



JL PROPERTIES, INC.
REAL ESTATE DEVELOPMENT & MANAGEMENT

<http://fairbanks.jlproperties.com>
(907) 374-8599

RESIDENTIAL RENTAL APPLICATION

TO THE APPLICANT: We sincerely thank you for your application. Please help us promptly process this application by clearly completing all of the required information.

Date of Application _____ Property _____ Desired Move in Date _____
Type and Size of Unit Wanted (No. of Bedrooms) _____ Furnished/Unfurnished /Corporate _____
Lease Length Desired 6 Month _____ 12 Month _____
How Did You Hear About Our Property? _____

PERSONAL INFORMATION

Applicant's Full Name (Print) _____
Date of Birth _____ Driver's License No. & State _____
E-mail address _____ Phone Number _____

Full Names of All Other Residents	Relationship to You	Date of Birth

APPLICATION FEES ARE NON-REFUNDABLE Fees are as follows: \$25.00 for the first applicant and \$10.00 for each additional applicant on the lease. Fees may be paid by money order, cashier's check or credit card only. PLEASE NOTE: All persons 18 years old or older must sign the application and lease in addition to having a current picture ID on file.

NO PETS ARE ALLOWED AT THIS PROPERTY (EXCLUDING YAK ESTATES APARTMENTS) TO INCLUDE VISTORS' PETS OR PETS STAYING IN YOUR VEHICLES. NO RV'S, TRAILERS OR OFF ROAD VEHICLES ARE ALLOWED IN THE RESIDENT PARKING AREA. IF YOU CHOOSE TO STORE THESE VEHICLES, YOU MUST RENT A PARKING SPACE AND STORE THE VEHICLE IN THE RV LOT, WHICH IS AN ADDITIONAL FEE NOT COVERED BY THE LEASE. IF YOU ARE FOUND PARKING THESE TYPES OF VEHICLES IN THE RESIDENT PARKING AREA, VEHICLES WILL BE SUBJECT TO TOWING AT THE OWNER'S EXPENSE.

FOR OFFICE USE ONLY: Date _____ Agent _____

RESIDENCE HISTORY

PRESENT ADDRESS _____ City _____ State _____ Zip _____
Present Landlord or Mortgage Co. _____ Telephone _____
Monthly Payment \$ _____ Dates: From _____ To _____
Reason for Moving _____
PREVIOUS ADDRESS _____ City _____ State _____ Zip _____
Previous Landlord or Mortgage Co. _____ Telephone _____
Monthly Payment \$ _____ Dates: From _____ To _____
Reason for Moving _____

EMPLOYMENT INFORMATION

PRESENT STATUS: Employed Full Time _____ Part-Time _____ Not Employed _____ Retired _____ Student _____
PRESENT EMPLOYER (or most recent) _____
Employer's Address _____ City _____ State _____ Zip _____
Telephone _____ Dates Employed: From _____ To _____
Position Held _____ Department _____
Supervisor _____ Gross Monthly Income _____
PREVIOUS EMPLOYER: _____
Previous Employer's Address _____ City _____ State _____ Zip _____
Telephone _____ Supervisor _____ Dates Employed: From _____ To _____
IF STUDENT, LIST SCHOOL _____ Present Grade Level _____
School Telephone _____ Expected Date of Graduation _____

CO-APPLICANT INFORMATION

Co-Applicant Full Name _____ Date of Birth _____
Driver's License No. & State _____ Telephone _____
Co-Applicant Email Address _____
PRESENT ADDRESS (or most current) _____
City _____ State _____ Zip _____ Dates: From _____ To _____
Present Landlord or Mortgage Co. _____ Telephone _____
Monthly Payment \$ _____ Reason for Moving _____
CO-APPLICANT EMPLOYMENT PRESENT STATUS
Employed Full Time _____ Part-Time _____ Not Employed _____ Retired _____ Student _____
CO-APPLICANT EMPLOYER (or most recent) _____
Employer's Address _____
Telephone _____ Dates Employed: From _____ To _____
Position Held _____ Supervisor _____ Gross Monthly Income _____

OTHER INFORMATION

TOTAL NUMBER OF VEHICLES (including company vehicles) _____

Make/Model _____ Year _____ Color _____ Tag No. / State _____

Make/Model _____ Year _____ Color _____ Tag No. /State _____

Other Car, Motorcycle, RV, etc. _____

HOW MANY PETS DO YOU OR OTHER OCCUPANTS OWN? _____

Pet one: Kind of Pet _____ Breed _____ Weight _____ Age _____ Name _____

Pet two: Kind of Pet _____ Breed _____ Weight _____ Age _____ Name _____

HAVE YOU OR YOUR CO-APPLICANT EVER: Been sued for non-payment of rent: Yes _____ No _____

Been evicted or asked to move out? Yes _____ No _____ Broken a Rental Agreement or Lease? Yes _____ No _____

Been sued for damage to rental property? Yes _____ No _____ Declared Bankruptcy? Yes _____ No _____

Been convicted of a felony? Yes _____ No _____ Comments/Explanation _____

If there are other sources of income you would like us to consider, please list income, source and person (banker, employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ _____ Per _____ Source _____ Telephone _____

Amount \$ _____ Per _____ Source _____ Telephone _____

IN CASE OF PERSONAL EMERGENCY, NOTIFY (Name) _____

Relationship _____ Address _____

Home Phone _____ Work Phone _____ E-mail _____

AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING:

In considering your application, management will rely on accurate and complete information, which you have supplied. By signing this application, you represent and warrant the accuracy of the information and you further authorize management to verify any references that you have listed. In addition, you authorize management to obtain a consumer credit report. A credit check will appear on your consumer credit report as an inquiry.

