

WERE THE POLICE EVER CALLED AS A RESULT OF A DISTURBANCE? \_\_\_\_\_

COMMENTS : \_\_\_\_\_

DID THE RESIDENT VIOLATE THE LEASE AGREEMENT IN ANYWAY? \_\_\_\_\_

COMMENTS: \_\_\_\_\_

DID THE RESIDENTS GIVE YOU PROPER NOTICE FOR VACATING? \_\_\_\_\_

IF, YES, WHAT IS THE ANTICIPATED MOVE OUT DATE? \_\_\_\_\_

ANY NEIGHBOR COMPLAINTS? \_\_\_\_\_ NO \_\_\_\_\_ YES

IF YES, NATURE OF COMPLAINT: \_\_\_\_\_

WOULD YOU RENT TO HIM/HER AGAIN? \_\_\_\_\_ NO \_\_\_\_\_ YES

IF NOT, WHY? \_\_\_\_\_

SIGNATURE OF REPRESENTATIVE: \_\_\_\_\_ TITLE \_\_\_\_\_

We encourage and support the nation's affirmative housing program in which there are no barriers to obtaining housing because of race, color, religion, sex, national origin, handicap, or familial status.

\*\*\*\*\*

PLEASE RETURN THIS FORM TO: TERRACE GREEN APARTMENTS

PHONE # (417) 659-8887 FAX # (417) 659-9398 email: leasing@terracegreenjoplin.com