

Alpha Management Corporation
7 Oak Hill Terrace
P.O. Box 310
Scarborough, ME 04074
Office: 207-883-5505
Fax: 207-883-6779
Kevin@alphamaine.com
or
Melinda@alphamaine.com

INSTRUCTIONS

PLEASE READ CAREFULLY. INCOMPLETED APPLICATIONS WILL NOT BE ACCEPTED. A NON-REFUNDABLE \$25.00 APPLICATION FEE MUST BE INCLUDED BEFORE APPLICATION WILL BE ACCEPTED.

1. COMPLETE ALL AREAS. If an item does not apply to you, answer "NO" on that question or mark with a "0" if it a dollar amount line or section.
 - a) All sources of earned income must be reported for all household members 18 years and older.
 - b) All unearned income and assets must be reported for all household members, including minors.
2. SIGNATURES are required by all adult applicants (18 and older)
3. COPIES OF SOCIAL SECURITY CARDS, DRIVERS LICENSE, OR OTHER PHOTO I.D. are required for everyone on the application.
4. RETURN YOUR APPLICATION WITH A \$25.00 APPLICATION FEE TO:

Alpha Management Corp.
7 Oak Hill Terrace
P.O. Box 310
Scarborough, ME 04074

NOTE: ALPHA MANAGEMENT DOES NOT ALLOW DOGS, UNLESS THE PET IS A SERVICE ANIMAL (Documentation is Required). Please check with Alpha Management for our complete pet policy.

* One bedroom apartments may regularly be occupied by no more than two (2) persons.

* Two bedroom apartments may regularly be occupied by no more than four (4) persons.

* Three bedroom apartments may regularly be occupied by no more than six (6) persons.

"Regular Occupancy" means occupancy for a period of time in excess of seven days on any one occasion or twenty-one days in any one calendar year.

APPLICATION FOR HOUSING
MARKET RENT

Please Print Clearly

This is an application for housing at:	Property:
Please complete this application and Return with a \$25.00 application fee to:	Alpha Management Corp. 7 Oak Hill Terrace P.O. Box 310 Scarborough, ME 04074 (207)883-5505 office (207)883-6779 fax

Applications are placed in order of date and time received. An applicant may be interviewed only after the receipt of this fully completed tenant application.

A. GENERAL INFORMATION

Applicants Name(s): _____

Address: _____

Street Apt. # City State Zip

Daytime Phone: _____ Evening Phone _____

E-mail _____

_____ Do you RENT or OWN (circle one)

If owned, do you receive monthly rental income from property? Yes NO (circle one)

Bedroom size requested: Studio One BR Two BR Three BR Handicap BR

Do you have a Section 8 Voucher or any type of voucher? Yes _____ No _____

B. HOUSEHOLD COMPOSITION

List ALL persons who will live in the apartment. List the head of household first

	Name	Relationship to head	Marital Status M-married D-divorced S-single L-legal separation E-estranged	Birth Date	Age	SS#	Student Y/N
Head							
Co-1							
3.							
4.							
5.							
6.							

Do you anticipate any additions to the household in the next twelve months?	Yes	No
If yes, explain		

C. INCOME

List ALL sources of income as requested below. If a section doesn't apply, cross out or write N/A

Household Member Name	Source of Income	Gross Monthly Amount
	Employment Amount	
	Employer:	
	Position Held	
	How long employed	
	Employment amount	
	Employer:	
	Position Held	
	How long employed	
	Unemployment Compensation	
	Social Security	\$
	Social Security	\$
	Social Security	\$
	Social Security	\$

Household Member Name	Source of Income	Monthly Amount
	Alimony	
	Are you entitled to receive alimony?	Yes No
	If yes, list the amount you are entitled to receive.	\$
	Do you receive alimony?	Yes No
	If yes, list amount you receive.	\$
	Child Support	
	Are you entitled to receive child support?	Yes No
	If yes, list the amount you are entitled to receive.	\$
	Do you receive child support?	Yes No
	If yes, list the amount you receive.	\$
	Other Income	\$