- Application Fee & Holding Fee must be paid by money order, cashier's check or credit card.
- Upon acceptance of an approved application, a holding fee of \$150.00 will be required to hold the apartment until move-in. The holding fee is payable by money order, cashier's check or credit card only. This fee will go towards the first month of applicant's rent. This fee becomes **non-refundable** should applicant decide not to rent the apartment.
- The prorated first month's rent (less the holding fee) and security deposit **must** be paid in full at move-in.
- Security deposit must be paid by a separate money order or cashier's check.
- **CASH** and **Third party** checks are not acceptable forms of payment.

Signed _____ Date _____

Signed _____ Date _____

CHANGE YOUR MIND?

Once an agreement (written or verbal) to rent the apartment has been made (NOTE: the acceptance of a deposit constitutes an agreement), and all or part of the deposit and/or pre-paid rent has been paid and then the RESIDENT does not move in, he or she will forfeit at least \$150.00 of the deposit and/or pre-paid rent to cover the costs involved with the file set up, the bank deposit process, and the issuance of the returned check.

If a lease was signed, the resident may owe rent until the apartment is re-rented, or the lease period ends, whichever comes first. In any case, the landlord must make reasonable effort to re-rent the dwelling, as soon as possible, at a fair rental price. (AS 34.03.230)

In the event prospective residents were turned away while the unit was being held after the unit was ready to occupy, a prorated daily rent fee for those days will be withheld.

It is JL Properties, Inc.'s policy to actively pursue and offer equal housing for all persons regardless of race, color, religion, sex, national origin, handicap, marital status or familial status.

All prospective residents must meet these Minimum Occupancy Standards

- A. ○Each person on the lease must be of legal age to sign a contract (18 years and older). All persons 18 years old and older must apply, be approved and be added to the lease. ○ **Military Personnel** E05 and below may be required to provide **written** approval to reside off post. ○Applicants convicted of a **felony** or a drug related charge within the past **ten** years, will not be accepted for residency.
- B. **Income Requirements:**
 - 1. All monthly payments including rent must not exceed 75% of gross pay
 - 2. Applicants must have current verifiable permanent employment
 - 3. Documentation will be required for other sources of income such as:
 - a. **Self-employed applicants** must have either of the following:
 - 1) Two references with companies that can verify an open line of credit for one year in good standing
 - 2) OR, provide tax statements for the previous year and provide a current bank statement
 - b. **Retired applicants** must provide either of the following:
 - 1) Current bank statement indicating the monthly direct deposit
 - 2) OR, provide documentation indicating monthly income, i.e. government letter of social security, disability income or retirement/pension from former employer
 - c. **Students** must provide the following:
 - 1) Registration verification
 - 2) Current verifiable employment
 - 3) OR documentation indicating account balances
 - 4) OR grant letter indicating dollar amount of grant
 - d. **Military Personnel** current full month LES (leave and earning statement)
- C. Applicants must have **verifiable residency** of at least 6 months with good payment and rental history
 - 1. College students or graduates may qualify without rental history only if all other criteria are met
 - 2. Names and daytime phone numbers are needed for rental references
 - 3. All applicants must have a favorable credit rating for the past two years
- D. Applicants **will not** be accepted for the following derogatory credit records:
 - 1. Monies owed an apartment or utility company (i.e., phone company, fuel company, electric company)
 - 2. An eviction within the past five years
 - 3. Applicants with a tax lien, repossession, foreclosure, or personal bankruptcy during the past five years, or less than the required credit rating

Signed _____ Date _____

Signed _____ Date _____



JL PROPERTIES, INC.
REAL ESTATE DEVELOPMENT & MANAGEMENT

Willow Woods Apartments
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Fairbanks, AK 99701
907-451-0455 | willow@jlproperties.com

Application Processing and Rental Rates Disclosure

Dear future resident,

Thank you for your interest in joining the Willow Woods community! As you move forward on the path to becoming one of our valued residents, we'd like you to be aware of the following things:

- Willow Woods' apartment pricing changes daily. If you were quoted a rent cost today but would like time to think about your application, we will honor today's quoted rate for two business days. As an example, a rate quoted at 10am Monday will expire at 6pm Wednesday.
- If more than two business days have passed since you were quoted a rent cost, your rate will be requoted on the day you submit your application.
- If you make changes to your move in date or to the length of your lease after placing the holding fee, the rates for the day on which you make the change will be your new rates unless the new rates are lower than the original holding fee rates.

In order to accept your application and lock in your rate, we must have the following items for all persons age 18 and up who will be residing in the unit:

- Completed and signed application
- Government-issued photo ID and social security card (or acceptable alternative)
- Application fee (\$25 for the first applicant, \$10 per additional applicant)

Please note that additional items (e.g. proof of income) may be required before your application can be approved.

We look forward to working with you, and to welcoming you home to Willow Woods.

I/we have read and accept the terms listed above.

Applicant Signature: _____

Date: _____

Applicant Signature: _____

Date: _____

Applicant Signature: _____

Date: _____

Agent Signature: _____

Date: _____