



JL PROPERTIES, INC.  
REAL ESTATE DEVELOPMENT & MANAGEMENT

<http://fairbanks.jlproperties.com>  
(907) 374-8599

**RESIDENTIAL RENTAL APPLICATION**

**TO THE APPLICANT: We sincerely thank you for your application. Please help us promptly process this application by clearly completing all of the required information.**

Date of Application \_\_\_\_\_ Property \_\_\_\_\_ Desired Move in Date \_\_\_\_\_  
Type and Size of Unit Wanted (No. of Bedrooms) \_\_\_\_\_ Furnished/Unfurnished /Corporate \_\_\_\_\_  
Lease Length Desired                      6 Month \_\_\_\_\_ 12 Month \_\_\_\_\_  
How Did You Hear About Our Property? \_\_\_\_\_

**PERSONAL INFORMATION**

Applicant's Full Name (Print) \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Driver's License No. & State \_\_\_\_\_  
E-mail address \_\_\_\_\_ Phone Number \_\_\_\_\_

Full Names of All Other Residents	Relationship to You	Date of Birth

**APPLICATION FEES ARE NON-REFUNDABLE** Fees are as follows: \$25.00 for the first applicant and \$10.00 for each additional applicant on the lease. Fees may be paid by money order, cashier's check or credit card only. PLEASE NOTE: All persons 18 years old or older must sign the application and lease in addition to having a current picture ID on file.  
**NO PETS ARE ALLOWED AT THIS PROPERTY (EXCLUDING YAK ESTATES APARTMENTS) TO INCLUDE VISTORS' PETS OR PETS STAYING IN YOUR VEHICLES. NO RV'S, TRAILERS OR OFF ROAD VEHICLES ARE ALLOWED IN THE TENANT PARKING AREA. IF YOU CHOOSE TO STORE THESE VEHICLES, YOU MUST RENT A PARKING SPACE AND STORE THE VEHICLE IN THE RV LOT, WHICH IS AN ADDITIONAL FEE NOT COVERED BY THE LEASE. IF YOU ARE FOUND PARKING THESE TYPES OF VEHICLES IN THE TENANT PARKING AREA, VEHICLES WILL BE SUBJECT TO TOWING AT THE OWNER'S EXPENSE.**

**FOR OFFICE USE ONLY:** Date \_\_\_\_\_ Agent \_\_\_\_\_

**RESIDENCE HISTORY**

PRESENT ADDRESS \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Present Landlord or Mortgage Co. \_\_\_\_\_ Telephone \_\_\_\_\_  
Monthly Payment \$ \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Reason for Moving \_\_\_\_\_  
PREVIOUS ADDRESS \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Previous Landlord or Mortgage Co. \_\_\_\_\_ Telephone \_\_\_\_\_  
Monthly Payment \$ \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Reason for Moving \_\_\_\_\_

**EMPLOYMENT INFORMATION**

PRESENT STATUS: Employed Full Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Not Employed \_\_\_\_\_ Retired \_\_\_\_\_ Student \_\_\_\_\_  
PRESENT EMPLOYER (or most recent) \_\_\_\_\_  
Employer's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Position Held \_\_\_\_\_ Department \_\_\_\_\_  
Supervisor \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_  
PREVIOUS EMPLOYER: \_\_\_\_\_  
Previous Employer's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
IF STUDENT, LIST SCHOOL \_\_\_\_\_ Present Grade Level \_\_\_\_\_  
School Telephone \_\_\_\_\_ Expected Date of Graduation \_\_\_\_\_

**CO-APPLICANT INFORMATION**

Co-Applicant Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Driver's License No. & State \_\_\_\_\_ Telephone \_\_\_\_\_  
Co-Applicant Email Address \_\_\_\_\_  
PRESENT ADDRESS (or most current) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Present Landlord or Mortgage Co. \_\_\_\_\_ Telephone \_\_\_\_\_  
Monthly Payment \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_  
CO-APPLICANT EMPLOYMENT PRESENT STATUS  
Employed Full Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Not Employed \_\_\_\_\_ Retired \_\_\_\_\_ Student \_\_\_\_\_  
CO-APPLICANT EMPLOYER (or most recent) \_\_\_\_\_  
Employer's Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Position Held \_\_\_\_\_ Supervisor \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_

**OTHER INFORMATION**

TOTAL NUMBER OF VEHICLES (including company vehicles) \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No. / State \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No. /State \_\_\_\_\_

Other Car, Motorcycle, RV, etc. \_\_\_\_\_

HOW MANY PETS DO YOU OR OTHER OCCUPANTS OWN? \_\_\_\_\_

Pet one: Kind of Pet \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_

Pet two: Kind of Pet \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_

HAVE YOU OR YOUR CO-APPLICANT EVER: Been sued for non-payment of rent: Yes \_\_\_\_\_ No \_\_\_\_\_

Been evicted or asked to move out? Yes \_\_\_\_\_ No \_\_\_\_\_ Broken a Rental Agreement or Lease? Yes \_\_\_\_\_ No \_\_\_\_\_

Been sued for damage to rental property? Yes \_\_\_\_\_ No \_\_\_\_\_ Declared Bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_

Been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_ Comments/Explanation \_\_\_\_\_

If there are other sources of income you would like us to consider, please list income, source and person (banker, employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Telephone \_\_\_\_\_

Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Telephone \_\_\_\_\_

IN CASE OF PERSONAL EMERGENCY, NOTIFY (Name) \_\_\_\_\_

Relationship \_\_\_\_\_ Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**AUTHORIZATION**

**PLEASE READ CAREFULLY BEFORE SIGNING:**

In considering your application, management will rely on accurate and complete information, which you have supplied. By signing this application, you represent and warrant the accuracy of the information and you further authorize management to verify any references that you have listed. In addition, you authorize management to obtain a consumer credit report. A credit check will appear on your consumer credit report as an inquiry.

