

# CORPORATE HOUSING APPLICATION



Welcome home

Name of community: \_\_\_\_\_ Apartment number: \_\_\_\_\_

Apartment rent: \_\_\_\_\_ Lease term: \_\_\_\_\_ Move in date: \_\_\_\_\_

## Applicant(s) LEGAL NAMES ONLY

Legal Name of Business \_\_\_\_\_ List "DBA" if applicable \_\_\_\_\_

Federal Tax ID Number \_\_\_\_\_ D&B D-U-N-S Number \_\_\_\_\_  
 Corporation  Sole Proprietorship  Partnership

Telephone number \_\_\_\_\_ Fax number \_\_\_\_\_ Email address \_\_\_\_\_

Current business address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Company officer responsible for execution of lease \_\_\_\_\_ Title \_\_\_\_\_ Contact phone number \_\_\_\_\_

## List (3) Business References for this company:

1. Name \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

2. Name \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

3. Name \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

## Company-sponsored Resident to occupy the apartment

(1) \_\_\_\_\_  
First Name Last name Date of birth Social Security number

Position Supervisor's name & Contact number

## Other occupants

Name \_\_\_\_\_ Date of birth \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Date of birth \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Date of birth \_\_\_\_\_ Relationship \_\_\_\_\_

## Accounts Payable contact information

Contact name \_\_\_\_\_ Telephone number \_\_\_\_\_ Fax number \_\_\_\_\_ Email \_\_\_\_\_

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Address for Accounts Payable \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Criminal history

Have you or any occupants listed ever been convicted of a felony?  Yes  No If yes, explain: \_\_\_\_\_

Have you or any occupants listed ever been convicted of a misdemeanor?  Yes  No If yes, please explain: \_\_\_\_\_

### Pets

Pets are restricted in most corporate apartments. However, if permitted, they are restricted by type, weight, and number. NON-REFUNDABLE pet fees are charged per pet.

_____	_____	\$ _____	\$ _____
Type/breed	Full grown weight	Pet fee	Pet rent/monthly
_____	_____	\$ _____	\$ _____
Type/breed	Full grown weight	Pet fee	Pet rent/monthly

### Vehicles

Vehicles (including recreational and work vehicles) are restricted by type, number, and size. Applicants/residents must obtain written consent from management for all vehicles to be parked on site. Please list all vehicles you plan to park in the complex:

#### Automobile(s)

_____	_____	_____	_____	_____	_____
Make	Model	Year	Color	Tag #	State
_____	_____	_____	_____	_____	_____
Make	Model	Year	Color	Tag #	State

#### Recreational and Work Vehicles

_____	_____	_____
Type	Tag	Color
_____	_____	_____
Type	Tag	Color

**PROVENCE REAL ESTATE, LLC is an equal housing opportunity provider, and, as such, does not discriminate based on race, religion, national origin, color, sex, handicap, or familial status in connection with the rental housing. PROVENCE REAL ESTATE, LLC reserves the right to deny applicants not meeting the rental criteria. PROVENCE REAL ESTATE, LLC reserves the right to deny housing to any applicant or occupant who has been convicted of a crime which would be considered a serious threat to other residents, property staff, or the property.**

I, (we) \_\_\_\_\_ have submitted this application for Apartment # \_\_\_\_\_  
 at \_\_\_\_\_ on \_\_\_\_\_  
 (street address of complex) (City) (State) (Zip) (Today's date)  
 with the following understanding:

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1. Incomplete or inaccurate information voids this application. If a Lease Agreement is signed between applicant(s) and Landlord based on inaccurate or incomplete information, Lease Agreement will be terminated.
2. A non-refundable administrative fee of \$\_\_\_\_\_ must be paid by Applicant(s) to process this application. Applicant(s) hereby waives any claims for damages by reason of non-acceptance of this application.
3. Applicant(s) grant permission for any necessary credit checks, employment verification, rental or mortgage verification, financial verification, and any necessary investigation of criminal records through any investigative agencies of this company's choice.
4. **A holding deposit in the amount of \$\_\_\_\_\_ has been deposited with Landlord to hold this apartment. This holding deposit is subject to the following conditions:**
  - a.) **If the application is not approved, this deposit will be refunded to Applicant.**
  - b.) **This deposit will be used to hold the apartment until the agreed upon move in date. If the applicant fails to move in on the agreed date through no fault of the Landlord, this deposit will be retained by the Landlord.**
5. At the time of move-in, this deposit may be applied toward payment of the security deposit as required by the Lease Agreement.

**I have read and agree to the provisions as stated.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

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**For office use only: A copy of this page should be returned to applicant as receipt for money paid.**

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Date application received \_\_\_\_\_

Administrative Fee \$ \_\_\_\_\_ Date money received \_\_\_\_\_ Agent's initials \_\_\_\_\_

Holding Deposit \$ \_\_\_\_\_ Date money received \_\_\_\_\_ Agent's initials \_\_\_\_\_

Reserve Deposit \$ \_\_\_\_\_ Date money received \_\_\_\_\_ Agent's initials \_\_\_\_\_

Leasing consultant's initials \_\_\_\_\_ Marketing source \_\_\_\_\_

If resident referral, list name \_\_\_\_\_ Reason for leasing \_\_\_\_\_