

**CORPORATE APPLICATION**



Guest Card #: \_\_\_\_\_

Application #: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Apt. size: \_\_\_\_\_ Desired move-in date: \_\_\_/\_\_\_/\_\_\_ LP: \_\_\_\_\_ Community: \_\_\_\_\_

Company, Corporation or Organization Name: \_\_\_\_\_

Tax ID #: \_\_\_\_\_ D&B #: \_\_\_\_\_

Person Submitting Application: \_\_\_\_\_ SS#: \_\_\_\_\_

Position: \_\_\_\_\_ Business phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Supervising officer: \_\_\_\_\_ Supervising officer's phone: \_\_\_\_\_

**Corporation Address Information | (complete previous ONLY if current address is less than 2 years)**

Current address: \_\_\_\_\_ Landlord: \_\_\_\_\_

Apt./Suite #: \_\_\_\_\_ Landlord phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Dates: from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  
month / year month / year

Name on Lease: \_\_\_\_\_ Monthly (Rent/Mortgage): \$ \_\_\_\_\_

Previous address: \_\_\_\_\_ Landlord: \_\_\_\_\_

Apt./Suite #: \_\_\_\_\_ Landlord phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Dates: from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  
month / year month / year

Name on Lease: \_\_\_\_\_ Monthly (Rent/Mortgage): \$ \_\_\_\_\_



Has your company, corporation or organization applied for an apartment home with Southern Management Corporation in the past two years? \_\_\_ YES \_\_\_ NO

**List ALL People that will Live in the Apartment Home**

Name: \_\_\_\_\_ SS#: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_ Gender: \_\_\_\_\_

Name: \_\_\_\_\_ SS#: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_ Gender: \_\_\_\_\_

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Name: \_\_\_\_\_ SS#: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_ Gender: \_\_\_\_\_

Application is hereby made to rent premises known as \_\_\_\_\_ under a lease for \_\_\_\_\_ month(s) beginning on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for the base monthly rental of \$ \_\_\_\_\_ plus other leasehold charges of \$ \_\_\_\_\_ with a total expected rent of \$ \_\_\_\_\_ to be payable in advance on or before the first calendar day of each month thereafter.

It is understood that the premises are to be used as a residence to be occupied by not more than \_\_\_\_\_ persons and that occupancy is subject to possession being delivered by present occupant. I understand that anyone over the age of 18 must submit an application and be named as a leaseholder.

A holding charge in the sum of \$ \_\_\_\_\_ has been received for the apartment home as of \_\_\_\_\_ (date) and has been deposited on account to be held by Southern Management Corporation (SMC) with the understanding that this application, including each prospective occupant, is subject to acceptance and approval. If the application is rejected for any reason, the foregoing holding charge shall be refunded to the Applicant within 15 days after rejection. If the Applicant is accepted and approved, the Applicant agrees to execute a lease and in addition to the holding and application processing charges, pay the balance due on account for the security deposit and first month's rent prior to taking possession of the premises. In no event shall Landlord be obligated to hold an apartment for more than five (5) days after providing notification of acceptance. Landlord may retain the holding charge, or some portion thereof, for any loss of rent or damages incurred if the Applicant is accepted and Applicant fails to sign a lease. If no loss is sustained by the Landlord with respect to the holding charge, the charge will be refunded within 30 days following the date of the application or the date the application is withdrawn or cancelled. If Applicant takes possession of the apartment as originally agreed, the holding charge will be credited to Applicant's account.

In consideration of this application, you authorize us to obtain investigative credit reports which may contain, but not be limited to consumer credit reports, criminal history records, court records, general investigations, verification of residences, employment, income, information obtained through personal interviews with your Landlord, employer, or others with whom you are acquainted. This inquiry may include information as to your character, general reputation, personal characteristics, and mode of living. You have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation under the Fair Credit Reporting Act ("FCRA"), Section 606(b). You agree to release us and all concerned in this process from any liability in connection with any information inquired into, received or provided. Applicant agrees, certifies and acknowledges that the request for and use of any such reports are for the permissible business purposes of investigating the Applicant's creditworthiness and other information as to Applicant's qualifications to lease and as to the collectibility of sums due and owing under any lease entered into between the parties and for any other permissible business purpose as set forth by law. Applicant further agrees that any information so obtained may be used in case of an emergency and in the pursuit of the collection of any debt or claim arising out of any application, lease or the Landlord/Tenant relationship entered into between the parties. We reserve the right to reject this application and to refuse possession of the above-mentioned accommodation.

