



605 Maxwell Blvd • Montgomery, AL • 36104 • 334-261-6333  
leasing@theheightsmontgomery.com • www.theheightsmontgomery.com

FOR OFFICE USE ONLY:  
Date: \_\_\_\_\_ Move in date: \_\_\_\_\_ Apt. type desired: \_\_\_\_\_ Apt. #: \_\_\_\_\_ Garage #: \_\_\_\_\_  
Leasing Consultant: \_\_\_\_\_ Lease Term: \_\_\_\_\_ Rental Amount \$: \_\_\_\_\_  
Date Application Received: \_\_\_\_\_ Application Status Date: \_\_\_\_\_

**Applicant Information**

Name (First, M, Last): \_\_\_\_\_ Social Security # \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State \_\_\_\_\_  
# of occupants residing in apartment \_\_\_\_\_ (occupants 19 years and older require separate application)  
Name: \_\_\_\_\_ DOB \_\_\_\_\_ Relationship \_\_\_\_\_ SS# \_\_\_\_\_  
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**Rental History**

**Present Address** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Landlord/Mortgage Co. \_\_\_\_\_ Phone \_\_\_\_\_ Rent \_\_\_\_\_  
How long at address: \_\_\_\_\_ Reason for moving: \_\_\_\_\_  
**Previous Address:** \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Landlord/Mortgage Co. \_\_\_\_\_ Phone \_\_\_\_\_ Rent \_\_\_\_\_  
How long at address: \_\_\_\_\_ Reason for moving: \_\_\_\_\_  
Have you or your spouse ever been evicted? \_\_\_\_\_ if yes, explain \_\_\_\_\_  
Do you or your spouse presently owe money to any apartment community? \_\_\_\_\_

**Employment Information**

Employer: \_\_\_\_\_ Date of hire: \_\_\_\_\_  
Monthly gross income (proof required) \_\_\_\_\_ Position held: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
IF LESS THAN TWO YEARS AT CURRENT JOB:  
Previous Employer: \_\_\_\_\_ Date of hire: \_\_\_\_\_  
Monthly gross income (proof required) \_\_\_\_\_ Position held: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

**Pets:** (Limit of 2 - \$300 non-refundable fee for first pet, \$150 non-refundable fee per additional pet)

Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_  
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**Automobiles:**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag # \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag # \_\_\_\_\_

**In case of an Emergency, please notify:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Cellular: \_\_\_\_\_

**TITLE VIII of the CIVIL RIGHTS ACT of 1966 makes discrimination based on race, color, religion, sex or national origin illegal in connection with the rental of most housing.**





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NON-REFUNDABLE APPLICATION PROCESSING CHARGE/ CONSENT POLICY: Applicant submits herewith a non-refundable payment in the amount of \$50.00 per applicant for credit check, criminal background, employment and rental history processing. If application is not approved said sum would be retained by management to cover the cost of processing this application. Any false information will constitute grounds for rejection of application. Management is hereby authorized to verify the accuracy and correctness of the statements contained herein, to communicate with applicant's employers, apartment communities and creditors, and to procure such other information which management may require to evaluate this application. Note: Application must be signed before it is processed. All persons over the age of 19 who will be residing in apartment must fill out an application and pay processing charge.

NON-REFUNDABLE ADMINISTRATIVE FEE: A total payment in the amount of \$100.00 is submitted with this application. If management requires a guarantor or additional deposit, applicant may cancel application within 24 hours of notification of these requirements and receive a full refund of administrative fee. If for any reason management rejects this application, the administrative fee submitted herewith will be refunded in full. Applicant may cancel this application by written notice within 48 hours of signing and receive a full refund of the administrative fee. If applicant fails to cancel within 48 hours, fails to execute management's lease agreement, or refuses to occupy the premises on the agreed upon date, the administrative fee will be forfeited to management.

