



How to rent an apartment:

Step 1: Select the apartment: Determine the rent and deposit required:

	<u>Type</u>	<u>Rent</u>	<u>Deposit</u>
<input type="checkbox"/>	1 Bedroom, 1 Bath	\$650	\$300
<input type="checkbox"/>	2 Bedroom, 2 Bath	\$780	\$350
<input type="checkbox"/>	3 Bedroom, 2 Bath	\$885	\$400
<input type="checkbox"/>	9 Month Lease	+ \$50	
<input type="checkbox"/>	6 Month Lease	+ \$100	
<input type="checkbox"/>	Garage	\$85	
<input type="checkbox"/>	Pet Deposit		\$200

Desired Floor: _____ 1st Floor _____ 2nd Floor
Rent: \$ _____ Deposits: \$ _____
Expected move-in date: _____

In addition to the rent, you will be responsible for your utilities, which include electricity from Duke and water and sewage based on your consumption from Via-Star.

Step 2: Make application: Fully complete and submit the application and the required deposit to Heritage Trail Apartments, HTA. You can fax, email, deliver or mail a completed application to HTA to get the ball rolling, but the application will not be complete until HTA receives the deposit. HTA will reserve an apartment for you during this process. The approval process may take up to 10 days. If for any reason HTA fails to approve your application, your entire deposit will be returned to you.

Step 3: Review and complete the lease: HTA will prepare your lease by your designated move-in date. An appointment must be set between you and HTA, during which all parties will review and execute the lease. If you do not understand or agree with any of the lease's terms or conditions, now is the time to resolve those concerns. If, for any reason, you decide not to execute the lease, your entire deposit will be returned to you. However, if you fail to move in, as agreed, after you have executed a lease to HTA, penalties will apply.

Step 4: Move in and pre-pay your first month's rent: Either on your move in day, or prior to it, you must pay to HTA the amount as agreed in the lease and provide evidence of the required insurance. On the move in day, HTA will provide you with keys and information pertaining to your lease, apartment and the complex. An HTA representative will do a "walk through" inspection with you noting the exact condition of your apartment. **Welcome to the Heritage Trail Apartments!**

Phone: (812) 234-5545

Fax to: (812) 478-9792

E-mail to: Leasing@HeritageTrailApartments.com

Mail to: Heritage Trail Apartments
4301 Locust St.
Terre Haute, IN 47803



LEASE APPLICATION

(Each co-lessee or guarantor must submit a completed Lease Application)

Applicant's Information

Apartment Address _____ Deposit \$ _____

First Name _____ M.I. _____ Last Name _____ Phone (____) _____

Social Security Number _____ - _____ - _____ Date of Birth ____/____/____ Marital Status _____

Cell Phone (____) _____ Email Address _____

Employment History

Employer _____ Occupation _____ Gross Wages/Mo. _____

Employer Address _____ City _____ State _____ Zip Code _____

Employer Phone (____) _____ Dates of Employment: from _____ to _____

Previous Employment

Employer _____ Occupation _____ Gross Wages/Mo. _____

Employer Address _____ City _____ State _____ Zip Code _____

Employer Phone (____) _____ Dates of Employment: from _____ to _____

Additional Income Source _____ Monthly Amount _____

Current Address

Street Address _____ Apt. _____ City _____ State _____ Zip _____

Circle one: Rent Own Relative/Friend Dates of Residency: _____ to _____ Rent Amt. _____/mo.

Landlord Name _____ Address _____ Phone (____) _____

Previous Address (Please note: we must verify rental history for the two full years prior to this application).

Street Address _____ Apt. _____ City _____ State _____ Zip _____

Circle one: Rent Own Relative/Friend Dates of Residency: _____ to _____ Rent Amt. _____/mo.

Landlord Name _____ Address _____ Phone (____) _____

Additional Occupants: Please list below all persons who will be living in the apartment with you. All persons 18 years of age or older must fill out an application and sign lease agreement. Persons not listed will not be allowed to live in the apartment.

Table with 4 columns: NAME, DATE OF BIRTH, RELATIONSHIP, CO-LESSEE? (Yes/No)

Emergency Contact _____ Phone (____) _____ Relationship _____

Car/Truck

License St & # _____ Year _____ Make/Model/Color _____

License St & # _____ Year _____ Make/Model/Color _____

Do you own a pet(s)? Name _____ Type & Breed _____ Color _____ Weight _____

How did you hear about our community? _____

The purpose of our lease application process is to determine if you are likely to: 1. pay your rent, 2. be respectful of the apartment property and other residents, and 3. return the apartment to us in good condition when you vacate. In doing so we want to obtain a credit report on you, discuss your employment with your employer, discuss your previous residencies with those landlords, and consider any other information you provide us. Therefore, please fill out the application in a manner that will facilitate our work.

Application Deposit: I/we have paid an "Application Deposit" in the amount of \$_____, as a payment toward the security deposit due under my lease. The Application Deposit will be refunded to me if I/we fail to execute and return a lease to Heritage Trail Apartments, HTA, for any reason.

Authorizations: I/we hereby authorize HTA to conduct a check of my credit, references, employment and arrest or criminal records, and I/we hereby expressly authorize any law enforcement agency to release my criminal history, if any, and I/we expressly authorize all previous landlords to release information concerning my/our tenancy to HTA. I/we further hereby authorize HTA to conduct such investigation it deems reasonably necessary to verify the accuracy of any of the information contained in this application or in any application provided by a co-applicant or guarantor.

Tenant Insurance: I/we hereby acknowledge that HTA is not responsible for damage to my personal property. I/we further acknowledge that, prior to move in, I/we are required to secure, and provide written documentation thereof to HTA, my/our own renters insurance covering all of my/our personal property and liability insurance in an amount not less than One Hundred Thousand Dollars (\$100,000) covering any damages that might be caused to the premises by me/us, other occupants of the apartment, or my/our invitees or guests. This insurance shall be provided by an insurance company acceptable to the Landlord.

Certification: I/we hereby certify that the foregoing information is true and accurate to the best of my/our knowledge, information and belief, and I/we acknowledge that any false information will constitute grounds for Landlord to reject this application or, if discovered later, to terminate any lease which may be entered into, or my occupancy of any apartment covered thereby.

Disclaimer: I/we understand that submission of my/our application and deposit does not guarantee a specific apartment for a specific date. Apartment assignment is based on what is available when I/we want to move-in.

Applicant Signature_____ Date_____

Applicant Signature_____ Date_____

