



Apex Management

31 Old Campus Drive
Portland, ME 04104
797-4380 Phone | Fax 878-5216

INSTRUCTIONS

Please read carefully — If this Housing Application is incomplete or does not include the required \$35 processing fee, it will not be accepted.

1. Answer every question. If a question or part of a question does not apply to you, mark “N/A.”
2. All earned-income sources must be reported for all household members 18 years and older.
3. All unearned-income sources and assets must be reported for all household members, including minors.
4. All adult (18 years and older) applicants must sign the application.
5. Everyone on the application must submit a copy of their driver’s license or other photo ID.
6. Submit your application to the address below with \$35. This processing fee is required for each adult applicant and is non-refundable.

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Apex Management does not allow dogs, except for service dogs (documentation is required).

Please check with Apex Management for our complete pet policy.



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HOUSING APPLICATION Market Rent

Please type your answers into the form fields, or print the form and write your answers clearly.

This application is for housing at the following address _____

Complete this application and submit it with a \$35 processing fee (money order only) per adult to the following address:

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A. GENERAL INFORMATION

Applicant Name(s) _____

Street Address _____ Apt# _____

City _____ State _____ Zip Code _____

Daytime Phone _____ Evening Phone _____

Email 1 _____ Email 2 _____

Bedrooms requested (please check one)

Studio
 1 Bedroom
 2 Bedroom
 3 Bedroom
 Handicap Bedroom

Do you have a Section 8 voucher or any other type of voucher? **Yes** **No**

B. HOUSEHOLD COMPOSITION

List **all** persons who will live in the apartment, starting with the head of household.

| NAME | MARITAL STATUS | | | | | BIRTH DATE for applicants over 18 | | | SOCIAL SECURITY # (for applicants over 18) | STUDENT | |
|------|-----------------|------------------|----------------|----------------------------------|-----------------------|--------------------------------------|------|------|---|---------|---|
| | Ma rri ed | Div orc ed | Si ng le | Lega lly Sepa rate d | Est ran ge d | Mont h | Day- | Year | | Y | N |
| | | | | | | | | | - - - - - - | | |
| | | | | | | | | | - - - - - - | | |
| | | | | | | | | | - - - - - - | | |
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C. INCOME

List *all* income sources as requested below. If a section does not apply, cross out or write "NA."

| HOUSEHOLD MEMBER NAME | INCOME SOURCE | GROSS MONTHLY AMOUNT |
|------------------------|--|----------------------|
| EMPLOYMENT | | |
| | Employer 1 _____ Position Held _____ Employment Start Date _____ | \$ ____ |
| | Employer 2 _____ Position Held _____ Employment Start Date _____ | \$ ____ |
| | Employer 3 _____ Position Held _____ Employment Start Date _____ | \$ ____ |
| | Employer 4 _____ Position Held _____ Employment Start Date _____ | \$ ____ |
| UNEMPLOYMENT | | |
| | Unemployment Compensation 1 | \$ ____ |
| | Unemployment Compensation 2 | \$ ____ |
| SOCIAL SECURITY | | |
| | Social Security 1 | \$ ____ |
| | Social Security 2 | \$ ____ |
| ALIMONY | | |
| | Entitled to: \$ _____ | Received: \$ _____ |
| CHILD SUPPORT | | |
| | Entitled to: \$ _____ | Received: \$ _____ |
| OTHER | | |
| | Source 1: _____ | \$ ____ |
| | Source 2: _____ | \$ ____ |



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| | |
|---|----------|
| Total Gross Annual Income (sum of the monthly amounts listed above X 12) | \$ _____ |
|---|----------|

Do you anticipate any changes to your income in the next 12 months? **Yes** **No**
 If yes, explain _____

D. REAL ESTATE OWNERSHIP

Do you own property? **Yes** **No** If yes, what type of property is it? _____
 What is the outstanding balance on any mortgages or loans on that property? \$ _____

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 for this housing: _____

F. REFERENCES

| | |
|--------------------------|--|
| CURRENT LANDLORD | Name _____ |
| | Address _____ |
| | Phone: Home _____ Business _____ |
| | Tenancy: Begin Date _____ |
| PREVIOUS LANDLORD | Name _____ |
| | Address _____ |



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Phone: Home _____ Business _____

Tenancy Dates: Began _____ Ended _____

PERSONAL REFERENCE 1

Name _____

Address _____

Phone: Home _____ Email _____

Relationship _____

PERSONAL REFERENCE 2

Name _____

Address _____

Phone: Home _____ Email _____

Relationship _____

EMERGENCY CONTACT

Name _____

Phone: Home _____ Work _____ Cell _____

Relationship _____

G. VEHICLE

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.

VEHICLE 1 Type _____ Year _____ Make _____

Color _____ License Plate # _____

VEHICLE 2 Type _____ Year _____ Make _____

Color _____ License Plate # _____

H. PETS

Do you own pets? Yes No If yes, how many and what kind? _____



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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 the application.

Signature of Tenant

Date

Signature of Co-Tenant

Date

Signature of Co-Tenant

Date

Signature of Co-Tenant

Date



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AUTHORIZATION

I/we do hereby authorize Apex Management, Tenant-Net, and its staff to contact any agencies, offices, credit bureaus, landlords, 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 supplied will be kept confidential.

Signature of Applicant

Date

Signature of Co-Applicant

Date