

DISCOVER PROPERTIES PMG, LLC
APPLICATION FOR RESIDENCY
Fax: 317-253-3100

Property Address: _____ ID Check

Rent \$ _____ Security Deposit \$ _____ Pet Fee \$ _____ Pet Rent \$ _____ / month
Move-in Date _____ Lease Term _____ to _____
Special Conditions _____

Name of Applicant	DOB	Soc. Sec. No.	Drivers License No.
Name of Co-Applicant	DOB	Soc. Sec. No.	Divers License No.
Non-Lease Holder Occupants	DOB	Non-Lease Holder Occupants	DOB

Daytime Phone # _____ Evening Phone # _____

Employment Information (Please provide a minimum of two (2) years)

Applicant's Employer _____ Position _____
Supervisor/HR Dept. _____ Phone # _____
Dates of Employment _____ Salary \$ _____ per _____

Co-Applicant's Employer _____ Position _____
Supervisor/HR Dept. _____ Phone # _____
Dates of Employment _____ Salary \$ _____ per _____

Applicant's Employer _____ Position _____
Supervisor/HR Dept. _____ Phone # _____
Dates of Employment _____ Salary \$ _____ per _____

Co-Applicant's Employer _____ Position _____
Supervisor/HR Dept. _____ Phone # _____
Dates of Employment _____ Salary \$ _____ per _____

Housing References (Please provide a minimum of two (2) years)

Present Address _____ City/State _____ Zip _____
Landlord _____ Phone _____ Rent \$ _____
Dates of Occupancy _____ Reason for leaving _____

Previous Address _____ City/State _____ Zip _____
Landlord _____ Phone _____ Rent \$ _____
Dates of Occupancy _____ Reason for leaving _____

Have you ever been evicted? _____ When/Why? _____
Have you ever been convicted of a felony? _____
If yes, please explain _____
Do you have a pet? _____ Breed _____
Age _____ Weight _____

Vehicle Information (Please include vehicles of all occupants)

Year / Make _____ Color _____
Registered to _____ Plate # / State _____

Year / Make _____ Color _____
Registered to _____ Plate # / State _____

Year / Make _____ Color _____
Registered to _____ Plate # / State _____

Year / Make _____ Color _____
Registered to _____ Plate # / State _____

Emergency Contact Information

Name _____ Relationship _____
Address _____ Phone # _____

Name _____ Relationship _____
Address _____ Phone # _____

Applicant has submitted a non-refundable application fee of \$ _____ along with a deposit of \$ _____. An applicant has 72 hours from the time of applying to cancel their application and receive a full refund of the deposit. Should the applicant be approved, the deposit is non-refundable after the initial 72 hours. Upon move-in the deposit paid will be credited to the full deposit required.

Applicant Signature _____ Date _____ Time _____
Co-Applicant Signature _____ Date _____ Time _____
Rental Agent Signature _____ Date _____ Time _____

DISCOVER PROPERTIES PMG, LLC

**6302 Rucker Road Suite K
Indianapolis, IN 46220**

ALL APPLICANTS WILL BE APPROVED ON THE FOLLOWING CRITERIA

A Rental Application Must Be Processed on all prospective residents. All Applicants Must be at least 18 YEARS OF AGE or Older. A **Non-Refundable Application Fee of \$35.00 must be paid for each applicant.** (The exception would be a full-time student with proof of full-time status) A State or Federal issued Photo ID will be required of each applicant.

1. INCOME:

Gross income per home must be at least three times the amount of the rent. Verification may include original pay stubs, written verification from income sources, bank statements, statements from accountants, tax returns, etc. A prospect must have verifiable current employment and 6 months employment history or a verifiable source of income. Any State or Federal Housing Assistance will be considered a verifiable source of income and be included in the calculation. School will be accepted as an alternative to employment history provided it is verifiable.

2. OCCUPANCY:

All residents and all occupants must be listed on the Lease Contract. No more than two (2) occupants per bedroom are permitted. Residents whose household size changes while under a lease agreement due to birth, adoption or change in custodial status, will be required to upgrade to a home that will allow them to adhere to occupancy guidelines.