The Civil Rights Act of 1968, Title VIII (race, color, religion, sex and national origin), as amended by the Fair Housing Amendments Act of 1988 (physical and mental handicap and familial status), and all applicable Virginia and Maryland state/local Fair Housing laws prohibits discrimination in the rental of housing. The Federal Agency which administers compliance with this law is the U. S. Department of Housing and Urban Development.

BY SIGNING THIS APPLICATION, YOU DECLARE THAT ALL OF YOUR RESPONSES ARE TRUE, COMPLETE AND ACCURATE AND YOU AGREE THAT THIS APPLICATION IS SUBMITTED FOR THE PURPOSE OF INDUCING APPROVAL OF THIS APPLICATION ON YOUR BEHALF AND THAT YOU HAVE FULL CAPACITY AND ARE FULLY AUTHORIZED TO SUBMIT THIS APPLICATION AND ENTER INTO A LEASE. ANY "YES" OR "NO" QUESTION UNANSWERED SHALL BE CONSIDERED A "YES". YOU HEREBY AUTHORIZE AGENT OF THE LESSOR TO VERIFY ALL INFORMATION PROVIDED OR RECEIVED AS WELL AS TO OBTAIN AND VERIFY REFERENCES, INVESTIGATIVE CREDIT RECORDS, AND A CRIMINAL INVESTIGATIVE REPORT. ANY FALSE STATEMENT ON THIS APPLICATION CAN LEAD TO REJECTION OF YOUR APPLICATION OR IMMEDIATE TERMINATION OF YOUR LEASE.

This application will not be processed until all items are completed. The Lessor has not guaranteed a specific date of delivery of the premises and as such, in the event of delayed delivery, Applicant will only be charged rent from the later of the commencement dates specified at the beginning of the Lease or the date Lessor tenders possession of the premises to the Applicant. The Applicant hereby waives any claim for damages by reason of non-acceptance of the application, which the Landlord or its Agent may reject without stating any reason for so doing whatsoever.

By signing below, we are authorized to provide you with information about other SMC communities and you authorize us to provide your application to other SMC communities for which you may be considered or preapproved in the event you are denied at this community.

\$ \_\_\_\_\_ application processing charge received on \_\_\_\_\_ (date) is non-refundable.



**SMC supports your reasonable requests for accommodations and modifications as prescribed by the Fair Housing Amendments Act of 1988.**

**Do you currently have Renter's Insurance? (see General Lease Terms, paragraph 8) \_\_\_\_\_(YES) \_\_\_\_\_ (NO) If so, what company? \_\_\_\_\_**

**Pet Information:**  Quantity: \_\_\_\_\_ Type: \_\_\_\_\_ Breed \_\_\_\_\_ Pounds: \_\_\_\_\_ Inches: \_\_\_\_\_

Note: Keeping a pet requires consent of management, payment of applicable charges and execution of Pet Addendum. Handicap service animals used for disabilities are not considered pets.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Applicant's printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management representative's signature

\_\_\_\_\_  
Management representative's printed name

\_\_\_\_\_  
Date

**BELOW SPACE RESERVED FOR MANAGEMENT ONLY:**

Base Rent: \$  + Other Charges: \$  = Expected Rent: \$  Gross Monthly Income: \$  Individual Score:

Manager's approval: \_\_\_\_\_ Lease Type: \_\_\_\_\_

Joint score:

Applicant chose/requested a specific floor, view or area within the community? \_\_\_\_\_ (YES) \_\_\_\_\_ (NO)