

GMS MANAGEMENT CO., INC. RENTAL APPLICATION

Today's Date: \_\_\_\_\_

Mark all applicable:

Original Applicant Spouse Applicant
Co-Applicant Add-On Applicant
Co-Signer/Guarantor TRANSFER APPLICANT

Total Number of Occupants in Suite: \_\_\_\_\_

Occupancy Date: \_\_\_\_\_

Lease Term: \_\_\_\_\_

Complex Name: \_\_\_\_\_ Suite: \_\_\_\_\_

Exact Address: \_\_\_\_\_

Suite Size/Location: \_\_\_\_\_

Complete Remodel/Granite Suite: Yes No

Security Deposit: \_\_\_\_\_
-or-
SureDeposit Bond: \_\_\_\_\_

Key Fob: Yes No

Discounts: \_\_\_\_\_

Leasing Specials: \_\_\_\_\_

Feature Wall Color: \_\_\_\_\_

Which Wall: \_\_\_\_\_

ABOVE TO BE FILLED OUT BY LEASING SPECIALIST ONLY

(APPLICANT - COMPLETE THE INFORMATION ASKED FOR BELOW)

Please Tell Us About Yourself:

Name of Applicant: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ D/B: \_\_\_\_\_

Present Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Home/Cell Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ Issuing State: \_\_\_\_\_

Names ALL Persons to Occupy Suite:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Home/Cell Phone No.: \_\_\_\_\_

Please Tell Us About Your Job:

Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Start Date: \_\_\_\_\_ Position: \_\_\_\_\_

Monthly Income: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

How Long: \_\_\_\_\_

Other Information:

Have you ever been convicted of or pleaded guilty or "no contest" to a misdemeanor or felony (whether or not resulting in a conviction)?: \_\_\_\_\_

Have you ever declared bankruptcy? \_\_\_\_\_

If so, what year?: \_\_\_\_\_ State of filing?: \_\_\_\_\_

NO MOTORCYCLES PERMITTED

APPLICATION PROCESS:

Approved: (Date: \_\_\_\_\_)
Denied: (Date: \_\_\_\_\_)
Prorate: \$ \_\_\_\_\_
Prorate Due Date: \_\_\_\_\_
Co-Signer Required Co-Signer Approved
Double SureDeposit Required
Back-Out: (Date: \_\_\_\_\_)
Other: \_\_\_\_\_

Pending applications are voided if more than thirty (30) days old

BELOW MUST BE INITIALED BY APPLICANT

Non-Dog BUILDING: No Yes (initials: \_\_\_\_\_)

Non-Dog SUITE: No Yes (initials: \_\_\_\_\_)

Monthly Rent: \_\_\_\_\_ (initials: \_\_\_\_\_)

Water/Sewer: \_\_\_\_\_ (initials: \_\_\_\_\_)

Trash: \_\_\_\_\_ (initials: \_\_\_\_\_)

Gas: \_\_\_\_\_ (initials: \_\_\_\_\_)

Electric: \_\_\_\_\_ (initials: \_\_\_\_\_)

Pet Rent: \_\_\_\_\_/per month per pet (initials: \_\_\_\_\_)

Non-Refundable Pet Fee: \_\_\_\_\_

Photo of Pet & Insurance Provided: No Yes

Please Tell Us About Your Current Residence:

Present Address is: owned rented parent's home

Present Landlord: \_\_\_\_\_

Landlord's Phone No.: \_\_\_\_\_

Present Rent Amount: \$ \_\_\_\_\_/Month

How Long at Present Address: \_\_\_\_\_

If less than 3 years, provide previous address: \_\_\_\_\_

Please Tell Us About Your Rental History:

Have you lived in a GMS-managed property before?: Yes No

If so, at what complex: \_\_\_\_\_

Address/Suite: \_\_\_\_\_ Suite: \_\_\_\_\_

When did you move out?: \_\_\_\_\_

Have you ever been evicted or broken a rental agreement or lease contract?

If so, please explain: \_\_\_\_\_

Please Provide Us With The Following Information:

Name of Bank: \_\_\_\_\_

Account No.: \_\_\_\_\_

Car #1 Make/Model: \_\_\_\_\_

License #: \_\_\_\_\_ Color: \_\_\_\_\_

Car #2 Make/Model: \_\_\_\_\_

License #: \_\_\_\_\_ Color: \_\_\_\_\_

Car #3 Make/Model: \_\_\_\_\_

License #: \_\_\_\_\_ Color: \_\_\_\_\_

Pet/Animal Information (photo and proof of insurance required):

Breed: \_\_\_\_\_ (indicate dog, cat or other) Weight: \_\_\_\_\_ Age: \_\_\_\_\_

Indicate dog, cat, or if other, specify: \_\_\_\_\_

NOTE: Any animal brought into the suite is considered a "pet" unless and until information is provided to designate same as an emotional/support/service/companion animal is provided, and same is in compliance with all applicable laws. Do not address or disclose emotional/support/service/companion animal information in this application. Any information about emotional/support/service/companion animals are addressed AFTER (and if) your application is approved.

