

# **Montrose Square Apartments**

6531 Emmons Drive

260-485-3475

MontroseSquare@gmail.com

<http://montrosesquareapartments.com/>

## **Application Qualifications**

A current government issued I.D is required by all applicants and cosigners. The I.D. must include date issued, a photo, full name, date of birth and signature.

Application must be signed, dated and all items completed. If it does not pertain to you, put N/A.

Application fee of \$40.00 per person and a deposit of \$200.00 will be required at time of application. **The payment for the application and deposit needs to be 2 separate money orders.**

### **Credit Qualifications:**

The Credit Score is used to base the security deposit amount. The highest credit score of the household will be used. 650 credit score and above qualify for the \$200 deposit. 600 to 649 will require a full month's deposit or cosigner. 599 and below will result in the application being denied.

All applicants will be screened according to our selection criteria (available upon request).

### **Income Requirements:**

The applicant(s) must verify their gross monthly income. To qualify, the total gross income must be no less than 2.5 x's the rental amount. An applicant may use their 2 most recent pay stubs, bank deposit record etc. All documents must show the applicants name and source of income.

If applicant(s) does not qualify with the income requirements, but does qualify with all other requirements, he/she may have an option of having a qualified co-signer or pre-pay the full amount of the lease.

### **Pet Family Members:**

We are a *very* pet friendly community. Limit of two (2) pets per apartment. No pets larger than 30 pounds full-grown are permitted. Breed restrictions include but are not limited to: Pit Bulls, Staffordshire Terriers, Rottweilers, German Shepherds, Doberman Pinchers, Chows, St. Bernard, Great Danes, Mastiffs or any mixture of such breeds. Pets must have picture on file in office. No visiting pets are allowed. All pets require city tags, spayed or neutered, Rabies Vaccination and vet documentation of breed and weight of animal. We require a \$300.00 non-refundable fee per pet. An applicant may pay half of the pet fee at move-in and the balance in 30-days. We DO NOT charge a costly monthly pet rent.

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## Guidelines for Student Applications

Students that are looking for apartment housing are required to be 18 years of age.

Students may qualify for a student discount. The student discount is \$10.00 off of their rent. However, to qualify the student must provide proof that he/she is a current student with full time status. (12 credit hours)

Only one discount at a time may be used. If a student is getting a student discount, then no other discount will be permitted. (ex. move-in specials). In the event of students that are roommates, only one discount will be permitted.

Students that cannot qualify with 2.5x's the rent amount in a monthly income or only have student loan income, will have to either have a Co-Signer on their lease, or Pre-pay a lease in order to qualify.

Student's credit, criminal backgrounds and if applicable, rental history must meet all other standard application requirements.

**Co-signers:** A cosigner for a student is required to meet all standard application processes. This includes the credit and criminal background. Income requirement of 2.5 x's the amount of rent on the cosigner's monthly gross income will also need to be met in order for the cosigner to be approved. A cosigner is required to be a lease signer and will remain on the lease for the entire lease length.

**PREPAY:** A lease prepay is an option for all residents but is an especially helpful option for students or short-term residents. At time of lease signing the entire lease term will need to be paid in full. If the student later decides to renew his/her lease, he/she will have to be prepared to prepay again prior to the new lease being completed. There is an additional fee for any short-term leases.

**RENEWALS:** A student resident that is on a pre-pay or cosign agreement may at some point renew with a standard lease with Management's approval. Prior to this approval they will first have to re-apply and meet all application requirements.

I have been furnished a copy of Montrose Square's student guidelines.

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Printed Name

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Signature

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Date

# RESIDENTIAL RENTAL APPLICATION

Applying for: (Check all that apply)

Studio \_\_\_ 1 Bdrm \_\_\_

1 Bdrm Upgraded \_\_\_

2 Bdrm \_\_\_ 2 Bdrm w/gar \_\_\_



Notice: All adult applicants (18 years or older) must complete a separate application for rental. If a question does not apply mark N/A.