PLEASE MAKE 2 CHECKS or MONEY ORDERS PAYABLE TO THE HEIGHTS.

\$50 Application Fee per Person (Non-Refundable)

\$100 Administration Fee (Non-Refundable)

X \_\_\_\_\_
Applicant's Signature

\_\_\_\_\_
Date

STATEMENT OF RENTAL POLICY

- EQUAL HOUSING: The Heights Apartments is an equal housing opportunity provider. This community does not discriminate on the basis of race, color, religion, sex, disability, familial status or national origin.
AVAILABILITY: Applications for Apartment Homes will be accepted on a first come-first served basis and are subject to the availability of apartment type requested.
RENTAL APPLICATIONS: Rental Applications are to be completed by each individual applicant over the age of 19 years. Any omissions or falsifications may result in rejection of an application or termination of a lease. A driver's license or legal photo ID will be required for identification.
APPLICATION FEE: A \$50.00 non-refundable fee paid by each applicant for verification of information.
ADMINISTRATION FEE: \$100.00 One-time non-refundable Administration fee. An apartment cannot be held without this fee. This fee will be retained by management if applicant fails to move-in or cancels reservation after 48 hours.
SECURITY DEPOSIT: A security deposit of \$250.00 will be submitted upon approval. Based on the qualifying criteria the security deposit may be as high as one month's rent. If a higher security deposit amount is required based on qualifying criteria, you will be required to pay the security deposit and any remaining balance at the time of move in by money order or cashier's check. If the first rent payment due prior to the lease term beginning date is not received by us on or before the lease term beginning date, we may, at our option, cancel this application and make the premises available for rental to other prospective residents. If you do not pay the first rent payment by the lease term beginning date, you agree that we may, at our sole and exclusive option, keep your security deposit as liquidated damages for our re-rental expenses. Additionally, you agree to pay for any actual physical damage to the leased premises and furnishings on the premises and for rent until the leased premises is re-let or the term of the lease expires, whichever occurs first.
CRIMINAL BACKGROUND CHECK: All applicants will be required to pass a Criminal Background check.

No Felonies, Violent Crimes, Drug related, Theft or Sexual Crimes will be accepted.

- OCCUPANCY STANDARDS: Any exception must have signed agreement with management.

1 Bedroom - No more than two (2) persons

2 Bedroom - No more than four (4) persons

- RENTAL PAYMENT: Monthly rental is due in advance on the first day of each month. There will be a late charge penalty of \$100 for all rent paid after the fifth (5th) calendar day of the month at 5:00pm. Any rental payment made after the tenth (10th) day of the month must be in certified funds (cashier's check or money order). Company policy states that cash will NOT be accepted All returned checks will be assessed a service charge of \$30 plus applicable late charges and must be replaced with Certified Funds. After two returned checks, rent must be paid in Certified Funds only.
VEHICLES: Stickers will be used as official Heights Parking Permits and must be displayed inside on the lower corner of the passenger side of the vehicle's windshield. Adhesive stickers will be available for motorcycles. There is no charge for the initial Heights Parking Permit. Lost or stolen permits may be replaced upon payment of \$25.00. Damaged permits will be replaced at no charge upon return of the entire damaged permit to the Leasing Office. The Heights Parking Permits are the sole property of The Heights management and may be used only by the registered permit holder(s) and may not be transferred.
A parking permit does not guarantee the holder a specific parking space, merely the opportunity to park in an unreserved surface parking space.
PETS: Pets are permitted provided they have been approved in writing from Management, and the following pet fees have been paid. Non-refundable pet fee for the first (1) pet is \$300 plus a \$150 non-refundable fee for any additional pets up to two (2).

I have read the above information and understand the requirements that must be met in order to qualify for an apartment with The Heights.

\_\_\_\_\_
Applicant

\_\_\_\_\_
Date

\_\_\_\_\_
Management/ Agent for Owner

\_\_\_\_\_
Date

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