



# APPLICATION INFORMATION & CHECKLIST

THE BARTRAM

## WHAT YOU'LL NEED:

- Driver's License Number
- Social Security Number
- Passport (If Applicable)
- Vehicle Information
- Employment Information (If Applicable)

<b>Application Fee*</b>	\$50
<b>Guarantor Application Fee</b>	\$50
<b>Security Deposit (Refundable)+</b>	\$1,000
<b>Pet Fee</b>	\$400

APPLICATION CHECKLIST	✓
Choose An Apartment	
Complete Lease Application	
Complete Guarantor Application (If Applicable)	
Submit Application(s)	
Pay Application Fees	
Pay Security Deposit (Due at Signing)	
Pay Pet Fee (Due at Move-In)	

\* Any applicant over the age of 18 must complete a separate lease application.

+ Security Deposit must be in written as one check or money order. Multiple forms of payment will not be accepted.

## APPLICATION PROCESS

### STEP 1: LEASE APPLICATION

Download and print out the "Bartram Lease Application". This document contains two pages so make sure to completely fill them out.

### STEP 2: GUARANTOR APPLICATION\* (If applicable. If not, skip to Step 3)

Download and print out the "Bartram Guarantor Application". This document also contains two pages so be sure to completely fill them out.

#### \*WHO FILLS OUT THE GUARANTOR APPLICATION?

Guarantors serve to "guarantee" payment of rent. Guarantor applications can be filled out by any adult (this is typically, but not limited to, a parent or relative). In the event that you and/or your roommate(s) are required to fill this out, please download and print this application as well.

### STEP 3: SUBMIT THE APPLICATION(S)

Applications can be submitted via email, fax, snail mail, or in person.

By Email: [leasing@thebartram.com](mailto:leasing@thebartram.com)

By Fax: 352-372-0986

By Mail:

Attn: Leasing Manager  
The Bartram  
2337 SW Archer Road  
Gainesville, FL 32608

## Payment & Fee Information

Payments are accepted in the form of check or money order only. If paying by check, please make payable to "The Bartram LLC". Each application is \$50 per applicant. This \$50 processing fee also applies to the Guarantor application(s). The Security deposit must be submitted as a separate, single payment. Multiple payments will not be accepted.



THE BARTRAM

# THE BARTRAM, LLC LEASE APPLICATION

**LEASE APPLICATION FEE: \$50**

(ALL OCCUPANTS AGE 18 OR OVER MUST COMPLETE A SEPARATE APPLICATION)

