

CORPORATE HOUSING APPLICATION



Welcome home

Name of community: _____ Apartment number: _____

Apartment rent: _____ Lease term: _____ Move in date: _____

Applicant(s) LEGAL NAMES ONLY

Legal Name of Business _____ List "DBA" if applicable _____

Federal Tax ID Number _____ D&B D-U-N-S Number _____
 Corporation Sole Proprietorship Partnership

Telephone number _____ Fax number _____ Email address _____

Current business address _____ City _____ State _____ Zip code _____

Company officer responsible for execution of lease _____ Title _____ Contact phone number _____

List (3) Business References for this company:

1. Name _____ Address: _____

Telephone: _____ City, State, Zip _____

2. Name _____ Address: _____

Telephone: _____ City, State, Zip _____

3. Name _____ Address: _____

Telephone: _____ City, State, Zip _____

Company-sponsored Resident to occupy the apartment

(1) _____

First Name

Last name

Date of birth

Social Security number

Position

Supervisor's name & Contact number

Other occupants

Name _____ Date of birth _____ Relationship _____

Name _____ Date of birth _____ Relationship _____

Name _____ Date of birth _____ Relationship _____

Accounts Payable contact information

Contact name _____ Telephone number _____ Fax number _____ Email _____

CORPORATE HOUSING APPLICATION



Welcome home

Address for Accounts Payable _____ City _____ State _____ Zip _____

Criminal history

Have you or any occupants listed ever been convicted of a felony? Yes No If yes, explain: _____

Have you or any occupants listed ever been convicted of a misdemeanor? Yes No If yes, please explain: _____

Pets

Pets are restricted in most corporate apartments. However, if permitted, they are restricted by type, weight, and number. NON-REFUNDABLE pet fees are charged per pet.

_____	_____	\$ _____	\$ _____
Type/breed	Full grown weight	Pet fee	Pet rent/monthly
_____	_____	\$ _____	\$ _____
Type/breed	Full grown weight	Pet fee	Pet rent/monthly

Vehicles

Vehicles (including recreational and work vehicles) are restricted by type, number, and size. Applicants/residents must obtain written consent from management for all vehicles to be parked on site. Please list all vehicles you plan to park in the complex:

Automobile(s)

_____	_____	_____	_____	_____	_____
Make	Model	Year	Color	Tag #	State
_____	_____	_____	_____	_____	_____
Make	Model	Year	Color	Tag #	State

Recreational and Work Vehicles

_____	_____	_____
Type	Tag	Color
_____	_____	_____
Type	Tag	Color

PROVENCE REAL ESTATE, LLC is an equal housing opportunity provider, and, as such, does not discriminate based on race, religion, national origin, color, sex, handicap, or familial status in connection with the rental housing. PROVENCE REAL ESTATE, LLC reserves the right to deny applicants not meeting the rental criteria. PROVENCE REAL ESTATE, LLC reserves the right to deny housing to any applicant or occupant who has been convicted of a crime which would be considered a serious threat to other residents, property staff, or the property.

I, (we) _____ have submitted this application for Apartment # _____
 at _____ on _____
 (street address of complex) (City) (State) (Zip) (Today's date)
 with the following understanding:

CORPORATE HOUSING APPLICATION



Welcome home

1. Incomplete or inaccurate information voids this application. If a Lease Agreement is signed between applicant(s) and Landlord based on inaccurate or incomplete information, Lease Agreement will be terminated.
2. A non-refundable administrative fee of \$_____ must be paid by Applicant(s) to process this application. Applicant(s) hereby waives any claims for damages by reason of non-acceptance of this application.
3. Applicant(s) grant permission for any necessary credit checks, employment verification, rental or mortgage verification, financial verification, and any necessary investigation of criminal records through any investigative agencies of this company's choice.
4. **A holding deposit in the amount of \$_____ has been deposited with Landlord to hold this apartment. This holding deposit is subject to the following conditions:**
 - a.) **If the application is not approved, this deposit will be refunded to Applicant.**
 - b.) **This deposit will be used to hold the apartment until the agreed upon move in date. If the applicant fails to move in on the agreed date through no fault of the Landlord, this deposit will be retained by the Landlord.**
5. At the time of move-in, this deposit may be applied toward payment of the security deposit as required by the Lease Agreement.

I have read and agree to the provisions as stated.

Signed _____ Date _____

Signed _____ Date _____

For office use only: A copy of this page should be returned to applicant as receipt for money paid.

Date application received _____

Administrative Fee \$ _____ Date money received _____ Agent's initials _____

Holding Deposit \$ _____ Date money received _____ Agent's initials _____

Reserve Deposit \$ _____ Date money received _____ Agent's initials _____

Leasing consultant's initials _____ Marketing source _____

If resident referral, list name _____ Reason for leasing _____