



OLYMPIA & GRANBY MILLS

- A. This application is for the ___ Olympia Building (600 Heyward Street) ___ Granby Building (510 Heyward Street). Apt # _____.
- B. I am a ___ student ___ cosigner. If cosigner: Name of resident(s) applying with: _____
- C. **Cosigners:** please **complete sections 1, 2, 3, 6, 7, 11, and 12 - 17 and sign page three.**

1. Applicant Data:

Last Name	First Name	M.I.	Social Security Number	Date of Birth
Email address	Cellular/Home Number	Work Number	Driver's License Number and State Issued	

2. Residence History: Please fill out completely including occupancy dates; you must show at least 3 years of history.

A. _____

Current/Home Address	Street	Apt.#	City	State	Zip Code	Monthly Rent/Mortgage
Community Name/Landlord or Mortgage Holder			Landlord/Mortgage Holder-Phone Number		Occupancy Dates	

B. _____

Previous Address	Street	Apt.#	City	State	Zip Code	Monthly Rent/Mortgage
Community Name/Landlord or Mortgage Holder			Landlord/Mortgage Holder-Phone Number		Occupancy Dates	

3. Employment Information:

A. _____

Applicant Currently Employed by	Address	Phone Number	Position
Supervisor's Name	Length of Employment	Gross Monthly Income	Other Monthly Income Source

B. _____

Previous Employer	Address	Phone Number	Position
Supervisor's Name	Length of Employment	Gross Monthly Income	Other Monthly Income Source

4. Student Information:

Which School do you attend? _____ What is your anticipated graduation date? _____

5. How did you find out about our community? _____ Please Initial: _____

6. What is your requested Move-In Date? _____ Please Initial: _____

NOTE: This date is tentative, pending approval by Property Manager.

For Office Use Only:

Building/Apt. #: _____	Rent: _____	Credit Score: _____
Date Applied: _____	Deposit: _____	_____
MI Date: _____ Approved: _____	Leasing Agent: _____	Credit Approval Status: _____
Is this a Co-Signer? _____		
Is this a Student w/ co-signer? _____		

7. **Bank Information: if applicable**

Financial Institution Name	Type of Account	Branch	City	Account Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

8. **List All Other Persons Who Will Be Occupying Apartment:**

Occupants Name(s):	Date of Birth:	Relationship:	Social Security Number:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. **Automobiles:**

Make/Model	Year	Color	Plate #	Make/Model	Year	Color	Plate #
_____	_____	_____	_____	_____	_____	_____	_____

10. **Pets:**

Type	Name	Age	Color	Type	Name	Age	Color
_____	_____	_____	_____	_____	_____	_____	_____

- *A Pet Addendum, along with a one time pet fee will be due prior to the resident moving into an apartment. Maximum of two dogs per 2-4 bedroom apartments and one dog per 1 bedroom apartment. Ask about our breed restrictions.*

11. **Emergency Contacts: (not living with applicant)**

Name	Address	Phone Number	Relationship
_____	_____	_____	_____
_____	_____	_____	_____

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

12. **Has Applicant Listed Herein Ever: (if any of the answers below are "yes", please explain)**

- Been convicted of and/or pled "guilty" or "no contest" to any felony offense? _____
- Been evicted from a rental dwelling, or received a notice to vacate? _____
- Have you ever broken a rental agreement? _____
- Have you ever declared bankruptcy? _____

13. *I understand that the required reservation deposit must be paid in a cashier's check or money order and must be turned in as one payment. This deposit will be converted into the security deposit for the apartment once a lease agreement is signed.*

Initial Here: _____

14. *I understand that administrative fees must be paid in a SEPARATE cashier's check or money order from the Reservation Deposit.*

Initial Here: _____

15. *I understand that first month's rent must be paid in a cashier's check or money order and is only accepted in one payment which is due on or before the lease start date. All other rent payments need to be paid with one check in the form of a personal check, money order, or certified cashier's check. We will not accept individual checks so please communicate with your roommate(s) or the cosigner's in advance.*

Initial Here: _____

16. *I understand that all future rent payments will only be accepted as one payment per apartment per month. Partial payments are not accepted.*

Initial Here: _____

17. *I understand that this is not a lease agreement, but an application. Once all applications and other required paperwork is completed and approved, a lease agreement will be generated and signatures will be required.*

Initial Here: _____

18. *I understand that the submission of this application does not guarantee that I will be approved to enter a lease agreement with Olympia & Granby Mills. Initial Here: _____*

APPLICANT'S CONSENT:

1. Consent to Obtain Information. I hereby authorize Philadelphia Management and Companies, or its Agents to obtain a consumer report, and other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I understand that subsequent consumer reports may be obtained and utilized under this authorization in connection with an update, renewal, extension or collection with respect or in connection with the rental lease of a residence, which this application was made. I hereby expressly release Philadelphia Management and Companies, or its Agents, and any procurer or furnisher of information, from any liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state, and/or federal government agencies including without limitation, various law enforcement agencies.

2. Administrative Fee/Reservation Deposit/Move-In Date. **With this application, I am paying a nonrefundable administrative fee of \$ 50.00 . In addition, I have submitted a nonrefundable Reservation Deposit in the amount of \$ _____, which is equal to 1/2 of the market rent for the apartment/rental unit I am reserving. This Reservation Deposit is made in consideration of Philadelphia Management's taking the prospective leased premises off the rental market and preparing the premises for my occupancy on or before . Accordingly, if I do not enter a lease agreement and take occupancy of the reserved premises by the above date after signing this application, I understand that I forfeit my Reservation Deposit.** However, if PMC denies my application for any reason, the Reservation Deposit will be refunded. If information necessary for the completion of the approval process is not provided by _____, PMC reserves the right to deny my application. I also agree that at the signing of this application, my move-in date, if approved by management, is final, and I will be responsible for rent beginning on the specified move-in date after signing the lease agreement reflecting such date. I understand that upon the signing of a written lease agreement, my Reservation Deposit will become my Security Deposit, which will be held by PMC during the entirety of the lease term and refunded at the end of the term as provided in the lease agreement.

3. Miscellaneous. I understand it is my sole responsibility to carry rental insurance for all of my personal property. I understand that with the exception of cleaning and painting, the apartment will be rented "as is". All agreements to make any changes to the apartment, do additional repairs or upgrades, or to credit my account for any reason must be placed in writing and signed by myself and an authorized representative from PMC. *Verbal agreements will not be honored.*

By signing below I agree that I have read and understand the information contained in Applicant's Consent and am bound by the terms listed there-in.



Applicant's Signature

Date

Application received by

Date