

# Application Terms and Conditions

All applicants will undergo a credit and background check that includes job history, credit history, criminal history, and rental history. **We will verify information through oscn.net, odc.com, justia.com, the 3 major credit bureaus, contact employers for employment verification and contact previous landlord(s) as necessary to determine applicants' qualifications.** Please read and agree to these terms **before** filling out and submitting an application.

Approval is based on many factors including, but not limited to:

- Job history and length of time at your present job. We prefer you be at your job at least six months to show job stability. We require a copy of your last two paystubs for each job used in determining qualification.
- Monthly income must be approximately three times the amount of the rent. For example if you rent a one bedroom apartment for \$435.00 per month your combined steady and stable gross income must equal \$1305.00.
- Felony conviction(s) may be grounds for denying your application. Failure to report any felony on the application will cause the application to be denied.
- Rental history is one of the most important factors. If you have had an eviction filed against you or received negative rental reference (includes failure to give a 30 day notice, excessive late payments, damages to property, etc), we will not approve your application.
- Smoking is not allowed inside homes, apartments, duplexes or 4-plexes. Tenants **MUST NOT** put their cigarette/cigar butts on the ground, patio or balcony. Smoking inside cause damage to carpet and paint and the smoke filters into other tenants' apartments as well therefore smoking inside will not be tolerated.
- Repair Policy: We have a maintenance staff that will do most repairs however sometimes we may bring in a plumber, electrician or heat/air service technician. **A maintenance person will not enter your home unless you have requested a repair.** Once you call in a repair you will already be aware someone will be entering your home within a reasonable time to do work so we will NOT call you to say "they're on their way" or schedule them to arrive at a special time. Our maintenance staff and any private contractor we hire handle many various requests for repairs at multiple locations therefore making appointments are difficult.

I have read and agree to these terms and conditions.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

**\$25 NON-REFUNDABLE  
APPLICATION FEE  
REQUIRED (PER ADULT)**

Make **Money Order** Payable to:  
**Fountain Lake Apartments**

We do not accept personal checks for  
Application Fees. We gladly accept debit or  
credit cards.

**RENTAL APPLICATION  
Corp. Leasing Office  
2501 Hunters Hill Dr.  
Enid, OK 73703  
(580) 233-8411  
Fax: (580) 234-4804**

**Personal Information**

Date \_\_\_/\_\_\_/\_\_\_

Applicant \_\_\_\_\_ Date of Birth \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Drivers License # \_\_\_\_\_

Current Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Current Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

Prior Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Prior Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

How long have you lived at current address? \_\_\_\_\_ Amount of monthly payment? \_\_\_\_\_ How long did you lived at prior address? \_\_\_\_\_

How many will be living in this unit? \_\_\_\_\_ Adult's \_\_\_\_\_ Kids \_\_\_\_\_

Pet's \_\_\_\_\_ Pet's Weight \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_

How long \_\_\_\_\_ Monthly Salary \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Previous Employer \_\_\_\_\_ Occupation \_\_\_\_\_

How long \_\_\_\_\_ Monthly Salary \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Type of Unit Needed? \_\_\_\_\_

**Lease Term? (Circle one) 6 months / 1 year**

**Hunters Hill Apartments      Fountain Lake Apartments      ~~Heartland Realty Investors~~      CAP**

Emergency Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Relationship \_\_\_\_\_

**Co-Applicant Information**

Co-Applicant \_\_\_\_\_ Birth Date \_\_\_\_\_

Address \_\_\_\_\_ Monthly payment? \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Drivers License # \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_

How Long \_\_\_\_\_ Monthly Salary \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Previous Employer \_\_\_\_\_ Occupation \_\_\_\_\_

How Long \_\_\_\_\_ Monthly Salary \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

**Other Information**

Number of Vehicles \_\_\_\_\_

Make / Model \_\_\_\_\_ Color / Year \_\_\_\_\_

Tag # \_\_\_\_\_ State \_\_\_\_\_

Make / Model \_\_\_\_\_ Color / Year \_\_\_\_\_

Tag # \_\_\_\_\_ State \_\_\_\_\_

Have you ever...

Filed for bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_

Been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_ if yes, please explain below

\_\_\_\_\_  
\_\_\_\_\_

Been served an eviction notice or been asked to vacate a property you were renting? Yes \_\_\_\_\_ No \_\_\_\_\_

Willfully or intentionally refused to pay rent when due? Yes \_\_\_\_\_ No \_\_\_\_\_

Been sued? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe below

\_\_\_\_\_

