

1. **Application Fee (nonrefundable).** You have delivered to our representative an application fee in the amount indicated below. This fee was paid by method of _____. This payment partially defrays the cost of administrative paperwork. It's nonrefundable for any reason.
2. **Admin Fee.** In addition to any application fee paid, you have delivered to our representative an Application Deposit in the amount indicated on page 2 of the Application Agreement. This fee was paid by method of _____. The Application Deposit is not a Security Deposit. The Admin Fee may be refunded if you are not approved at management's discretion; or, it will be retained by us as liquidated damages if you give false information, or if you fail to sign the Lease Contract, or if you attempt to withdraw application.
3. **If You Withdraw Before Approval.** You and any co-applicants may not withdraw your Application or the application deposit. If, before signing the Lease Contract, you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.
4. **Completed Application.** An Application will not be considered "completed" and will not be processed until all of the following have been provided to us (unless checked) ____ a separate Application has been fully filled out and signed by you and each co-applicant, including all persons 18 years of age or older who will occupy the premises; ____ an admin fee has been paid to us. ____ A valid U.S. State Driver's License/ID Card, U.S. Passport, or U.S. Military ID will be required to be presented and photo copied for all Applicant and any Co-applicants accompanying your application. If no item is checked, all are necessary for the Application to be considered completed.
5. **Other Items Needed.** There may be additional documentation required during the processing of your Application, per management's discretion; such as but not limited to employment pay stubs, IRS/State tax returns, proof of government and or state subsidy/disability payments, bank statements, or verification of rental and or employment.
6. **Non-approval in Seven Days.** We will notify you whether you've been approved within seven days after the date we receive a completed Application. Your Application will be considered "rejected" if we fail to notify you of your approval within seven days after we have received a completed Application.
7. **Refund after Non-approval.** If you or any co-applicant is rejected or deemed to be in violation of our policies as outlined in paragraph 2, your admin fee and your application deposit are nonrefundable.
8. **Extension of Deadlines.** If the deadline for approving or refunding under paragraphs 3, 5, or 6 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.
9. **Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
10. **Keys or Access Devices.** We'll furnish keys and /or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents; and (2) all applicable rents and security deposits have been paid in full. **(3) A valid utility account number is provided for the utilities you are responsible for per your lease agreement.**
11. **Pet Policy.** Pet fees and policy will vary based on the property and it's own rules.
12. **Form of Payment.** Money Orders, Cashier's Checks and Credit Cards (online payments) are the only acceptable forms of payment for all application fees, admin fee, key deposit, pet deposit or rental monies for the first month's rent and or any fees. No other form of payment will be accepted and at no time will cash ever be accepted for anything.

• ONLY CERTIFIED FUNDS WILL BE ACCEPTED FOR ALL: APPLICATION FEES, DEPOSITS, OR RENTAL MONIES FOR FIRST MONTH'S RENT •

****NO CASH WILL BE ACCEPTED AT ANYTIME****
Pay online at www.novapn.com! Ask your site manager for details!



12. Receipt. Application fee (nonrefundable): \$ _____

Admin fee (nonrefundable): \$ _____

Total of above application fee and admin fee: \$ _____

Total amount of money we've received to this date: \$ _____

13. Signature. Our representative's signature is consent only to the above application agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.

Acknowledgment

You declare that all your statements on the first and second page of the Application are true and complete. You authorize us to verify same through any means, including consumer reporting agencies, previous and current employers and other previous or current landlords. If you fail to answer any question or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right to occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

Qualifications for Approval

At least 6 months verifiable employment, At least 6 months verifiable rental history, At least earn or receive monthly 3 times the amount of the monthly rent including utility fees, if any, quoted upon application, Background check and credit history that is acceptable, **at management's discretion**, per the Nova qualification guidelines that are available in the leasing office. Management reserves the right to allow conditional approval at our own discretion.

Applicant's Signature

Date

Co-Applicant's Signature

Date

Co-Applicant's Signature

Date

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Pay online at www.novapn.com! Ask your site manager for details!



