

Unit \_\_\_\_\_  
Move In Date \_\_\_\_\_  
Rent \$ \_\_\_\_\_  
Carport \$ 30 (if available) \_\_\_\_\_  
Security Deposit \$ \_\_\_\_\_  
Application Fee - Non Refundable: \$ 40 PD \_\_\_\_\_  
Administration Fee - Non Refundable: \$ 200 PD \_\_\_\_\_

**Applicant Info**

Full Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email Address \_\_\_\_\_  
Social Security No. \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Employment Info**

Retired

Employed By \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
Position \_\_\_\_\_ Length of Employment \_\_\_\_\_  
Gross Monthly Income \_\_\_\_\_

**Landlord Info**

Present Landlord \_\_\_\_\_ Phone \_\_\_\_\_  
How long have you lived at current address \_\_\_\_\_ Rental Amount \_\_\_\_\_ per month  
Reason for wanting to move \_\_\_\_\_  
Have you ever had an eviction action filed against you? If yes, explain outcome \_\_\_\_\_

**Additional Applicant**

*No Additional Co-applicant    Co-Applicant    Co-Applicant & Occupant*

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Telephone \_\_\_\_\_ Email Address: \_\_\_\_\_  
Social Security No. \_\_\_\_\_  
Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Additional Occupant(s) Info**

*No Additional occupant(s)*

Name \_\_\_\_\_ Relation \_\_\_\_\_ Date of Birth \_\_\_\_\_ Occupant  
Name \_\_\_\_\_ Relation \_\_\_\_\_ Date of Birth \_\_\_\_\_ Occupant  
Name \_\_\_\_\_ Relation \_\_\_\_\_ Date of Birth \_\_\_\_\_ Occupant

**Animal Info**

*(SHELBY PARK MANOR APARTMENTS is pet-free)*

Type \_\_\_\_\_ How many? \_\_\_\_\_

**Vehicle Info** *(no more than 2 vehicles permit per unit)*

Year \_\_\_\_\_ Make/Model \_\_\_\_\_ Plate # \_\_\_\_\_ Color \_\_\_\_\_  
Year \_\_\_\_\_ Make/Model \_\_\_\_\_ Plate # \_\_\_\_\_ Color \_\_\_\_\_

**In Case of Emergency Contacts**

Name \_\_\_\_\_ Relation \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Relation \_\_\_\_\_ Phone \_\_\_\_\_

I hereby submit this application for an apartment and certify that the above information I have provided is true and correct. I authorize the entrusted apartment complex to contact my employer and any references I've listed. I also authorize the apartment complex to acquire my credit report. The undersigned hereby declares that the information contained in this application is true and accurate. Any false or misleading statements shall be grounds for denial of this application or termination of tenancy. Furthermore, I understand **any application fee and administration fee paid** to the apartment complex is **non-refundable for any reason.**

Shelby Park Manor is an equal opportunity housing provider. Shelby Park Manor does not to discriminate against anyone on grounds of protective class status under all federal, state and local fair housing laws.

Signature

Date

Signature

Date



**OFFICE USE ONLY**

Credit Score (minimum 600): \_\_\_\_\_

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

**Income Requirement:**

Monthly Rental Rate: \$ \_\_\_\_\_ x 2.5 = Minimum Gross Income Req'd \$ \_\_\_\_\_

**GROSS INCOME**

- \_\_\_\_\_ From \_\_\_\_\_
- \_\_\_\_\_ From \_\_\_\_\_
- \_\_\_\_\_ From \_\_\_\_\_
- \_\_\_\_\_ From \_\_\_\_\_

**TOTAL GROSS INCOME** \$ \_\_\_\_\_

**TOTAL + OR -** \$ \_\_\_\_\_

Approved w/Deposit of \$ \_\_\_\_\_

Application - Denied

Applicant(s) seeks occupancy in 55 or older housing community

Applicant(s) belongs in the group of age under 55 ***Print Age Verification Report when they apply!***

Application belongs in the group of the age under 55 and it is placed on HOLD\*

Application placed on HOLD because rental would result in less than the required 80% of units occupied by a resident age 55 or older. Application will be reviewed monthly for unit assignment for available unit. Only the Application Fee should be paid in full.

Unit # \_\_\_\_\_ is  assigned on (date) \_\_\_\_\_ or  not assigned

(Comments) \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF MANAGEMENT AGENT

\_\_\_\_\_  
DATE