



RENTAL POLICY

1. Sullivan Management does not discriminate on the basis of race, color, national origin, religion, sex, familial status, or handicap / disability. All apartment rates are based on one tenant per bedroom, though if requested, we may permit an additional tenant to reside in a bedroom.
2. **Although a security deposit is not required in order to process of an application, Sullivan Management will not hold an apartment for anyone until a security deposit equal to one month's rent is put down.**
3. **Please submit complete applications! All individuals age 18 and over that will be living in an apartment together must each submit a separate rental application.** Incomplete applications will not be processed. If sections of the rental application are left blank, we will not consider your application. Omission of information -such as rental history contact information- and/or false information is also grounds for denial. **If you will be receiving a subsidy, you must note this on the application and include documentation/proof of your eligibility.**
4. Once Sullivan Management has received complete applications from everybody who hopes to live together, rental qualifications will be determined based on employment / income and rental history (see rental criteria in #5). If your application is denied, you would receive back a security deposit had you put one down. If approved, we will keep the deposit and schedule a time for you to come into the office and sign a lease. **If you change your mind about renting, you would forfeit any security deposit put down to hold an apartment.**
5. Rental Criteria
 - a. **Employment/Income:** Sullivan Management looks for one year of steady employment with a monthly gross income of at least 2.5 times the portion of monthly rent. Students must provide proof of a reliable source of income along with their application, be it work study, student loans or another source.
 - b. **Rental History:** Sullivan Management looks for at least 2 years of satisfactory rental history. Previous violations of leases and/or money owed to previous landlords will result in denial of our rental application.
 - c. **Credit and Criminal History:** by signing the application, prospective tenants give Sullivan Management consent to run a full credit and criminal history check on them, the results of which will be used to inform our decision-making process.
6. Co-Signers: In some cases, if an applicant has insufficient income or rental history, tenants may be approved on the condition that a cosigner guarantees the lease. To do so, they must submit our Co-Signer's application- available for download at www.sullivanmgmt.com- and be approved.
7. Though it is not required, Sullivan Management strongly recommends that tenants purchase renter's insurance to cover their belongings.
8. We reserve the right to deny any applicant who exhibit threatening or inappropriate behavior toward any Sullivan Management employees, agents, or residents.

Sullivan Management



RENTAL APPLICATION: Building: _____ Apartment#: _____ Rent: \$ _____ /month

Name: _____ Date of Birth: _____ Social Security #: _____ - _____ - _____

Driver's License: _____ Cell Phone #: _____ Work Phone #: _____

email: _____

Present Street Address: _____	City: _____	State: _____	Zip Code: _____
How long at this address?: _____	Reason for moving: _____		
Owner/Manager: _____	Phone #: _____	Rent \$: _____	
Previous Street Address: _____	City: _____	State: _____	Zip Code: _____
How long at this address?: _____	Reason for moving: _____		
Owner/Manager: _____	Phone #: _____	Rent \$: _____	

Name and relationship of every person who will live with you, even if only temporarily (include name and ages of minors):

Any pets?: _____ Describe: _____ Waterbed?: _____

Occupation: _____	Employer: _____	Phone#: _____
Duration of Employment: _____	Supervisor: _____	Phone#: _____
Previous Occupation: _____	Employer: _____	Phone#: _____
Duration of Employment: _____	Supervisor: _____	Phone#: _____

Current Gross Income per month (before deductions) \$: _____
 List other sources of income (other than employment listed above): _____

HAVE YOU.... (check all that apply)

Ever filed bankruptcy?: Ever been evicted?:
 Ever been convicted of a felony?: Ever had to register as a sex offender?:

Vehicle make: _____	Model: _____	Color: _____	Year: _____	License: _____
Vehicle make: _____	Model: _____	Color: _____	Year: _____	License: _____
Personal Ref#1: _____	Address: _____		Phone#: _____	
Personal Ref#2: _____	Address: _____		Phone#: _____	
Emergency Contact: _____	Address: _____		Phone#: _____	



(please check box to accept). I authorize Tenant-Net, Inc. or any agent/servant/employee of **Sullivan Management** to pull my personal credit report, to contact any companies, individuals, government entities, and/or consumer or credit reporting bureaus for the purposes of verifying information herein, reporting on any past criminal, credit and rental history, and providing any and all such information including this application to the herein above referenced Owner/Manager.

I also authorize and consent to the permanent recording and retention by Tenant-Net, Inc. of this application. However, this application and the information herein may only be re-published and released upon my subsequent written or electronic authorization and only to a third party I specifically designate. I release and hold Tenant-Net harmless from any and all liability for said acts provided these conditions are met.

I herein swear and affirm the information contained in this application is true and complete. I understand that material misstatements or misrepresentations herein may serve as a basis to deny my application, and could be deemed a possible breach of any lease I might subsequently enter.

Date:		Signature:		Desired Move In Date: _____
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