



**RENTAL APPLICATION**

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Please complete, sign and fax all of this application with your credit card info to the appropriate fax number below, or return it to your NOVO leasing manager with a check or money order.

An application fee of \$30.00 is required before the application will be processed. This fee covers the expense of an applicant's credit report and to confirm the information provided.

**DC Fax** 202-315-1110

**SC Fax** 843-824-6136

**Phil Fax** 610-352-1424

**Chi Fax** 773-285-3347

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Property Address:

Date Proposed Move-in:

Applicant Name:

Cell Ph. #

Birth Date:

Email:

Social Security #:

**PRESENT LOCATION**

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Present Address:

City, ST, Zip Code:

Date Moved into Present Address

Current Rent:

Ph.#:

Utilities Included?    Yes    No

Present Landlord & Contact:

Ph.#:

Landlord's Address:

City, ST, Zip Code:

Previous Address:

City, ST, Zip Code:

**PRESENT EMPLOYMENT**

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Present Employer:

Date of Employment:

Address of Employer:

City, ST, Zip Code:

Ph.#:

Position

Supervisor

Annual Income:

**OTHER PROPOSED OCCUPANTS (including children)**

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Name 1:

Relationship:

Birth Date:

Social Security #:

Name 2:

Birth Date:

Relationship:

Social Security #:





**NOVO PROPERTIES LANDLORD REFERENCE FORM**

TO: \_\_\_\_\_  
Landlord or Manager

at Fax#: \_\_\_\_\_

\_\_\_\_\_ of \_\_\_\_\_ has filed a rental application for an apartment in our building. He/She has named you as a housing reference. Please answer the following questions to help us determine whether we should accept or reject his/her application.

**Please fax the completed form to either 202-315-1110 (DC), 843-824-6136 (SC) or 610-352-1424 (PA)**

I/we hereby authorize you to provide the information required below.

**X** \_\_\_\_\_  
Signature of Applicant                      Name of Applicant                      Date                      Property Applying For

1. How long has this person been renting from you? \_\_\_\_\_
2. Has the applicant provided proper notice of intent to vacate? \_\_\_\_\_
3. Does the applicant pay rent on time? \_\_\_\_\_
4. Have you ever begun eviction proceedings for nonpayment? \_\_\_\_\_
5. Does the applicant keep the apartment clean? \_\_\_\_\_
6. Has the applicant damaged the apartment? \_\_\_\_\_ If so, how? \_\_\_\_\_  
\_\_\_\_\_
7. Does the applicant permit persons other than those on the lease to live in the apartment? \_\_\_\_\_
8. Does the applicant properly supervise his/her children? \_\_\_\_\_
9. Has the applicant or family members damaged common areas? \_\_\_\_\_
10. Does the applicant create any physical hazards to the property? \_\_\_\_\_  
If so, how? \_\_\_\_\_
11. Does the applicant interfere with the rights and quiet enjoyment of other tenants? \_\_\_\_\_
12. Would you rent to this person/family again? \_\_\_\_\_ If not, why not? \_\_\_\_\_

\_\_\_\_\_  
Signature    Date    Phone