## APPLICANT INFORMATION

LAST NAME	FIRST NAME	M.I.	SSN	DRIVER'S LICENSE #
BIRTH DATE	HOME PHONE	CELL PHONE	WORK PHONE	EMAIL

## CURRENT ADDRESS

STREET ADDRESS		CITY	STATE	ZIP
DATE IN	DATE OUT	LANDLORD / MANAGER NAME		LANDLORD PHONE
MONTHLY RENT	REASON FOR LEAVING			

## PREVIOUS ADDRESS

STREET ADDRESS		CITY	STATE	ZIP
DATE IN	DATE OUT	LANDLORD / MANAGER NAME		LANDLORD PHONE
MONTHLY RENT	REASON FOR LEAVING			

## EMPLOYMENT & INCOME INFORMATION

CURRENT EMPLOYER		OCCUPATION		MONTHLY GROSS PAY
SUPERVISOR NAME		SUPERVISOR PHONE	START DATE	
PREVIOUS EMPLOYER		OCCUPATION		MONTHLY GROSS PAY
SUPERVISOR NAME		SUPERVISOR PHONE	LENGTH OF EMPLOYMENT	

OTHER INCOME TO BE CONSIDERED	AMOUNT OF INCOME
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## EMERGENCY CONTACT

1# NAME	PHONE	RELATIONSHIP	WORK PHONE NUMBER
ADDRESS			
2# NAME	PHONE	RELATIONSHIP	WORK PHONE NUMBER
ADDRESS			

In the event of serious injury or death of Applicant, the above listed person(s) may \_\_\_\_\_ or may not \_\_\_\_\_ enter the apartment, remove and / or store all contents found in the apartment, adjoining areas and mailbox.

**LIST NAMES AND BIRTH DATES OF ALL OCCUPANTS UNDER 18 YEARS**

NAME	DOB	RELATIONSHIP	
NAME	DOB	RELATIONSHIP	

**VEHICLE INFORMATION**

MAKE & MODEL	COLOR	YEAR	LICENSE PLATE NO. & STATE
MAKE & MODEL	COLOR	YEAR	LICENSE PLATE NO. & STATE

**PETS: ALL PETS MUST BE SPAYED/NEUTERED**

TYPE	BREED	WEIGHT	SHOTS UP TO DATE?	PET NAME
TYPE	BREED	WEIGHT	SHOTS UP TO DATE?	PET NAME

**OTHER INFORMATION**

Has applicant listed above ever:

- 1. Been evicted or asked to move out? Yes \_\_\_\_\_ No \_\_\_\_\_
- 2. Broken a rental agreement or lease contract? Yes \_\_\_\_\_ No \_\_\_\_\_
- 3. Declared bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_
- 4. Been sued for non-payment of rent? Yes \_\_\_\_\_ No \_\_\_\_\_
- 5. Been sued for damages to a rental property? Yes \_\_\_\_\_ No \_\_\_\_\_
- 6. Convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_
- 7. Convicted sex offender? Yes \_\_\_\_\_ No \_\_\_\_\_

If answer to any of the above questions is "yes", please explain \_\_\_\_\_

I declare that all my statements on this application are true and complete. Landlord is authorized to verify such information by consumer reports, rental history, employment reports, criminal reports and other means, but is not required to make verifications or investigations. Failure to answer the above inquiries or false information given above shall entitle Landlord to reject this application, retain application fee(s) and terminate resident's right of occupancy. Landlord reserves the right to regularly and routinely furnish information to consumer reporting agencies about performance of lease obligations by me. Such information may be reported at any time and may include both favorable or unfavorable information regarding my compliance with the lease, rules and financial obligations. I understand that this is an application and does not constitute a lease agreement in whole. I understand this application is valid for 90 days.

I understand that my DEPOSIT may be applied toward any rent loss, advertising cost, re-rental fees, ect., if this application is approved and I am unable to fulfill the conditions of occupancy. I hereby acknowledge the non-refundable application fee is to be used in the processing of the application.

\_\_\_\_\_  
SIGNATURE/APPLICANT

\_\_\_\_\_  
DATE



**Office use only**

Date Received: \_\_\_\_\_  
 Application Fee \$ \_\_\_\_\_ M/O # \_\_\_\_\_ Deposit \$ \_\_\_\_\_ M/O # \_\_\_\_\_  
 Apartment address \_\_\_\_\_ Rent \_\_\_\_\_ Start Date \_\_\_\_\_ Lease Term \_\_\_\_\_