3. AN APPLICANT MAY BE AUTOMATICALLY BE DENIED FOR THE FOLLOWING REASONS:

- a) Any information on the rental application is not true.
- b) Having been convicted of manufacturing or distributing a controlled substance.
- c) Having been required to register with any government (federal, state, or local) as a sexual offender.

Note: The effect of any criminal background other than those listed in 5f and 5g could result in denial of applicant. The decision will depend upon the nature of the crime.

4. SECURITY DEPOSIT:

A security deposit equal to ½ a month’s rent is due in order to hold a home and due at time of application. The applicant has 72 hours from the time of submission of Deposit to cancel with no penalty. Once an application has been approved, the Security Deposit will become non-refundable should the applicant choose not to take occupancy of the home. Once the Application for Residency has been approved the applicant will have 14 days to submit payment for the balance of the Security Deposit. Any approved applicant not taking possession of the home within 30-days of the date of application will forfeit the deposit. If the applicant still wishes to move in to the home they will be charged a non-refundable Holding Fee of ½ a month. The Security Deposit will then be applied to their account as a full deposit.

5. PET DEPOSIT/PET POLICY:

No pets are permitted without management approval in its sole discretion. A maximum of 2 pets per apartment will be allowed with a non-refundable pet fee of \$200 for 1 pet or \$300 for 2 pets. There will be a \$20 per pet per month charge for pet rent for pets under 50 pounds and \$30 per month for pets over 50 pounds. Circle City Property Management (CCPM) does restrict the following breeds: Rottweiler and Pitt Bull. Cats must be indoor cats and de-clawed on the front. All pets must be spayed or neutered. All residents with pets are required to submit a veterinarian statement establishing the pet’s age, weight, general health and the status of all shots as well as the additional, above mentioned, requirements for cats. All residents with pets must have a pet agreement on file. **NO VISITING PETS ALLOWED.** (The only exceptions to these policies would be pets that are designated as service animals required to accompany a resident with a verified disability for the specific purpose of aiding that person). Any unauthorized pets observed, resident will be subject to a \$50.00 a day fee until pet is removed and or registered with the office by signing a pet addendum and meeting the pet criteria.

6. PAYMENTS:

ALL RENT, DEPOSITS AND FEES must be paid by check, money order or cashier’s check. Any check returned by the bank will be assessed a \$25 fee as well as any late fees. (If rent is paid after the 5th of the month it MUST be in the form of a cashier’s check or money order ONLY)

7. SCREENING

Each applicant will be screened through First Advantage SafeRent. A score will be generated taking into account the following: credit history, rental history, rent-to-income ration and debt-to-income ratio, and employment history.

8. APPROVAL

An application will either be Approved, Conditionally Approved or Declined. An Approved application can move in with a full deposit and the first month’s rent. A Conditionally Approved application can move in with a full deposit plus first and last month’s rent or an Approved Lease Guarantor.

9. When a guarantor is required, guarantor must complete an application and pay an application fee. The guarantor’s income must be four times the amount of rent and will be screened using the same criteria as above. Once approved, the guarantor must sign required paperwork and have notarized before resident moves in.

I hereby authorize Discover Properties PMG, LLP, , to obtain a consumer report, and any 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 or 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 and lease of a residence for which an application was made. I hereby expressly release Meridian Property Management, and any procurer or furnisher of such information, and understand that my application may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies.

I (WE) HAVE READ THE ABOVE AND UNDERSTAND THE CRITERIA FROM WHICH MY (OUR) APPLICATION WILL BE APPROVED.

APPLICANT'S SIGNATURE DATE

APPLICANT'S SIGNATURE DATE

PROPERTY REPRESENTATIVE DATE

Disclosure: The Residential Lead Based Paint Hazard Reduction Act requires owner of properties built prior to 1978 to notify residents of the possible presence of lead in paint. **This property was not built prior to 1978.**

**DISCOVER PROPERTIES PMG, LLP
DOES BUSINESS IN ACCORDANCE WITH THE FEDERAL FAIR HOUSING LAW
(FAIR HOUSING AMENDMENT ACT 1988)**