APPLICANT INFORMATION					
Name (F/M/L):		Gender:		Date of Birth (MM/DD/YYYY):	
SSN:		Driver's License No.:			State:
Phone:		Home    Cell    Work (Please Circle)		Email:	
Current Address:				Apt. No:	City:
State:	Zip Code:	Owned    Rented (Please Circle)		From:	To:
Monthly Payment or Rent:		Reason for Leaving:			
Previous Address:			Apt. No:	City:	
State:	Zip Code:	Owned    Rented (Please circle)		From:	To:
Reason for Leaving:		Landlord/ Property Mgt. Co.:		Phone:	
Do you or your spouse have a disability or require special accommodations? If so, please describe:					
REFERRED BY					
(Please Circle): Drive-By    Friend    Apartment Guide    Newspaper    Internet    Bus    Print Ad    Radio    Craigslist    Other:					
EMPLOYMENT HISTORY					
Current Employer:			Position/Title:		
From:	To:	Address:		City:	
State:	Zip Code:	Phone:		Fax:	
Work Email:		Annual Income or Monthly Salary:		Annual    Monthly (Please Circle)	
SPOUSE INFORMATION, IF MARRIED					
Name:			Date of Birth (MM/DD/YYYY):		
SSN:		Driver's License No.:			State:
Current Employer:			Phone: Home    Cell    Work (Please Circle)		
EMERGENCY CONTACT					
<i>In case of emergency, I authorize the person named below to be contacted. I also authorize said person to remove and/or store all contents of the dwelling and/or mailbox in the event of serious illness or death of resident.</i>					
Name:			Relationship:		
Address:					
City:	State:	Zip Code:	Phone: Home    Cell    Work (Please Circle)		
VEHICLE INFORMATION					
1. Year:	Make:	Model:	Color:	Tag#:	State:
2. Year:	Make:	Model:	Color:	Tag#:	State:
NAME AND RELATIONSHIP OF ALL PERMANENT OCCUPANTS OTHER THAN YOURSELF OR YOUR SPOUSE					
Name:	Age:	Sex:	Relation:		
Name:	Age:	Sex:	Relation:		
Name:	Age:	Sex:	Relation:		
PETS					
<i>There is at 2 pet maximum per apartment with approval. If you bring a pet or acquire a pet post move-in, you will be responsible for a non-refundable fee of \$400.</i>					
1. Type:		Breed:		2. Type: Breed:	
ADDITIONAL BACKGROUND INFORMATION					
Have you or your spouse ever broken a rental agreement? YES    NO (Please Circle)					
Have you or your spouse ever been evicted? YES    NO (Please Circle)			Have you or your spouse ever been filed for eviction? YES    NO (Please Circle)		
Have you or your spouse ever been convicted of a felony? YES    NO (Please Circle)			Have you or your spouse ever received adjudications of a felony? YES    NO (Please Circle)		
PLEASE READ CAREFULLY BEFORE SIGNING					
<b>CORRECT INFORMATION:</b> Applicant represents that all of the above statements are true and complete. Applicant acknowledges that false information herein may constitute grounds for rejection of this application, termination of right of occupancy, forfeiture of deposits and/or subjection to eviction, and may constitute a criminal offense under the laws of this state.					
<b>NOTICE:</b> This is to inform you that as part of our procedure for processing your application an investigative consumer report may be prepared whereby information is obtained through oral interviews with your neighbors, friends, or others with whom you are acquainted. This inquiry includes information as to your character, general reputation, personal characteristics, and mode of living. You have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. Re-verification or investigation of preliminary findings is not required under the Fair Credit Reporting Act of 1988.					
<b>AUTHORIZATION:</b> I/We, the above named applicant(s), do hereby authorize The Bartram, LLC, to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I hereby expressly release The Bartram, LLC, and any procurer or furnisher of information, from any liability what-so-ever in the use, procurement or furnishing of such information, and understand that my application information may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies. I/We understand and agree to all conditions set forth in this application.					
<b>CREDIT SCREENING DISCLAIMER:</b> Pursuant to State and Federal Fair Credit Reporting Acts, this is to inform you than an investigation involving the statements made in your rental application at the above mentioned apartment complex, as well as inquiries regarding public records, your character, general reputation, personal characteristics and mode of living may be initiated. You have the right to dispute the information reported. Upon written request, you are entitled to a complete and accurate disclosure of the investigation's nature and scope as well as a written summary of your right and remedies under the Fair Credit Reporting Act. Inquiries should be directed to First Advantage 1100 Alderman Drive Alpharetta, GA 30005.					
I. We certify that, to the best of my/our knowledge, all statements are true and complete. False, fraudulent of misleading information may be grounds for denial of tenancy or subsequent eviction. I authorize First Advantage Resident Screening to obtain all reports and verifications necessary to verify all information put forth in the above application and to furnish all information to the Landlord named above. _____ (Initial Here)					
II. I understand that I acquire no rights in an apartment until I sign a lease. Keys will be furnished only after contemplated lease and other rental documents have been properly executed by all parties and only after applicable rents and security deposits have been paid. This application does not obligate Property to execute a lease or deliver possession of the proposed premises. By my signature below, I certify that I have read and understand the terms of this application. I am aware that an incomplete application causes a delay in processing and may result in denial of tenancy. Equal Housing Opportunity. _____ (Initial Here)					
Name:		Signature:		Date:	
BARTRAM OFFICE USE ONLY					
Received By:	Desired Apt. No:	Move-In Date:	Lease Term:	Approved ___ Denied ___	Approved By:
Date Payment Received:		Payment Method: Check or Money Order		Check or Money Order#:	