Address Applied for _____ Preferred Move-In Date _____

Amount of Rent Quoted _____ Admin Fee _____ Pet Deposit Quoted _____ Weight & Breed of Pet _____

How were you referred to this property?
 Apartment Guide Apartment Finder CraigsList Drive By

Referred by friend: _____ Other: _____

APPLICANT INFORMATION

Full Name _____

Street Address _____ City, State & ZIP _____

Best Contact Number _____ Email _____

Facebook/Twitter _____ Date of Birth _____ Social Security Number _____ Martial Status _____

Previous Street Address _____ City, State & ZIP _____

EMPLOYMENT HISTORY

Employer _____ Date Employed / From: _____ To: _____

Name & Title of Supervisor _____ Phone Number _____ Gross Monthly Income _____

Street Address _____ City, State & ZIP _____

Human Resources Phone Number _____ Human Resources Fax Number _____ Position _____

RENTAL HISTORY

Current Landlord _____ Phone Number _____

Current Monthly Rent _____ Date Moved-In _____ when does your lease expire? _____ Have you given a written 30 day notice to your landlord? _____

Street Address _____ City, State & ZIP _____

BANK INFORMATION

Bank Name _____ Phone Number _____

City, State & ZIP _____ Checking _____ Saving _____ Have you ever owned a home before? _____

DISCLAIMER: THIS SECTION IS TO ONLY BE FILLED OUT FOR MARRIED PERSONS. A SEPARATE APPLICATION IS NEEDED FOR NON-MARRIED PARTIES OR CO-SIGNERS

CO-APPLICANT INFORMATION

Full Name

Street Address

City, State & ZIP

Home Phone Number

Cell Phone Number

Email

Facebook/Twitter

Date of Birth

Social Security Number

Marital Status

Previous Street Address

City, State & ZIP

EMPLOYMENT HISTORY

Employer

Date Employed / From:

To:

Name & Title of Supervisor

Phone Number

Gross Monthly Income

Street Address

City, State & ZIP

Human Resources Phone Number

Human Resources Fax Number

Position

RENTAL HISTORY

Current Landlord

Phone Number

Current Monthly Rent

Date Moved-In

When does your lease expire?

Have you given a written 30 day notice to your landlord?

Street Address

City, State & ZIP

BANK INFORMATION

Bank Name

Phone Number

City, State & ZIP

Checking

Saving

Have you ever owned a home before?

VEHICLE INFORMATION

Make

Model

Year

Color

License Number

State

Make

Model

Year

Color

License Number

State

OCCUPANT INFORMATION

List the names of all occupants under the age of 18. Any occupant 18 years of age or older MUST complete a rental application.

| | | | | |
|----------------------|----------------------|----------------------|----------------------|------------------------|
| Full Name | Date of Birth | Relationship | Gender | Social Security Number |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Full Name | Date of Birth | Relationship | Gender | Social Security Number |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Full Name | Date of Birth | Relationship | Gender | Social Security Number |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

EMERGENCY CONTACT INFORMATION *MUST BE COMPLETED*

| | | |
|----------------------|----------------------|--------------------------|
| Full Name | Relationship | |
| <input type="text"/> | <input type="text"/> | |
| Address | Phone Number | Alternative Phone Number |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Full Name | Relationship | |
| <input type="text"/> | <input type="text"/> | |
| Address | Phone Number | Alternative Phone Number |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Full Name | Relationship | |
| <input type="text"/> | <input type="text"/> | |
| Address | Phone Number | Alternative Phone Number |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Have you, your spouse, any co-applicant, or occupant listed in this Application ever:

broken a rental agreement? Explain: _____

been sued for rent or damages to property? Explain: _____

been evicted or asked to move out? Explain: _____

owe a current or previous landlord money? Explain: _____

declared bankruptcy? Explain: _____

been arrested or charged for a sex-related crime? Explain: _____

been arrested or charged for a felony or misdemeanor that was resolved by conviction, probation, deferred adjudication, court-ordered community supervision, or pretrial diversion? Explain: _____

Please indicate the year, location and type of each felony/misdemeanor and/or sex-related crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision.

(You represent the answer is "no" to any item not answered above)

AUTHORIZATION: I (we) hereby authorize Nova Property Network to verify the above information by all available means. Owner is not required to re-verify or investigate preliminary findings. I agree that my criminal background will be checked. I also agree and understand that the full, first month's rent, and all application fees must be paid in the form of money order or cashier's check. The \$50.00 application fee is nonrefundable and the application deposit may or may not be refundable. A full credit report will be obtained.

| | |
|--------------------------|----------------------|
| Applicant's Signature | Date |
| <input type="text"/> | <input type="text"/> |
| Co-Applicant's Signature | Date |
| <input type="text"/> | <input type="text"/> |