

PAYMENT OF \$ \_\_\_\_\_ RECEIVED BY (NAME) \_\_\_\_\_ DATE \_\_\_\_\_  
THIS APPLICATION FORM RECEIVED BY (NAME) \_\_\_\_\_ DATE \_\_\_\_\_



**1 RiverPlace Drive  
South Portland, ME 04106**

Phone: 207-767-0900 Fax: 207-767-2990  
www.riverplaceliving.com

Reference Verification Name	Reference Comments

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS APPLICATION**      APPROVED     NOT APPROVED     DEFERRED (incomplete)  
BY \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
If not approved, specify reason(s):  
 POOR RESIDENCE HISTORY                                 UNSATISFACTORY CREDIT RATING  
 POOR EMPLOYMENT INFORMATION                         POOR REFERENCES  
 INSUFFICIENT INCOME/FUNDS                              NON-QUALIFYING PET(S)

Applicant Notified By (Name) \_\_\_\_\_ Date Notified \_\_\_\_\_  
Notified by:     LETTER (Attach Copy)     FORM     TELEPHONE     FAX     IN PERSON

**RENTAL APPLICATION**

***To the Applicant:** We thank you for your application to RiverPlace. Please help us promptly process your application by completing all of the required information. Also, note that any Non-spousal Co-Applicant must complete a separate Rental Application form.*

**PERSONAL INFORMATION**

Full Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Daytime Phone (    ) \_\_\_\_\_  
Drivers License No. and State \_\_\_\_\_ email \_\_\_\_\_  
Co-Applicant Name (if any) \_\_\_\_\_

Full Name of All Other Residents	Birth Date	Relationship to Applicant

This information is sought for unit density purposes only. Please note that RiverPlace will not approve rentals to households containing more than two adults without express prior written consent.

How many Pets? \_\_\_\_\_ Kind of Pet, Breed, Weight and Age \_\_\_\_\_

**RESIDENCE HISTORY FOR PAST 3 YEARS (Beginning with most current)**

CURRENT ADDRESS \_\_\_\_\_  
Month & Year Moved In \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Owner or Agent \_\_\_\_\_ Phone (    ) \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_  
PREVIOUS ADDRESS (if within 3 years) \_\_\_\_\_  
Month & Year Moved In \_\_\_\_\_ Moved Out \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Owner or Agent \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
PREVIOUS ADDRESS (if within 3 years) \_\_\_\_\_  
Month & Year Moved In \_\_\_\_\_ Moved Out \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Owner or Agent \_\_\_\_\_ Phone (    ) \_\_\_\_\_

**EMPLOYMENT INFORMATION**

YOUR STATUS:     Employed Full-Time     Employed Part-Time     Student     Retired     Not Employed  
CURRENT EMPLOYER (Or Most Recent - Provide Retirement Date if Retired) \_\_\_\_\_  
Address \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
Date(s) Employed/From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_  
Supervisor \_\_\_\_\_ Your Gross Monthly Salary \$ \_\_\_\_\_ Household Gross Monthly Income \$ \_\_\_\_\_  
PREVIOUS EMPLOYER \_\_\_\_\_  
Address \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
Date(s) Employed/From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_ Supervisor \_\_\_\_\_



If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Phone ( ) \_\_\_\_\_

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No./State \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No./State \_\_\_\_\_

Other Car, Motorcycle, etc. \_\_\_\_\_

HAVE YOU OR CO-APPLICANT EVER: Been sued for non-payment of rent?  Yes  No  
Been evicted or asked to move out?  Yes  No Broken a Rental Agreement or Lease?  Yes  No  
Been sued for damage to rental property?  Yes  No Declared Bankruptcy?  Yes  No  
Been convicted of a crime?  Yes  No

Please give any additional information that might help management evaluate your application: \_\_\_\_\_

\_\_\_\_\_

How did you hear about our property? \_\_\_\_\_

If management has any questions about your application, please give phone numbers where you can be located:

Day Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_ Night Phone: ( ) \_\_\_\_\_

IN CASE OF PERSONAL EMERGENCY, NOTIFY: \_\_\_\_\_ Relationship: \_\_\_\_\_

Allowed Access: Yes \_\_\_\_\_ No \_\_\_\_\_ (check one)

In the event of serious illness, death, or other circumstances that would make you unavailable, the emergency contact can remove your property from your apartment or common areas.