- Application Fee & Holding Fee must be paid by money order, cashier's check or credit card.
- Upon acceptance of an approved application, a holding fee of \$150.00 will be required to hold the apartment until move-in. The holding fee is payable by money order, cashier's check or credit card only. This fee will go towards the first month of applicant's rent. This fee becomes **non-refundable** should applicant decide not to rent the apartment.
- The prorated first month's rent (less the holding fee) and security deposit **must** be paid in full at move-in.
- Security deposit must be paid by a separate money order or cashier's check.
- **CASH** and **Third party** checks are not acceptable forms of payment.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**CHANGE YOUR MIND?**

Once an agreement (written or verbal) to rent the apartment has been made (NOTE: the acceptance of a deposit constitutes an agreement), and all or part of the deposit and/or pre-paid rent has been paid and then the TENANT does not move in, he or she will forfeit at least \$150.00 of the deposit and/or pre-paid rent to cover the costs involved with the file set up, the bank deposit process, and the issuance of the returned check.

If a lease was signed, the tenant may owe rent until the apartment is re-rented, or the lease period ends, whichever comes first. In any case, the landlord must make reasonable effort to re-rent the dwelling, as soon as possible, at a fair rental price. (AS 34.03.230)

In the event prospective tenants were turned away while the unit was being held after the unit was ready to occupy, a prorated daily rent fee for those days will be withheld.

It is JL Properties, Inc.'s policy to actively pursue and offer equal housing for all persons regardless of race, color, religion, sex, national origin, handicap, marital status or familial status.

**All prospective residents must meet these Minimum Occupancy Standards**

- A. ○Each person on the lease must be of legal age to sign a contract (18 years and older). All persons 18 years old and older must apply, be approved and be added to the lease. ○ **Military Personnel** E05 and below may be required to provide **written** approval to reside off post. ○Applicants convicted of a **felony** or a drug related charge within the past **ten** years, will not be accepted for residency.
- B. **Income Requirements:**
  - 1. All monthly payments including rent must not exceed 75% of gross pay
  - 2. Applicants must have current verifiable permanent employment
  - 3. Documentation will be required for other sources of income such as:
    - a. **Self-employed applicants** must have either of the following:
      - 1) Two references with companies that can verify an open line of credit for one year in good standing
      - 2) OR, provide tax statements for the previous year and provide a current bank statement
    - b. **Retired applicants** must provide either of the following:
      - 1) Current bank statement indicating the monthly direct deposit
      - 2) OR, provide documentation indicating monthly income, i.e. government letter of social security, disability income or retirement/pension from former employer
    - c. **Students** must provide the following:
      - 1) Registration verification
      - 2) Current verifiable employment
      - 3) OR documentation indicating account balances
      - 4) OR grant letter indicating dollar amount of grant
    - d. **Military Personnel** current full month LES (leave and earning statement)
- C. Applicants must have **verifiable residency** of at least 6 months with good payment and rental history
  - 1. College students or graduates may qualify without rental history only if all other criteria are met
  - 2. Names and daytime phone numbers are needed for rental references
  - 3. All applicants must have a favorable credit rating for the past two years
- D. Applicants **will not** be accepted for the following derogatory credit records:
  - 1. Monies owed an apartment or utility company (i.e., phone company, fuel company, electric company)
  - 2. An eviction within the past five years
  - 3. Applicants with a tax lien, repossession, foreclosure, or personal bankruptcy during the past five years, or less than the required credit rating

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_



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## **Application Processing and Rental Rates Disclosure**

Dear Future Resident,

Thank you for your interest in joining the Sophie Plaza community! As you move forward on the path to becoming one of our valued residents, we'd like you to be aware of the following things:

- **Sophie Plaza's apartment pricing changes daily.** If you were quoted a rent cost today but would like time to think about your application, we will honor today's quoted rate for two business days. As an example, a rate quoted at 10am Monday will expire at close-of-business Wednesday.
- If more than two business days have passed since you were quoted a rent cost, your rate will be requoted on the day you submit your application.
- If you make changes to your move in date or to the length of your lease after placing the holding fee, the rates for the day on which you make the change will be your new rates **unless** the new rates are lower than the original holding fee rates.

In order to accept your application and lock in your rate, we must have the following items for all person's age 18 and up who will be residing in the unit:

- Completed and signed application
- Government-issued photo ID and social security card (or acceptable alternative)
- Application fee (\$25 for the first applicant, \$10 per additional applicant)

Please note that additional items (e.g. proof of income) may be required before your application can be approved.

We look forward to working with you and to welcoming you home to Sophie Plaza.

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I/we have read and accept the terms listed above.

Applicant Signature: \_\_\_\_\_

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

Applicant Signature: \_\_\_\_\_

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

Applicant Signature: \_\_\_\_\_

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

Agent Signature: \_\_\_\_\_

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