



2106 Devereux Circle • Birmingham, AL • 35243 • 205-970-2363  
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FOR OFFICE USE ONLY:

Date: \_\_\_\_\_ Move-In date: \_\_\_\_\_ Street address desired: \_\_\_\_\_

Leasing Consultant: \_\_\_\_\_ Lease Term: \_\_\_\_\_ Rental Amount \$ \_\_\_\_\_

**Applicant Information**

Name (First, M, Last): \_\_\_\_\_ Social Security # \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ DL State: \_\_\_\_\_ DL Exp. Date: \_\_\_\_\_

# of occupants residing in rental home \_\_\_\_\_ (occupants 19 years and older require separate application)

Name: \_\_\_\_\_ DOB \_\_\_\_\_ Relationship \_\_\_\_\_ SS# \_\_\_\_\_

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**Rental/Owned History**

**Present Address** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Landlord/Mortgage Co. \_\_\_\_\_ Phone \_\_\_\_\_ Rent \_\_\_\_\_

How long at address: \_\_\_\_\_ Reason for moving: \_\_\_\_\_

**Previous Address (if less than 2 years):** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Landlord/Mortgage Co. \_\_\_\_\_ Phone \_\_\_\_\_ Rent \_\_\_\_\_

How long at address: \_\_\_\_\_ Reason for moving: \_\_\_\_\_

Have you or your spouse ever been evicted? \_\_\_\_\_ If yes, explain \_\_\_\_\_

Do you or your spouse presently owe money to any apartment or other rental community? \_\_\_\_\_

**Employment Information**

Employer: \_\_\_\_\_ Date of hire: \_\_\_\_\_

Monthly gross income (proof required) \_\_\_\_\_ Position held: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

**IF LESS THAN TWO YEARS AT CURRENT JOB:**

Previous Employer: \_\_\_\_\_ Date of hire: \_\_\_\_\_

Monthly gross income (proof required) \_\_\_\_\_ Position held: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

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**Pets:**

(Limit of 2: \$ \_\_\_\_\_ fee for first pet (1/2 is non-refundable), \$ \_\_\_\_\_ fee per additional pet (1/2 is non-refundable)

Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Color: \_\_\_\_\_ Age: \_\_\_\_\_

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**Automobiles:**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag # \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag # \_\_\_\_\_

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**In case of an Emergency, please notify:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Cellular: \_\_\_\_\_

**General Questions**

Do you or your spouse presently owe money to any apartment or other rental community?  
If yes, explain. **YES** **NO**

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Have you ever been sued for damages? If yes, explain. **YES** **NO**

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Have you or your spouse ever been evicted? If yes, explain. **YES** **NO**

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Have you ever defaulted on a lease? If yes, explain. **YES** **NO**

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Have you ever been convicted of a felony that involved an offense against property, persons,  
government officials, or that involved firearms, illegal drugs, or sex crimes? If yes, explain. **YES** **NO**

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Have you ever filed for bankruptcy protection? If yes, answer the following: **YES** **NO**

Which year \_\_\_\_\_

County Where Filed \_\_\_\_\_

State/Province Where Filed \_\_\_\_\_

NON-REFUNDABLE APPLICATION PROCESSING CHARGE /CONSENT POLICY: Applicant submits herewith a non-refundable payment in the amount of **Fifty Dollars (\$50.00)** per applicant for credit check, criminal background, employment and rental history processing. If application is not approved said sum will be retained by property manager to cover the cost of processing this application. Any false information will constitute grounds for rejection of application. Property manager is hereby authorized to verify the accuracy and correctness of the statements contained herein, to communicate with applicant's employers, apartment communities and creditors, and to procure such other information which property manager may require to evaluate this application. **Note: Application must be signed before it is processed. All persons over the age of 19 who will be residing in rental home must fill out an application and pay a processing charge.**

NON-REFUNDABLE RESERVATION FEE: In addition to the application fee above, payment of a reservation fee in the amount of **One Hundred Fifty Dollars (\$150.00)** must be submitted with this application. If property manager requires a guarantor or additional deposit, applicant may cancel application with twenty-four (24) hours of notification of these requirements and receive a full refund of the reservation fee. If for any reason property manager rejects this application, the reservation fee submitted herewith will be refunded in full. If applicant fails to execute property manager's lease agreement within seventy-two (72) hours of property manager's approval of application, or refuses to occupy the premises on the agreed upon date, the reservation fee will be forfeited to property manager. Except as expressly set forth, the reservation fee is not refundable.

