

OAK PARK HEIGHTS AND SALEM MANOR APARTMENTS— APPLICATION INSTRUCTIONS

Complete all pages –

Note: One parent for each student must fill out Page 2 and Page 3.

Do not forget to sign Page 3.

Attach a check, money order or cashier's check for \$60.00 PER APPLICANT (IF PARENT OR CO-TENANT – AN ADDITIONAL \$60.00 IS DUE)

Please make payable to OAK PARK HEIGHTS OR SALEM MANOR APARTMENTS. (APARTMENT COMPLEX APPLYING FOR:

This fee is to run the credit checks on applicants and is non-refundable.

Attach all application materials and fee together and place in drop slot located at the office OR you can mail the application to Salem Manor Apartments, 195 Salem Road, Montevallo, Alabama 35115.

**When we do the credit check we will call you to notify you whether application has been accepted. Thank you for your interest in Oak Park Heights and Salem Manor Apartments. For more information, please call 205-665-2400.
Management**

Today's Date _____ Date Needed _____ Co-Tenant _____ Type _____
Unit # _____

APPLICATION for OAK PARK HEIGHTS & SALEM MANOR

(Please circle the one you are interested in)

PLEASE PRINT CLEARLY!

Name _____	*Social Security # _____
Date of Birth _____	Cell Phone # _____
Car-make, model, year, color _____	License Tag # _____
Current Address _____	Employer's Name _____
City, State, Zip _____	Employer's Address _____
How long at this address? _____	City, State, Zip _____
Previous Rental Address _____	Position held _____
Previous Landlord's Name _____	Name of Supervisor _____
Landlords Phone # _____	Work Phone # _____
Driver Licenses # _____	Email: _____

***This information is necessary for the credit check and will be kept strictly confidential.**

Monthly Income: \$ _____ Source of Income: () Wages () Govt Assistance () Salary () Commission () Tips ()

Previous Employer _____ How Long? _____

ABSOLUTELY NO PETS!

EMERGENCY CONTACT

Contact (If a student, parent information is required.)

Contact address _____

Phone # _____ Cell Phone # _____ Relationship to Tenant _____

Application Fee Received \$ _____ Date: _____ By: _____

Deposit Received \$ _____ Ck. # _____ Date: _____ By: _____

Car Tag Number _____ State _____ Car Make _____
Model _____ Year _____ Color _____

What size apartment do you want? 1 2 3 4 Bedrooms When would like your lease to
start? _____ Do you smoke? Yes No

Signature _____ Date _____

PARENT'S APPLICATION

APPLICATION for OAK PARK HEIGHTS & SALEM MANOR

PLEASE PRINT CLEARLY!

Name _____	Employer's Name _____
Date of Birth _____	Employer's Address _____
Current Address _____	City, State, Zip _____
City, State, Zip _____	Position held _____
How long at this address? _____	Name of Supervisor _____
Cell Phone # _____	Work Phone # _____
Home Phone # _____	EMAIL ADDRESS: _____

***This information is necessary for the credit check and will be kept strictly confidential.**

Monthly Income: \$ _____

Source of Income: () Wages () Government Assistance () Salary () Commission () Tips () Other (explain)

Previous Employer _____

How Long? _____

Consent to Background and Reference Check

I hereby authorize OAK PARK HEIGHTS and SALEM MANOR APARTMENTS to obtain information about me from my credit sources, current and previous landlords and employers and personal references.

I authorize my credit sources, credit bureaus, current and previous landlords and employers, and personal references to disclose to OAK PARK HEIGHTS and SALEM MANOR APARTMENTS such information about me as they may request.

Prospective Tenant Name: _____

Tenant's Signature _____ **Date:** _____

Date of Birth: _____ **Social Security #** _____

Current Phone Number: _____ **cell #** _____

Current Address: _____

EMAIL: _____

PARENT'S INFORMATION

Parent's Name: _____

Parent's Signature _____ **Date:** _____

Current Address: _____

EMAIL: _____

Current Phone Number: _____ **cell phone#** _____

Date of Birth: _____ **Social Security #** _____

NO CREDIT CHECKS WILL BE PROCESSED UNTIL THE FEE FOR THIS SERVICE HAS BEEN RECEIVED, AND THE FEE IS NON-REFUNDABLE.

Fee Received: **Date** _____ **Cash** _____ **or Ck. #** _____ **By** _____