



FOR OFFICE USE ONLY

LEASING CONSULTANT: \_\_\_\_\_
COMPLEX NAME: \_\_\_\_\_ APT#: \_\_\_\_\_ MOVE-IN DATE: \_\_\_\_\_
MONTHLY RENT: \$ \_\_\_\_\_ MONTHLY FEES: \$ \_\_\_\_\_ APT SIZE: \_\_\_\_\_

EACH ADULT OCCUPANT MUST SUBMIT A COMPLETED APPLICATION

NAME: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ SOCIAL SECURITY # \_\_\_\_-\_\_\_\_-\_\_\_\_
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ HOW LONG? \_\_\_\_\_
EMAIL: \_\_\_\_\_ PHONE #'S - HOME: (\_\_\_\_) \_\_\_\_\_ WORK: (\_\_\_\_) \_\_\_\_\_ CELL: (\_\_\_\_) \_\_\_\_\_
LANDLORD'S NAME: \_\_\_\_\_ LANDLORD'S PHONE #: (\_\_\_\_) \_\_\_\_\_
EMPLOYER: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_ SUPERVISOR NAME: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_
HOW LONG? \_\_\_\_\_ EMPLOYER ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_
INCOME \$ \_\_\_\_\_ SOURCE: \_\_\_\_\_ BANK: \_\_\_\_\_ ACCT #: \_\_\_\_\_
AUTOMOBILE - YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_ LICENSE # \_\_\_\_\_
REFERENCE: \_\_\_\_\_ RELATION: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

LIST ALL OTHER OCCUPANTS INCLUDING CHILDRENS NAMES AND AGES

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ NAME: \_\_\_\_\_ AGE: \_\_\_\_\_
NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

PET INFORMATION (PETS ONLY ACCEPTED WITH CONSENT OF THIS PROPERTY) DO YOU HAVE A PET? [ ] YES / [ ] NO

TYPE: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ NAME: \_\_\_\_\_ AGE: \_\_\_\_\_
TYPE: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

There is a \$25.00 (non-refundable) application fee for each applicant payable by money order.

It is agreed that the applicant, if approved to be a tenant by the Landlord, shall within five (5) days following notification of such approval, pay the Security Deposit required under the Lease and enter into the Lease.

The applicant understands that if the Security Deposit is not paid in full and the Lease is not entered into within five (5) days following notification to applicant of approval from Landlord, this application will then be null and void.

The information set forth in this application is true and correct and is given as a basis for considering the acceptance or rejection of the applicant for rental. The applicant also authorizes the Landlord to contact for any reason any reference, which the applicant has listed, including, but not limited to credit verification.

The first month's rent shall be paid prior to the tenant moving in.

\* The applicant understands and agrees that the Landlord shall not be liable for failure to give tenant possession of the premises if circumstances exist by which the Landlord may be forced to delay or change the move-in date

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DATE: \_\_\_\_\_
SIGNATURE: \_\_\_\_\_

DATE APPLICANT WAS NOTIFIED: \_\_\_\_\_
NOTIFIED BY: \_\_\_\_\_



# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC                  <input type="checkbox"/> C Corporation                  <input type="checkbox"/> S Corporation                  <input type="checkbox"/> Partnership                  <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p><b>6</b> City, state, and ZIP code</p> <hr/> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>											
				-			-				
<b>or</b>											
<b>Employer identification number</b>											
				-							

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends or interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*