

APPLICATION AUTHORIZATION FORM FOR CREDIT CHECK

TO BE COMPLETED BY OFFICE

THIS IS A RECEIPT FOR YOUR CREDIT CHECK FEE(S) OF \$ _____ FOR _____ ADULT(S) APPLICATION(S) FOR PROPERTY AT _____.

FIRST MONTH'S RENT	\$	_____
SECURITY DEPOSIT***	\$	TO BE DETERMINED (SEE NOTE***)
PET DEPOSIT	\$	TO BE DETERMINED
BEEPER DEPOSIT	\$	\$50.00 (IF APPLICABLE)

NOTE*:**
SECURITY DEPOSIT
TO BE DETERMINED UPON
APPROVAL OF APPLICATION

TO APPLICANT

(PLEASE READ CAREFULLY BEFORE SIGNING THIS DOCUMENT)

UPON RECEIPT OF YOUR APPLICATION AND CREDIT CHECK FEE(S), ENVOY PROPERTIES MANAGEMENT WILL VERIFY THE INFORMATION YOU PROVIDED ON YOUR APPLICATION AND WILL OBTAIN CREDIT EVALUATIONS FROM ONE OR MORE NATIONAL CREDIT/PUBLIC RECORD REPORTING SERVICES.

ENVOY PROPERTIES CREDIT CHECK FEE COMPENSATES ENVOY PROPERTIES MANAGEMENT FOR COSTS ACTUALLY INCURRED IN PROCESSING YOUR APPLICATION AND, AS SUCH CANNOT BE REFUNDED. **APPLICATION CANNOT BE PROCESSED WITHOUT CREDIT CHECK FEE.**

AFTER APPROVAL OF YOUR APPLICATION, A MINIMUM DEPOSIT OF AN AMOUNT EQUAL TO EITHER ONE MONTH'S RENT OR THE SECURITY DEPOSIT, WILL BE DUE BEFORE THE UNIT IS REMOVED FROM THE MARKET. THE DEPOSIT IS DUE WITHIN TWENTY-FOUR (24) HOURS AFTER YOUR APPLICATION IS APPROVED, AND THE AMOUNT OF THE DEPOSIT WILL BE APPLIED TO THE TOTAL MOVE-IN COSTS. THE BALANCE OF MOVE-IN COSTS MUST BE PAID BEFORE OR WHEN THE LEASE IS SIGNED BY THE APPROVED TENANTS.

IF YOU WITHDRAW YOUR APPLICATION AFTER APPROVAL AND A DEPOSIT HAS BEEN MADE, A FEE OF THE DAILY RENTAL VALUE OF THE APARTMENT FOR WHICH YOU HAVE APPLIED, FOR THE PERIOD FROM THE DATE OF YOUR DEPOSIT TO THE DATE OF YOUR WITHDRAWAL, WILL BE DEDUCTED FROM YOUR DEPOSIT. AN ADDITIONAL \$250 PROCESSING FEE WILL BE DUE TO ENVOY PROPERTIES.

IT IS MUTUALLY UNDERSTOOD THAT APPLICANTS SHALL HAVE NO RIGHT TO OCCUPY THE PREMISES APPLIED FOR UNTIL THE APPLICATION HAS BEEN APPROVED, THE RENTAL AGREEMENT HAS BEEN SIGNED BY ALL PARTIES, AND ALL MOVE-IN MONIES ARE RECEIVED BY ENVOY PROPERTIES MANAGEMENT. TENANCY SHALL BE SUBJECT TO ALL TERMS AND COVENANTS CONTAINED IN THE RENTAL AGREEMENT, WHICH YOU AGREE TO EXECUTE UPON DEMAND.

IF ENVOY PROPERTIES MANAGEMENT APPROVES YOUR APPLICATION AND THE PRESENT TENANTS VACATE THE PREMISES IN A TIMELY MANNER, YOUR OCCUPANCY WILL BEGIN ON THE MUTUALLY AGREED DATE AT THE MONTHLY RENTAL RATE OF \$ (SEE FIRST MONTH'S RENT INDICATED ABOVE). IN ADVANCE ON THE DATE SPECIFIED ON YOUR RENTAL LEASE AGREEMENT.

ALL MOVE-IN MONIES (WHICH CONSISTS OF THE FIRST MONTH'S RENT, SECURITY DEPOSIT, PET DEPOSIT AND BEEPER DEPOSIT, IF APPLICABLE) MUST BE PAID IN THE FORM OF A MONEY ORDER OR CASHIER'S CHECK. PERSONAL CHECKS ARE NOT ACCEPTED FOR MOVE-IN.

AUTHORIZATON

I HAVE READ THE ABOVE INFORMATION AND AUTHORIZE THE CREDIT CHECK TO BE PROCESSED IMMEDIATELY, AND AT ANY TIME DURING MY TENANCY AT THE DISCRETION OF THE OWNER OR ENVOY PROPERTIES.

I WOULD LIKE TO MOVE IN ON _____ (DATE SUBJECT TO APPROVAL)

Applicant Signature: _____

Print Name: _____

Date: _____

IMPORTANT NOTE

NOTARIZED SIGNATURE OF APPLICANT REQUIRED IF APPLICATION IS NOT PRESENTED IN PERSON AT THE OFFICE OF ENVOY PROPERTIES. (PLACE NOTARY STAMP BELOW.)