



# FORBES MANAGEMENT, LLC

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## RENTAL PROCEDURE

If you are interested in renting an available apartment, the following procedure should be followed:

- 1. Pay the first month's rent.** This takes the apartment off the market for 24 hours. Deposits can be made in person or on [www.rentpayment.com](http://www.rentpayment.com). **Applicants must be 20 by the lease start date.**
- 2. Complete and submit the application within 24 hours.** If you do not have sufficient income, or are a student, we will require a co-signer on the lease. International Students will need to submit a copy of the school acceptance letter in lieu of a cosigner. I-20's must be supplied when received. The applicant and co-signer must sign the 2<sup>nd</sup> page of the application in both places.
- 3. The completed application should be turned in to our office with the application fee(s) and a copy of your photo ID.** The application fee is \$45 per person. If you have a co-signer, the fee is \$90 (\$45/person). This fee will cover the cost of the credit reports and other processing costs. The application fee is non-refundable. **Please do not submit cash.**
- 4. The security deposit must be paid prior to move in.** The security deposit is usually equivalent to 1 month's rent, but may vary depending on circumstance. The exact amount of your security deposit will be listed on the account statement, which you will receive with your lease. We only accept one check for the security deposit per apartment. **The entire security deposit must be paid two weeks before the lease begins.**

After receiving your application, first month's rent, and application fee(s), we will process your application.

If your application is accepted, we will notify you immediately and a lease will be emailed to you through DocuSign. The lease must be signed by all parties by the due date otherwise, we may place your apartment back on the market and your deposit will be forfeited.

If your application is declined, we will call you and send a letter to the address listed on your application. Your deposit will be refunded minus the application fee(s).

### Non-Discrimination Policy

Forbes Management does not discriminate on the basis of ancestry, color, familial status, gender identity or expression, race, religion, sex, sexual orientation, status as a victim of domestic violence, national origin, place of birth, disability or due to the use of a guide support animal due to blindness, deafness, or physical handicap, or because the user is a handler or trainer of such animals, in regard to the lease, sublease, rental, assignment, or other transfer of, the title, leasehold or other interest in any housing accommodation covered by the Act, or the Code.

**Family Friendly Policy:** Forbes Management is family friendly and encourages families with children to view and lease the Forbes Management apartment of their choice.

DATE \_\_\_\_\_ ADDRESS \_\_\_\_\_ APT. # \_\_\_\_\_ MONTHLY RENTAL RATE \$ \_\_\_\_\_  
 PARKING? \_\_\_\_\_ LEASE START DATE \_\_\_\_\_ LEASE END DATE/LENGTH \_\_\_\_\_  
 Cat? \_\_\_\_\_ LEASING AGENT \_\_\_\_\_ REFERRAL \_\_\_\_\_

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**APPLICANT'S INFORMATION**

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

NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

BIRTHDATE \_\_\_\_\_ CELL PHONE # \_\_\_\_\_ DRIVER'S LICENSE # \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_ APT# \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOW LONG HAVE YOU LIVED HERE? \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

OWNER/ OWNER/  
 AGENT AGENT'S PHONE # \_\_\_\_\_ CURRENT RENTAL RATE \$ \_\_\_\_\_

CIRCLE HOW YOU FOUND US: CRAIGSLIST GOOGLE HOTPADS ZILLOW ABODO OTHER \_\_\_\_\_

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EMPLOYER/SCHOOL \_\_\_\_\_ EMPLOYER'S ADDRESS \_\_\_\_\_

EMPLOYER'S PHONE # \_\_\_\_\_ YOUR INCOME \_\_\_\_\_ YOUR POSITION/TITLE \_\_\_\_\_

DATES OF EMPLOYMENT or STUDIES \_\_\_\_\_ TO \_\_\_\_\_

SUPERVISOR'S NAME \_\_\_\_\_ SUPERVISOR'S PHONE # \_\_\_\_\_

**APPLICANT'S VEHICLE (S)**

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ COLOR \_\_\_\_\_ PLATE # \_\_\_\_\_ STATE \_\_\_\_\_

**APPLICANT'S CREDIT INFORMATION**

BANKING INSTITUTION \_\_\_\_\_ CHECKING / SAVINGS (CIRCLE ONE)

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**CO-SIGNER'S INFORMATION (If Needed)**

CO-SIGNER'S EMAIL: \_\_\_\_\_

CO-SIGNER'S NAME \_\_\_\_\_ CO-SIGNER'S S.S # \_\_\_\_\_

CO-SIGNER'S BIRTHDATE \_\_\_\_\_ CO-SIGNER'S PHONE # \_\_\_\_\_

CO-SIGNER'S CURRENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CO-SIGNER'S EMPLOYER \_\_\_\_\_ EMPLOYER'S PHONE # \_\_\_\_\_

EMPLOYER'S ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CO-SIGNER'S INCOME \_\_\_\_\_ POSITION/TITLE \_\_\_\_\_ DATES OF EMPL. \_\_\_\_\_ TO \_\_\_\_\_

SUPERVISOR'S NAME \_\_\_\_\_ SUPERVISOR'S PHONE # \_\_\_\_\_

PREVIOUS EMPLOYER NAME AND ADDRESS \_\_\_\_\_

DATES OF EMPLOYMENT WITH PREVIOUS EMPLOYER \_\_\_\_\_ TO \_\_\_\_\_

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**EMERGENCY CONTACT INFORMATION**

EMERGENCY CONTACT NAME \_\_\_\_\_ PHONE# \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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This information may be used for emergencies, general contact or collections. **Do not use spouse/roommate's info.**

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I hereby apply to lease the aforementioned premises for the term set forth. I warrant that all statements set forth are true & correct.

I hereby deposit one month's rent as earnest money to be refunded to me if this application is not accepted. **Upon acceptance, this deposit shall be applied towards the first month's rent on the apartment.** I hereby waive any claim for damages by reason of non-acceptance. Owner or agent may reject without stating any reason for doing so.

**I understand that if I decide that I do not wish to sign a lease for the apartment, I must notify the leasing office within 48 hours of submitting the deposit.** I understand that if I fail to do so, I will forfeit my earnest money. Any deposited checks will be refunded after 10 business days of being deposited.

I recognize that as part of the procedure for processing my application an investigative consumer report may be prepared and verified through personal interviews. I authorize those sources to release such information to Forbes Management, LLC. Lease may be cancelled if any of the enclosed information proves inaccurate.

**All residents must be at least 20 years of age prior to the lease start date. Registered minor children living with their parent(s) or guardian(s) are permitted.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Co-Signer \_\_\_\_\_ Date \_\_\_\_\_

**Security Deposit due two weeks prior to occupancy.****PLEASE PROVIDE PHOTO ID WITH APPLICATION****CONSUMER NOTICE:  
THIS IS NOT A CONTRACT**

Forbes Management, LLC hereby acknowledges that with respect to this property, we are acting as the Owner/Landlord of this property.

I acknowledge that I have received this notice: \_\_\_\_\_  
Consumer (Applicant) DateI acknowledge that I have received this notice: \_\_\_\_\_  
Consumer (Co-Signer) DateI certify that I have provided this notice: \_\_\_\_\_  
Forbes Management Date