



# APPLICATION FOR RESIDENCY

Date: \_\_\_\_\_

Apartment # \_\_\_\_\_

**Personal Information:** \_\_\_\_\_ **Responsible Resident** \_\_\_\_\_ **Guarantor** \_\_\_\_\_ [ ] **Primary Applicant**

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Last Name Suffix (Jr., Sr., etc.) \_\_\_\_\_ Former Last Name (maiden, married) \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

No SSN, are you in the U.S. on a Visa? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Marital Status (optional) \_\_\_\_\_

Visa Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Driver's License No. \_\_\_\_\_ Driver's License State \_\_\_\_\_

**Occupant Information: (persons under 18 years of age)** [ ] **same as Primary Applicant**

Name & SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_

Name & SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_

Name & SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_

Name & SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_

**Residence Information:** [ ] **same as Primary Applicant**

Current Street Address \_\_\_\_\_ Suite or Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Country \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

Name of Apartment Community or Mortgage Co. \_\_\_\_\_

Type (circle one) Rent Own Other \_\_\_\_\_ Dates of Residency: From \_\_\_\_\_ To \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Phone \_\_\_\_\_

Monthly Payment \_\_\_\_\_ Reason For Moving \_\_\_\_\_

Have you ever been evicted or asked to move out? \_\_\_\_\_ Yes \_\_\_\_\_ No If Yes, Explain \_\_\_\_\_

**Employment Information/Additional Income:**

Current Employer(as of move-in date) \_\_\_\_\_ Position \_\_\_\_\_

Industry \_\_\_\_\_ Monthly Income \_\_\_\_\_

Street Address \_\_\_\_\_ Work Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

If there are other sources of income you would like us to consider, please list source and income amount. Sources of Additional Income \_\_\_\_\_

Amount of Additional Annual Income (\$) \_\_\_\_\_

**Note: After the application is processed, this entire page will be securely shredded except when prohibited by law.**

Revised 12/2007



Date: \_\_\_\_\_

Apartment # \_\_\_\_\_

**Personal Information:** \_\_\_\_\_ **Responsible Resident** \_\_\_\_\_ **Guarantor** [ ] **Primary Applicant**  
 First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_ Password (for lockout purposes): \_\_\_\_\_

**Emergency Information:** \_\_\_\_\_ Relationship \_\_\_\_\_  
 First Name (not an occupant) \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_  
 Current Street Address \_\_\_\_\_ Suite or Apt. \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone (\_\_\_\_\_) \_\_\_\_\_ Type (circle one) Cell Home Work Allow Key Access \_\_\_\_\_ Yes \_\_\_\_\_ No

**Vehicle Information:** [ ] same as primary applicant  
 Your Vehicle Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate No. \_\_\_\_\_ State \_\_\_\_\_  
 Second Vehicle Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate No. \_\_\_\_\_ State \_\_\_\_\_  
 Other Vehicles: \_\_\_\_\_  
**AvalonBay Communities cannot guarantee parking for all of the above listed vehicles.**

**Pet Information:** [ ] same as primary applicant  
 Do You Own Any Pets? \_\_\_\_\_ Yes \_\_\_\_\_ No Do You Have Any Service Animals? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If Yes, How Many? \_\_\_\_\_ Type \_\_\_\_\_ Breed \_\_\_\_\_ Color \_\_\_\_\_ Weight \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_

**Conviction Information:**  
 Have You Ever Been Convicted of, or Pleaded Guilty or "No Contest" to, a Misdemeanor or Felony Involving Sexual Misconduct?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, When \_\_\_\_\_ What State \_\_\_\_\_ Explain: \_\_\_\_\_

In connection with this Application for apartment home no. \_\_\_\_\_ located at \_\_\_\_\_ (the "Apartment Home"), the undersigned ("you" or "your") hereby deposits with AvalonBay Communities, Inc. ("we", "us", or "our") the sum of \$\_\_\_\_\_ (the "Deposit"), plus the sum of \$\_\_\_\_\_ (the "Application Fee"). We will apply the Deposit in accordance with the provisions set forth below. The Application Fee is a non-refundable application fee for processing this Application and will not be refunded to you. Upon receipt of this Application, the Deposit and the Application Fee, we will set aside and reserve the Apartment Home for you.

