

What To Bring With You When You Lease



Make your search for the perfect new apartment as simple as possible. There are a number of items and info that you will need to bring with you when you apply to lease an apartment, so you'll want to be prepared.

These items go beyond the obvious, and having them handy will bring you one step closer to leasing that perfect apartment. Before heading to the leasing office, be sure to grab:

For more tips contact:

(401) 284-5135

Mill Creek Townhouses

North Kingstown, RI 02852

- A Form of State/Government Issued ID**
Drivers license, state ID, military ID, passport or permanent resident card
- Proof of Income**
Last 4 pay stubs or bank statements if you receive direct deposit. With a new job, you may bring a letter on company letterhead stating your salary
- Rental History**
Names, dates & addresses of the places you rented from the past 2-3 years
- Miscellaneous Info**
Social Security number, make/model/year of vehicle, pet info and emergency contact info
- A Way to Pay**
Payment for the application fee, deposit and other fees. Check or money order is accepted.





Mill Creek Townhouses

Rental Application (one application per applicant)

425 Millcreek Drive
 North Kingstown, RI 02852
 P: 401-295-0900
 F: 401-294-2282
 leasing@millcreektownhouses.com

\$35.00 Non-Refundable Application Fee / \$200.00 Holding Deposit

Applicant Information:

Name:		Email:	
Date of Birth:	SSN:	License #:	Phone #:
Current Address:			
City:	State:	Zip Code:	
Landlord Name and Address:		Landlord Phone:	
		How Long and reason for leaving?	
Own or Rent:	Monthly payment or rent:		
Previous address if shorter than two years:			
City:	State:	Zip Code:	
Landlord Name and Address:		Landlord Phone:	
		How Long and reason for leaving?	
Own or Rent:	Monthly payment or rent:		

Employment Information:

Current Employer:		
Employer Address:		How Long?
City:	State:	Zip Code:
Position:	Hourly or Salary Number of hours per week if Hourly	Annual Income:

Employment Information if shorter then One year:

Current Employer:		
Employer Address:		How Long?
City:	State:	Zip Code:
Position:	Hourly or Salary	Annual Income:

Occupants Living with You:

Name:	D.O.B
Name:	D.O.B
Name:	D.O.B
Name:	D.O.B
Name:	D.O.B

Pets Living with You:

Pet: Dog(s) or Cat(s)

Breed:	Weight:	Name:
Breed:	Weight:	Name:

Emergency Contact:

Name:	Relationship:	Phone:
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Car or Truck Information:

Make:	Model:	Year, Color & Registration
Make:	Model:	Year, Color & Registration

Please initial each box below:

____ I agree to the following statement	I represent that the information provided in this application is true, complete and accurate to the best of my knowledge. I understand that any misrepresentation or omission of information is grounds for termination of lease.
____ I agree to the following statement	I understand that the information provided might be used by Landlord to determine whether to accept this application. I authorize Landlord to verify all the information given in this application, including past rental information, personal references and employment information provided. I authorize the Landlord to obtain a current credit check and a BCI check.
____ I agree to the following statement	I understand that this application is not a rental agreement and that this application does not create any obligation on the Landlord.
____ I agree to the following statement	I understand that this application fee of \$35.00 is non-refundable.

The undersigned represent that the information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that any misrepresentation or omission of information is grounds for termination of lease. I understand that the \$200.00 Holding Deposit will be returned should application be denied or if the applicant cancels or withdraws within 48 hours of leaving the deposit. I understand that if the application is NOT cancelled or withdrawn within 48 hours, the Holding Deposit will be withheld and the apartment will be put back on the market and offered to any interested party. Refunds shall be made in accordance with the requirements of the law.

Print Name:		Signature:		Date:	
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GENERAL RENTAL AND OCCUPANCY CRITERIA GUIDELINES

Rental applications must be processed simultaneously on all prospective leaseholders 18 years of age and older. A NON-REFUNDABLE Application Fee must be paid for each applicant 18 years of age and older. All applications for residency will be evaluated using the following criteria:

I. IDENTIFICATION A valid government issued photo ID is required for all applicants and occupants 18 years of age and older.

II. OCCUPANCY

- Maximum number of persons per apartment: 2 persons per bedroom.

III. TENANT PROFILE SCREENING

This community uses Experian Credit Profile for Tenant Screening to obtain your consumer credit and profile report. Your consumer credit report and profile contains information about you and your credit experiences, including but not limited to such items as your bill-payment history, the number and types of accounts that you have had late payments, collection actions, outstanding debt, the age of your accounts and debt-to-income ratio. It will also disclose other relevant criteria about you, including but not limited to information regarding any judgment in an unlawful detainer action that was previously entered against you. **If the event that your application is “Denied”, you will be given the name, address and telephone number of the consumer reporting agency that provided your consumer information as well as other information required by law.**

IV. HOLDING DEPOSIT REQUIREMENTS

- **A Holding Deposit of \$200.00 is required to be paid in order to reserve an apartment. All application documents must be submitted within 48 hours of reserving an apartment in order for us to continue to hold the apartment for you.**
- The Holding Deposit of \$200.00 will be refunded if the result of the application is “Denied” or if the applicant cancels or withdraws within 48 hours of leaving the deposit. **IF THE APPLICATION IS NOT CANCELLED OR WITHDRAWN WITHIN 48 HOURS, THE HOLDING DEPOSIT WILL BE WITHHELD AND THE APARTMENT MAY BE OFFERED TO ANY INTERESTED PARTY. Refunds shall be made in accordance with the requirements of the law.**
- Upon execution of a lease, the Holding Deposit will be applied towards the applicant’s 1ST month’s rent.

V. DECLINED APPLICATIONS

If any of the following apply, the application(s) will automatically be declined:

- Unable to provide a valid government issued photo ID.
- Unable to provide a social security number for credit and criminal background checks.
- Falsification of the Application.
- Anyone with an outstanding unpaid rental collection debt or has been evicted.
- If the bank returns the application fee or holding deposit check.
- Anyone having an unsatisfied monetary judgment currently pending against them.
- Bankruptcy filing that has not been dismissed or discharged.
- Criminal Record – All felony convictions and/or charges; including but not limited to the following crimes: sex offender; violence related; fraud related; family relations; weapons related; organized crime related; drug related; sex related; animal related; computer/telecommunication related; public justice related; public order related; gambling related; victimless related crimes; crimes that are not provided; and certain property related, alcohol related, and transportation and related.
- Misdemeanors and unclassified crimes that are not provided related to any of the aforementioned crimes.

VI. OCCUPANT ONLY

All persons 18 years of age and older who wish to be listed as an occupant only will have a criminal search processed at their expense. Occupant(s) only with a failed criminal search recommendation will not be allowed to occupy the apartment.

VII. CO-SIGNER

The Co-signer must be processed as an applicant and must also sign the lease prior to move-in.

VIII. INCOME

Income verification must be provided as part of the application screening process. Verifications may include, but not limited to the following:

- Four recent pay stubs from current employer
- Offer letters from employers
- Four recent bank statements
- Pension fund payments/401k/investment fund accounts

- Court ordered alimony or child support payments
- Proof of government payments (e.g. welfare, disability, social security, etc.)
- Proof of retirement income
- Proof of self-employment income (e.g. prior year's tax return, financial statements, bank statements, etc.)
- Proof of student loan income