

# REDFERN & COURTYARD

## APARTMENTS

WELCOME!

THANK YOU FOR CONSIDERING OUR BEAUTIFUL APARTMENTS. WE ARE ACTIVELY SEEKING GOOD RESIDENTS TO MAKE THEIR HOMES WITH US WHILE STRIVING TO PROVIDE YOU WITH THE BEST SERVICES POSSIBLE.

ALL APPLICANTS ARE SCREENED VERY CAREFULLY AND ALL INFORMATION PROVIDED TO US IS VERIFIED. BY COMPLETING AN APPLICATION, YOU ARE GIVING US PERMISSION TO RUN A CREDIT REPORT, A CRIMINAL BACKGROUND CHECK, VERIFY EMPLOYMENT AND CHECK PREVIOUS RENTAL HISTORY. THE SCREENING AND VERIFICATION PROCESS IS USED FOR EVERY APPLICANT THE SAME WAY – FAIRLY, CONSISTENTLY, AND UNIFORMLY. WE WORK DILIGENTLY TO OBSERVE BOTH THE SPIRIT AND THE LETTER OF FAIR HOUSING LAWS – NOT JUST BECAUSE THEY ARE THE LAW OF THE LAND, BUT BECAUSE WE SINCERELY BELIEVE IN FAIR HOUSING FOR EVERYONE.

PLEASE COMPLETELY FILL OUT YOUR APPLICATION. IF YOU DO NOT PROVIDE US WITH COMPLETE INFORMATION, WE WILL NOT BE ABLE TO PROCESS YOUR APPLICATION SUCCESSFULLY. IF THERE IS ANY ITEM ON THE APPLICATION THAT YOU DO NOT UNDERSTAND, PLEASE ASK FOR ASSISTANCE FROM THE MANAGER. IF THERE IS ADDITIONAL INFORMATION THAT YOU FEEL MIGHT BE OF ASSISTANCE TO US IN PROCESSING YOUR APPLICATION, PLEASE LET US KNOW. WE WILL DO OUR BEST TO PROCESS YOUR APPLICATION QUICKLY AND GIVE YOU AN ANSWER WITHIN A REASONABLE TIME.

PLEASE SIGN AND DATE THIS LETTER WHERE INDICATED BELOW AND RETURN IT TO THE MANAGER. THE MANAGER HAS ADDITIONAL COPIES IF YOU WOULD LIKE ONE FOR YOUR FILES.

THERE IS A **\$50.00** PROCESSING FEE FOR EACH ADULT (18 YEARS OR OLDER) DUE WHEN YOU RETURN YOUR APPLICATION. **PLEASE MAKE YOUR CHECK OR MONEY ORDER PAYABLE TO REDFERN OR COURTYARD APARTMENTS. YOU MAY RETURN YOUR APPLICATION BY MAIL OR IN PERSON TO REDFERN APARTMENTS 1539 HELTON DRIVE FLORENCE, AL 35630.** APPLICATIONS CANNOT BE PROCESSED WITHOUT PAYMENT OF FEE. **ABSOLUTELY NO CASH ACCEPTED!**

THANK YOU FOR MAKING APPLICATION AT OUR APARTMENT COMMUNITY. WE SINCERELY HOPE THAT YOU WILL BE A LONG TERM RESIDENT WITH US.

IRBY MANAGEMENT COMPANY

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

# COURTYARD & REDFERN APARTMENTS

1539 HELTON DRIVE FLORENCE, AL 35630 256.766.8950 PHONE/FAX

## RENTAL APPLICATION

APPLICATION CHARGE: **\$50 PER PERSON 18+**

OFFICE USE ONLY  
APPLICATION FEE PAID: \_\_\_\_\_  
CHECK OR M.O. #: \_\_\_\_\_

**NO CASH ACCEPTED**

NAME: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_ SSN: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

LENGTH OF TIME AT THIS ADDRESS: \_\_\_\_\_ OWN: \_\_\_\_\_ RENT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

LANDLORD NAME & PHONE NUMBER: \_\_\_\_\_

LANDLORD ADDRESS: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

LANDLORD NAME & PHONE NUMBER: \_\_\_\_\_

LANDLORD ADDRESS: \_\_\_\_\_

### EMPLOYMENT

PRESENT EMPLOYER & PHONE NUMBER: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_

POSITION: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

LENGTH OF EMPLOYMENT: \_\_\_\_\_ INCOME: \_\_\_\_\_

PREVIOUS EMPLOYER & PHONE NUMBER: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_

POSITION: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

**OTHER OCCUPANTS:** (18 YEARS AND OLDER MUST ALSO COMPLETE SEPARATE APPLICATION)

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

DOB: \_\_\_/\_\_\_/\_\_\_ PHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

DOB: \_\_\_/\_\_\_/\_\_\_ PHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

DOB: \_\_\_/\_\_\_/\_\_\_ PHONE NUMBER: \_\_\_\_\_

**PETS:**

DO YOU HAVE A PET? \_\_\_ YES \_\_\_ NO      ARE YOU AWARE OF OUR PET POLICY? \_\_\_ YES \_\_\_ NO

DESCRIPTION: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ AGE: \_\_\_\_\_

**VEHICLES:**

YEAR: \_\_\_\_\_ MAKE/MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_

YEAR: \_\_\_\_\_ MAKE/MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_

YEAR: \_\_\_\_\_ MAKE/MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_

**CREDIT REFERENCES:**

BANK NAME: \_\_\_\_\_ CHECKING: \_\_\_ YES \_\_\_ NO

BANK NAME: \_\_\_\_\_ SAVINGS: \_\_\_ YES \_\_\_ NO

**PERSONAL REFERENCES:** (NON-RELATIVE)

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**EMERGENCY CONTACT:**

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**WHERE DID YOU HEAR ABOUT US:**

COURTYARD WEBSITE: \_\_\_\_\_ INTERNET SEARCH ENGINE: \_\_\_\_\_

COURTYARD FACEBOOK: \_\_\_\_\_ DRIVING BY: \_\_\_\_\_

RESIDENT REFERRAL: \_\_\_\_\_ IF SO, WHO: \_\_\_\_\_

OTHER: \_\_\_\_\_

I/WE, THE UNDERSIGNED, CERTIFY THAT ALL INFORMATION IS TRUE TO THE BEST OF MY/OUR KNOWLEDGE AND I/WE UNDERSTAND THAT FALSE STATEMENTS OR INFORMATION ARE PUNISHABLE BY LAW AND WILL LEAD TO CANCELLATION OF THIS APPLICATION OR TERMINATION OF TENANCY AFTER OCCUPANCY. I/WE FURTHER AUTHORIZE ***IRBY MANAGEMENT & ITS STAFF*** TO CONTACT ANY AGENCIES, GROUPS, OR ORGANIZATIONS TO OBTAIN AND VERIFY ANY INFORMATION, INCLUDING CRIMINAL, EMPLOYMENT, AND RENTAL HISTORY, DEEMED NECESSARY TO COMPLETE THIS APPLICATION.

IF FOR ANY REASON, I CHOOSE NOT TO ENTER INTO A LEASE AGREEMENT AFTER THE APARTMENT HAS BEEN HELD FOR ME/US, MY SECURITY DEPOSIT WILL ALL BE FORFEITED AS LIQUIDATED DAMAGES AFTER THREE DAYS (72 HOURS) OF PAYMENT.

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_