By submitting this Application, you agree to enter into a lease ("Lease") for the Apartment Home under the terms specified in this Application. We may require you to sign the Lease concurrently with your submission of this Application. However, if we put you on a waiting list for an Apartment Home, you will not be obligated to sign a Lease until we advise you (in writing, in person or by telephone) that an Apartment Home is available, and you accept the Apartment Home. You will have 24 hours after you are notified by us to accept or reject the Apartment Home, which you may do in writing, in person or by telephone. If you accept the Apartment Home, you will have 24 hours to pay all associated deposits and you must sign a lease within ten (10) days or your rights to lease the Apartment Home will terminate. If you do not timely notify us of your acceptance of the Apartment Home, we will thereafter have no obligation to lease the Apartment Home to you.

If, for any reason, we decline this Application, then we will refund the Deposit to you in full. If we approve this Application, we will ask that you execute the Lease (if you have not already done so). Upon your execution of the Lease, we will apply a portion of the Deposit to the Security Deposit and the remainder of the Deposit, if any, to the Common Area Amenities [Charge/Rent] that is due upon the execution of the Lease. If, however, you decide prior to executing the Lease that, notwithstanding this Application, and our approval, you no longer wish to proceed with the Lease, you must so notify us in writing (the "Termination Notice"). To be effective, the Termination Notice must be delivered by you during regular business hours to one of our representatives at the leasing office where the Apartment Home is located. Concurrently with your delivery of the Termination Notice to us, in consideration for our having held the Apartment Home off the market and reserved the Apartment Home for you, you agree to pay to us a "Reservation Fee" in an amount equal to the product of (i) the number of days from the date of this Application until we received the Termination Notice; multiplied by (ii) the base rent that would have been payable by you under the Lease for the Apartment Home (calculated on a per diem basis). After our receipt of the Termination Notice, we will refund the Deposit to you in accordance with our customary practice, less the full amount of the Reservation Fee, unless you have previously paid the Reservation Fee to us, in which case no deductions from the Deposit will be made.

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In all events, if you have not executed and returned the Lease to us within ten (10) days after this Application is signed by you, we will assume that you are not interested in proceeding, the Apartment Home will no longer be reserved for you, and we will refund the Deposit to you, less the full amount of the Reservation Fee.

By accepting the Deposit and the Application Fee from you, we are not obligated to approve this Application or rent the Apartment Home to you. Our approval of this Application is contingent upon our receipt of a satisfactory report of your rental history, credit history and other information that we deem necessary.

By signing this Application, you certify that all persons over eighteen years of age who will be occupying the Apartment Home have completed and provided to us a separate Application for Residency, and that each such occupant of the Apartment Home will sign the Lease at the time required by us.

You authorize us, through our designated agent or employees, to obtain and verify all credit information for the purpose of determining whether or not to lease the Apartment Home to you. You understand that should you enter into the Lease for the Apartment Home, we and our designated agents and employees will have a continuing right to review your credit information, rental application, payment history and occupancy history for account review purposes and for improving application methods.

By signing this Application, you certify that all information contained in this Application is true, correct and complete.

**AGENCY DISCLOSURE** (applicable for Virginia and Minnesota applicants only)

AvalonBay Communities, Inc. ("Manager"), and its leasing agents have been retained by the owner of the community in which your apartment is located as its representative for management and leasing services. Manager owes fiduciary duties such as loyalty and faithfulness to the owner. As our customer, we want you to understand that an agency relationship exists between Manager and the owner. Under applicable law, prompt disclosure in writing of agency relationships to all actual and prospective parties to a transaction at the earliest practical time is encouraged and/or required. Each party should carefully read all documents pertaining to any real estate transaction. Should you have any questions, please let us know and we will gladly answer them. By signing this application, each of the undersigned acknowledges that he or she has read and received a copy of this Agency Disclosure.

**It is unlawful to discriminate against an applicant or tenant because of their race, color, national origin, religion, gender, familial status, disability, or any other basis that may be protected under applicable state or local law.**

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

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

\_\_\_\_\_  
Signature of Management

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

<b>FOR OFFICE USE ONLY:</b>	
<b><u>Summary Of Monthly Rent/Charges:</u></b>	<b><u>Summary Of Non-Recurring Rent/Charges:</u></b>
Base Rent _____	Common Area/Amenities (Rent/Charge) _____
Pet Rent/Charge _____	Non-Refundable Pet Fee _____
Parking Rent/Charge _____	
Storage Rent/Charge _____	<b><u>Summary Of Deposits:</u></b>
Appliance Rent/Charge _____	Security Deposit _____
CAH Rent/Charge _____	Pet Deposit _____
Trash Removal _____	
Other _____	<b><u>Term:</u></b>
Total Rent/Charges _____	Lease Begin Date _____
First Month Proration _____	Lease End Date _____
Applicant Cancellation Reason _____	Move-In Date _____
Approved/Declined By _____	Cancellation Date _____
	Approval/Declined Date _____