(initials: \_\_\_\_\_)

# APPLICATION/DEPOSIT AGREEMENT

I/We, \_\_\_\_\_ (“Applicant”),  
(insert names of applicants)

residing at \_\_\_\_\_ have applied to you,  
(insert applicant’s address)

GMS MANAGEMENT CO., INC. (“GMS”), for a dwelling at \_\_\_\_\_  
(insert name of apartment complex)

As part of the application process, I/we hereby agree to the following terms:

- EXECUTION OF LEASE BY THE APPLICANT.** The Applicant agrees to be bound by all material terms contained in GMS’ form lease which Applicant has had an opportunity to read. The Applicant further agrees to execute said lease within **one (1) week** of being notified that the Applicant has been accepted. Failure to execute said lease as aforesaid may result in a forfeiture of the suite or, at the discrepancy of GMS, a forfeiture of any leasing special offered as outlined on the front side of this application.
- PROCESSING FEE.** Applicant has paid the sum of **FORTY DOLLARS (\$40.00) (CASH ONLY)** as a **NON-REFUNDABLE FEE** for GMS’ costs of processing this application. Each Applicant for a suite will be required to submit a separate Processing Fee.
- WHERE APPLICANT IS NOT APPROVED.** If Applicant is not approved, no monies will be refunded to the Applicant.
- WHERE APPLICANT WITHDRAWS APPLICATION OR FAILS TO SIGN THE LEASE UPON BEING APPROVED.** If Applicant notifies GMS that Applicant wishes to withdraw this application prior to approval of this application, the processing fee (\$40.00) will be retained. If Applicant, after being notified of the approval of this application, withdraws this application, for any reason whatsoever, or if Applicant fails to enter into said lease within **three (3) days** of being notified by GMS of said approval, then any monies deposited with GMS, including but not limited to the processing fee or security deposit, shall be forfeited to GMS as liquidated damages for GMS’ costs and expenses in taking the dwelling unit off the market, as well as re-letting expenses such as advertising and office overhead.
- KEYS.** Keys will be furnished only after (a) said lease and other rental documents have been properly executed and (b) all applicable rentals and security deposits and/or SureDeposit funds have been paid in full.
- NOTICES.** GMS may notify Applicant of its decision of approval or non-approval by telephone, letter or e-mail. In the event notification is by mail, Applicant shall be deemed notified of said decision two (2) days after GMS mails Applicant a letter informing Applicant of such decision. Notification to the Applicant’s spouse shall be considered notice to both. Notification to any co-applicant shall be considered notification to all co-applicants.
- CO-SIGNER/GUARANTOR FEE.** In the event the Applicant is a Co-Signer/Guarantor for a prospective resident, then Co-Signer/Guarantor shall pay to GMS a **NON-REFUNDABLE** processing fee of **\$40.00** (in the form of cash or money order only) for the purpose of processing the Co-Signer’s/Guarantor’s application.

\_\_\_\_\_  
*Signature of Co-Signer/Guarantor* *Date*

8. **RECEIPT.** Processing fee (non-refundable) \$ 40.00 **CASH ONLY**

9. **AUTHORIZATION.** I/We hereby certify that all the statements and representations contained in this application are true and correct. I/We authorize GMS to obtain such information from credit reporting bureaus, former and present employers, law enforcement agencies and credit references as may be required to confirm and corroborate the information provided herein. I/We hereby release and save harmless GMS and any and all parties providing verification information from any and all liabilities for any damages that may result from furnishing said information. I/We acknowledge that false information herein will constitute grounds for rejection of this Application, termination of right of occupancy and/or forfeiture of deposits.

SIGNATURES:

NOTARY PROVISION (if required):

\_\_\_\_\_  
*Signature of Applicant/Co-Applicant* (Date)

STATE OF \_\_\_\_\_

\_\_\_\_\_  
*Signature of Leasing Agent* (Date)

COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned Notary Public in and for said County and State, personally appeared the above-named \_\_\_\_\_, who acknowledged that he/she did sign the foregoing instrument and that the same is his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

(Seal)

\*\*\* **BE SURE TO SIGN BOTH COPIES** \*\*\*

Checks or money orders are to be made payable to:  
**GMS Management Co., Inc.**

SureDeposit Bond payments are **ONLY** to be made with certified funds (cashier’s checks or money orders) and are to be made payable to:

**SureDeposit**