TOTAL GROSS ANNUAL INCOME (based on the monthly amounts listed above x 12)	\$	
Do you anticipate any changes in this income in the next 12 months?	Yes	No
If yes, explain:		
Real Estate Property: Do you own any property?	Yes	No
If yes, Type of property		
Mortgage or outstanding loans balance due	\$	

E. ADDITIONAL INFORMATION		
Are you or any member of your household currently using an illegal substance?	Yes	No
Have you or any member of your household ever been convicted of a felony?	Yes	No
If yes, describe.		
Have you or any member of your household ever been evicted from any housing?	Yes	No
If yes, describe.		
Have you ever filed for bankruptcy?	Yes	No
If yes, describe.		
Briefly describe your reasons for applying:		

F. REFERENCE INFORMATION	
Current Landlord	Name:
	Address:
	Home Phone:
	Bus. Phone:
	How Long?
Prior Landlord	Name:
	Address:
	Home Phone:
	Bus. Phone:
	How Long?

Personal Reference #1	
Address:	
Relationship	Phone #
Personal Reference #2	
Address:	
Relationship:	Phone #

In case of an emergency notify:	
Address:	
Relationship:	Phone #

G. VEHICLE AND PET INFORMATION (if applicable)	
List any cars, trucks, or other vehicles owned. Parking will be provided for two vehicles. Arrangements with Management will be necessary for more than two vehicles. Commercial vehicles/trailers are prohibited.	
Type of Vehicle	License Plate #
Year and Make:	Color:
Type of Vehicle	License Plate #
Year and Make:	Color
Do you own any pets?	
If yes, describe.	
YES	
NO	

CERTIFICATION

I hereby certify that this will be my permanent residence. I understand I must pay a security deposit for this apartment prior to occupancy. I understand that my eligibility for housing will be based on applicable income limits and by management's selection criteria. I certify that all information in this application is true to the best of my knowledge and I understand that false statements or information are punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy. All adult applicants, 18 or older must sign application.

SIGNATURE (S):

(Signature of Tenant)

Date

(Signature of Co-Tenant)

Date

(Signature of Co-Tenant)

Date

(Signature of Co-Tenant)

Date

I (we) apply to lease the above described premises with the following understandings:

A \$25.00 application fee is required to process this application, this fee will not be refunded. If we do not process your application for acceptance it will be returned. The deposit will not be refunded if applicant withdraws their application after investigation of acceptance, or if the applicant is not accepted. Once your application is accepted, security deposit must be paid in full within 48 hours. This deposit will be applied towards your amount due at move in and is not refundable. You may not take possession of the unit until rent and security deposit are paid, and the lease is signed by both parties.

No unusual decoration or alterations other than those specifically stated herein are required to be made by representatives who show apartments unless written on this form. Failure to make such decorations or alterations within a specified time will in no way affect the lease. The landlord will make the same expeditiously attempt as circumstances permit.

The landlord assumes no responsibility to the applicant (s) for delay in giving possession due to failure of present occupant to vacate at the termination of lease, or if the unit is not ready for occupancy as expected, etc. except that the applicant (s) will be credited upon the rent to accrue, with an allowance equal to prorate amount of rent, multiplied by the actual number of days for which possession cannot be given, and the applicant agrees to accept the lease subject to such contingency and condition.

All leases will begin on the first of the month. A move-in at any other date will be prorated according to the date it is utilized.

Received \$ _____ application fee, which hereby acknowledged by the landlord.

The undersigned hereby acknowledge and agree that the landlord may make inquiries of the individuals noted By My Signature, I hereby give permission for the landlord to investigate all claims, and I understand the landlord may look at my credit report as a means of doing this.

I/We have read, fully understand and approve of all the pages of the application.

Signature

Date

Signature

Date

AUTHORIZATION

I/We do hereby authorize Alpha Management, Tenant Net and it's Staff to contact any agencies, offices, credit bureaus, landlord or professional references for the purpose of verifying the information I/We provided on the application. The information provided will be used solely for the determination of my/our eligibility and admission to the housing I/We are applying for and the information that is supplies will be kept confidential.

Signatures:

Applicant signature

Date

Co-applicant signature

Date