***PLEASE MAKE 2 CHECKS or MONEY ORDERS PAYABLE TO  
Principal Properties, LLC***

***\$50 Application Fee per Person (Non-Refundable)  
\$150 Reservation Fee (Non-Refundable)***

X \_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**STATEMENT OF RENTAL POLICY**

- **EQUAL HOUSING:** **Principal Properties, LLC** is an equal housing opportunity provided. This community does not discriminate on the basis of race, color, religion, sex, disability, familial status or national origin.
- **AVAILABILITY:** Applications for rental homes will be accepted on a first come-first served basis and are subject to the availability of the type and location of rental home requested.
- **RENTAL APPLICATIONS:** Rental Applications are to be completed by each individual applicant over the age of 19 years. Any omissions or falsifications may result in rejection of an application or termination of a lease. A driver's license or legal photo ID will be required for identification.
- **APPLICATION FEE:** A Fifty Dollar (\$50.00) non-refundable Application Fee must be paid by each applicant for verification of information.
- **RESERVATION FEE:** A One Hundred Fifty Dollars (\$150.00) non-refundable Reservation Fee must be paid by applicant. A rental home cannot be reserved without payment of this fee. This fee will be retained by property manager if applicant fails to execute property manager's lease within seventy-two (72) hours of approval.
- **SECURITY DEPOSIT:** A security deposit must be submitted upon approval. If the first rent payment due prior to the lease term beginning date is not received by us on or before the lease term beginning date, we may, at our option, cancel this application and make the rental home available for rental to other prospective residents. If you do not pay the first rent payment by the lease term beginning date, you agree that we may, at our sole and exclusive option, keep your security deposit as liquidated damages for our re-rental expenses. Additionally, you agree to pay for any actual physical damage to the leased premises and furnishings on the premises and for rent until the rental home is re-let or the term of the lease expires, whichever occurs first.
- **CRIMINAL BACKGROUND AND CREDIT CHECK:** All applicants will be required to pass a Criminal Background check. The Applicant authorizes the Landlord to conduct a credit inquiries and all other investigations deemed necessary by the Landlord.  
*No Felonies, Violent Crimes, Drug related, Theft or Sexual Crimes will be accepted.*
- **OCCUPANCY STANDARDS:** Any exception must have signed agreement with property manager.
  - 1 Bedroom – No more than two (2) persons
  - 2 Bedroom – No more than four (4) persons
  - 3 Bedrooms – No more than six (6) persons
- **RENTAL PAYMENT:** Monthly rental is due in advance on the first day of each month. There will be a late charge penalty in the amount of One Hundred Dollars (\$100.00) for any rent paid after the fifth (5<sup>th</sup>) calendar day of the month at 5:00 pm. Any rental payment made after the tenth (10<sup>th</sup>) day of the month must be in certified funds (cashier's check or money order). Property manager's policy states that cash will **NOT** be accepted. All returned checks will be assessed a service charge of Thirty Dollars (\$30.00), plus applicable late charges and must be replaced with Certified Funds. After one (1) returned check, rent must be paid in Certified Funds only.
- **PETS:** Pets are permitted provided they have been approved in writing from property manager, and the applicable pet fees as set forth in the lease have been paid. No more than two (2) pets will be allowed.

I have read the above information and understand the requirements that must be met in order to qualify for a rental home with Principal Properties, LLC.

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Applicant

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Date

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Property Manager/Agent for Owner

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Date