Full Address: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Move In Date Desired \_\_\_\_\_

I hereby apply to lease Apartment No. \_\_\_\_\_ for a period of \_\_\_\_\_ months at a rental rate of \$ \_\_\_\_\_ per month and on the terms set forth in the RiverPlace Qualification Standards and Procedures for Rental Applications and the Standard Form Lease that I have received and committed to, and agree that the rental is to be payable the first day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements above set forth are true. I understand that an application fee of \$ \_\_\_\_\_ will be retained to offset the agent's cost, time and effort in processing my application.

I hereby deposit \$ \_\_\_\_\_ as earnest money to be refunded to me (subject to the right to retain the application fee set out above) if this application is not accepted within five (5) business days. Upon acceptance of this application, this deposit shall be retained as part of the security deposit under the Lease. When so approved and accepted I agree that within thirty (30) days after being notified of acceptance, I shall execute a lease in the Standard Form of Landlord for 12 months, before possession is given, and I shall pay the balance of the security deposit. If I have not executed a Lease within said thirty (30) days of notification, the deposit will be forfeited as liquidated damages in payment for the agent's and management's time and effort in processing my inquiry, including making necessary investigations of my credit, and background and for costs of this application and related costs of delay and lost rents. I acknowledge that if I fail to comply with the foregoing, management may retain the deposit as aforesaid and management shall have all rights to lease the Unit or Units described in this application to others. If this application is not approved and accepted by the owner or agent, the applicant hereby waives any claim for damages by reason of nonacceptance.

**I understand I have the right to obtain a 12-month history of energy consumption and the cost of that consumption from the energy supplier. PLEASE INITIAL:** \_\_\_\_\_

THIS IS NOT A LEASE RESERVATION NOR A CONTRACT TO LEASE.

I AUTHORIZE YOU TO CONTACT PREVIOUS LANDLORD(S), CREDIT AND PERSONAL REFERENCES THAT I HAVE GIVEN IN THIS APPLICATION. I ALSO AUTHORIZE MANAGEMENT TO OBTAIN MY CONSUMER CREDIT REPORT.

The above information, to the best of my knowledge, is true and correct.

Signature of Applicant 1: \_\_\_\_\_ Date signed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Applicant 2: \_\_\_\_\_ Date signed: \_\_\_\_/\_\_\_\_/\_\_\_\_





1 RiverPlace Drive  
South Portland, ME 04106

Phone: 207-767-0900 Fax 207-767-2990

**AUTHORIZATION FOR RELEASE OF INFORMATION**

**PERSONAL INFORMATION**

Full Name \_\_\_\_\_

Current Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_

Drivers License No. and State \_\_\_\_\_

**HAVE YOU EVER:**

- Been sued for non-payment of rent?  Yes  No
  - Been evicted or asked to move out?  Yes  No
  - Broken a Rental Agreement or Lease?  Yes  No
  - Been sued for damage to rental property?  Yes  No
  - Declared Bankruptcy?  Yes  No
  - Been convicted of a crime?  Yes  No
- If yes, please provide Type of Offense, County, and State.

**AUTHORIZATION**

I agree to permit an investigation of my credit, tenant history, banking, employment, criminal background, and any other screening for the purposes of renting this apartment.

\_\_\_\_\_  
Name (please print)  \_\_\_\_\_  
Signature Date

**FOR OFFICE USE ONLY**

Completed by: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_