

# Hawthorne Management Company

## Rental Application

**A \$25 non-refundable application fee as well as one-half of the security deposit is required when you return this application. This application must be filled out completely in order for it to be processed. When there are unrelated applicants, each applicant must complete their own application. Thank You.**

Does Section 8 assist you?  Yes  No Who is your case supervisor? \_\_\_\_\_  
Is this for a sublease?  Yes  No From whom are you subleasing? \_\_\_\_\_

**If you are a student, Did you visit our booth at the Off Campus Housing Fair?  Yes  No**

The undersigned hereby makes application to rent the unit located at \_\_\_\_\_  
beginning \_\_\_\_\_, 200\_\_\_\_, and ending \_\_\_\_\_, 200\_\_\_\_  
at a monthly rental amount of \$\_\_\_\_.00.

### Personal Information

Applicant's Full Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Do you have a Co-Applicant who is not your spouse?:  Yes  No

If yes, Co-Applicant's Name(s) \_\_\_\_\_

If married, Spouse's Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Number of Dependents: \_\_\_\_\_ Dependent(s) Name(s) and Age(s): \_\_\_\_\_  
\_\_\_\_\_

Name, Address, and Phone Number for Emergency Contact (person not living in unit) : \_\_\_\_\_  
\_\_\_\_\_

Do you have pets?  Yes  No Number of each animal type: Dog \_\_\_\_\_ Cat \_\_\_\_\_ Other \_\_\_\_\_

If you have a pet in the "other" category, please tell what type of animal: \_\_\_\_\_

Name and Age of Pet(s): \_\_\_\_\_

Has your pet completed an obedience training class?  No  Yes When? \_\_\_\_\_ Where? \_\_\_\_\_

Your Student Number: \_\_\_\_\_ School: \_\_\_\_\_

Your Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

If married, Spouse's Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Your Vehicle Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate: \_\_\_\_\_

Second Vehicle Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate: \_\_\_\_\_

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106 N. Garth Avenue, Columbia MO 65203 Phone: 573.442.3831 Fax: 573.442.1496  
[www.hawthornemanagement.net](http://www.hawthornemanagement.net) Email: [hmcmanage@live.com](mailto:hmcmanage@live.com)

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## Rental Information

### \* Current Address

Address: \_\_\_\_\_ Apt.# \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Month/Year Moved In: \_\_\_\_\_ Lease Expiration: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

Owner or Agent of Unit: \_\_\_\_\_ Day Phone #: ( ) \_\_\_\_\_

### \* Previous Address (If Within the Last Three Years)

Address: \_\_\_\_\_ Apt.# \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Month/Year Moved In: \_\_\_\_\_ Lease Expiration: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

Owner or Agent of Unit: \_\_\_\_\_ Day Phone #: ( ) \_\_\_\_\_

### \* Previous Address (If Within the Last Three Years)

Address: \_\_\_\_\_ Apt.# \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Month/Year Moved In: \_\_\_\_\_ Lease Expiration: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

Owner or Agent of Unit: \_\_\_\_\_ Day Phone #: ( ) \_\_\_\_\_

## Employment Information

\* **Your Status:**     Employed Full Time (40 hours/week)                       Employed Part Time (\_\_\_\_\_ hours/wk)  
                          Retired     Unemployed     Student

Employer and Address: \_\_\_\_\_

Date Employed: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

Salary: \$ \_\_\_\_\_ per \_\_\_\_\_. If employed by the above for less than six months please give your previous employer's name: \_\_\_\_\_

Address: \_\_\_\_\_ Daytime phone number: \_\_\_\_\_

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If you are a student, you must give your Parents' Name(s): \_\_\_\_\_

\_\_\_\_\_ Social Security Number(s): \_\_\_\_\_

Address: \_\_\_\_\_ City & State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

I/We hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rental amount is to be payable the first day of each month in advance. I/We warrant that all statements above set forth are true, however, should any statement made above be a misrepresentation or not a true statement of facts, \$100.00 of the deposit will be retained to offset the agent(s) cost, time and effort in processing this application and the application will be denied. Any such misrepresentation or false statement will constitute a default under the lease and will entitle lessor to termination of the lease if such misrepresentation or false statement is not discovered by lessor until after parties enter into the lease. This paragraph shall be incorporated into any lease entered into between lessor and lessee.

I/We hereby deposit \$\_\_\_\_\_.00 as earnest money to be refunded to if this application is not accepted within six business banking days. Upon acceptance of this application, this deposit shall be retained as part of the security deposit. When so approved, I/We agree to execute a lease for twelve (12) months before possession is given and to pay the balance of the security deposit within five business banking days after being notified of acceptance or the deposit will be forfeited as liquidated damages, actual damages being difficult if not impossible to ascertain. The deposit will be used in payment of agent's time and effort in processing the application including making necessary investigation of credit, character, and reputation and for holding the property in question off of the rental market and not leasing the same to others. If this application is not approved and accepted by the owner or agent, the deposit will be refunded, the applicant hereby waiving any claim for damages by reason of non-acceptance, which the owner or his agent may reject without stating any reason for so doing.

I/We recognize as part of your procedure for processing this application, an investigative consumer report may be prepared whereby information is obtained through a computer-generated credit report as well as personal interviews with neighbors, friends and others with whom I/we may be acquainted. This inquiry includes information as to character, general reputation, personal characteristics and mode of living. I/We understand that I/we may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

I/We recognize as part of your procedure for processing this application, an investigate criminal background check may be done on local, state & national levels.

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

Signature of applicant(s):

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

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## **REAL ESTATE AGENCY DISCLOSURE**

I/We understand the leasing agent is acting on behalf of the Owner. I/We acknowledge the leasing agent made this disclosure prior to the showing of the property. Compensation for management of the property is paid by the Owner. By signing below all parties shall be confirming there was proper disclosure of the agency relationship.

Applicant(s):

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Broker's Firm: LaHue Enterprises, LLC d/b/a Hawthorne Management Company

\_\_\_\_\_ Date: \_\_\_\_\_

Agent for LaHue Enterprises, LLC

\* \* \* \*

**This application form received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Security Deposit of \$**\_\_\_\_\_.00 **Received by** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Copy made of deposit check:**  Yes, and I have attached it.  No, cash was given.

No, deposit is to be held/transferred from \_\_\_\_\_

**Driver's License or Passport copied?**  Yes  No, Why: \_\_\_\_\_

**\$25.00 Application Fee received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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