

# SPARTAN MANAGEMENT LLC

7028 Heege Road ▪ Suite 100 ▪ St. Louis ▪ MO ▪ 63123 / PO Box 270271 ▪ St. Louis ▪ MO ▪ 63127  
Email: info@spartanmanagementllc.com ▪ Website: www.spartanmanagementllc.com  
Phone: (314) 729-0479 ▪ Fax: (314) 842-2772

## LEASE APPLICATION

(1 Per Adult - Please Fill Out Completely)

Property: Village on the Green Apt #: \_\_\_\_\_ Anticipated Move-In Date:     /    /    

Preferences: **Unit Type:**  1 Bed  2 Bed **Floor:**  1<sup>st</sup> Floor  2<sup>nd</sup> Floor

### PERSONAL

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Driver's License/State ID Number: \_\_\_\_\_ State: \_\_\_\_\_

SSN#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

- Have you ever been **charged** with a violent, drug, or sex related crime:  Yes  No – If yes, please explain below.
- Have you ever been evicted or sued by a landlord for not paying rent:  Yes  No – If yes, please explain below.
- Have you ever broken a lease or refused to pay rent:  Yes  No – If yes, please explain below.
- We no longer allow indoor smoking of any type, including medical marijuana. Do you agree to comply with this requirement?  Yes  No Current residents are grandfathered until Jan 1, 2020.
- Is your monthly income at least 3 times rent:  Yes  No - If no, discuss with property manager.
- Are you military, police, or fire(active or retired):  Yes  No – If yes, provide proof and take 5% off the rent.

**Additional Occupants/Comments** - All applicants 18 and over must fill out a separate application. (Please list below each individual as well as relationship and age, including children):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### RESIDENCE HISTORY

Current address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long: \_\_\_\_\_ Do you currently:  Rent  Own? What is your current monthly rent/mortgage payment:\$ \_\_\_\_\_

Are your payments current:  Yes  No How many late payments have you had: \_\_\_\_\_ Amount of current security deposit:\$ \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Name of Current Landlord/Mortgage Lender: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long: \_\_\_\_\_ Reason for moving: \_\_\_\_\_

Was your full security deposit returned:  Yes  No How many late payments did you have: \_\_\_\_\_ Monthly payment:\$ \_\_\_\_\_

Name of Previous Landlord/Mortgage Lender: \_\_\_\_\_ Phone: \_\_\_\_\_

#### -----FOR OFFICE USE ONLY-----

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  Approved  Declined: \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ Rent: \$ \_\_\_\_\_ One-time Charges: \_\_\_\_\_

Specials/Comments: \_\_\_\_\_

## **INCOME**

**Your GROSS monthly income from ALL sources before taxes is:** \$ \_\_\_\_\_

My source(s) of income is/are identified below (check all that apply and enter respective amounts):

Employment \$ \_\_\_\_\_  Unemployment \$ \_\_\_\_\_  Disability \$ \_\_\_\_\_  
 Grants \$ \_\_\_\_\_  Scholarships \$ \_\_\_\_\_  Loans \$ \_\_\_\_\_  Other (explain below) \$ \_\_\_\_\_

My current work status is:  Full-time  Part-time  Student  Retired  Self-employed  Unemployed  Disabled

Name of Primary Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Length of employment: \_\_\_\_\_

Monthly salary: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Name of Secondary Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Length of employment: \_\_\_\_\_

Monthly salary: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

### **Additional Income (this section is optional):**

If there are additional sources of income such as child support, alimony, food stamps, etc. you wish to have considered, please list below.

Additional source: \_\_\_\_\_ Monthly Income: \$ \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Is it anticipated that this source will continue throughout your residency with us:  Yes  No

## **VEHICLES/CREDITORS**

Vehicle Make/Model/Color/Year: \_\_\_\_\_

Vehicle tag (must be current): \_\_\_\_\_ State: \_\_\_\_\_ Is your vehicle:  Owned  Financed  Leased

Financed/Leased through: \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

Please list all other significant monthly payment obligations and amounts that may not show up on your credit report: \_\_\_\_\_

## **PERSONAL REFERENCE**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ How Long: \_\_\_\_\_

## **HOW DID YOU HEAR ABOUT US**

Drive-by  Our Signage  Billboard  Our Website  
 Internet Posting –  ForRent.com  Craigslist  Apartments.com  Rent.com  Other \_\_\_\_\_  
 Referral by Existing Resident – Name (must be listed here for referral fee): \_\_\_\_\_

## **EMERGENCY CONTACT**

*(This Must Be Filled Out)*

In the event you would be unable to make a rent payment due to an emergency/illness/loss of employment/vacation/unforeseen event, please identify a relative, friend, or agency that we can contact and would be willing to assist you?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

## **PETS**

Do you have a pet:  Yes  No – If yes, please see the restrictions and additional fees and rent requirements below.

- The following breeds and mixes are prohibited – Pit Bulls/Rottweilers/Pincers/Shepherds/Staffordshire Terriers, Great Danes, etc.
- Large snakes/reptiles are prohibited. Venemous reptiles are strictly prohibited.
- Be sure to discuss your dog with the property manager ahead of time to avoid problems after moving in.
- Weight restrictions for dogs vary by property. Discuss with the property manager.
- Shot records must be provided prior to lease signing. Cats must be spayed/neutered.
- Add \$30 per month per pet. There is a limit of 2 pets.
  - Pet #1:  Dog  Cat - Type: \_\_\_\_\_ Weight: \_\_\_\_\_ Color: \_\_\_\_\_
  - Pet #2:  Dog  Cat - Type: \_\_\_\_\_ Weight: \_\_\_\_\_ Color: \_\_\_\_\_

## **MOVE-IN COSTS & MONTHLY RENT RECAP**

*(To Be Filled Out By Applicant)*

### **One-time Move-in Costs:**

\$ 400 - Refundable Security Deposit – (if applicable-discuss with manager)

\$ 0 - Pet Fee – (if applicable-see above)

\$ \_\_\_\_\_ - Other – (additional deposit, if required)

\$ \_\_\_\_\_ - **Total Security Deposit**

### **Monthly Costs:**

\$ \_\_\_\_\_ - Base Rent

\$ \_\_\_\_\_ - Monthly Pet Charge – (if applicable-see above)

\$ \_\_\_\_\_ - Misc Charges – (specify: \_\_\_\_\_)

\$( \_\_\_\_\_ ) - Credits – 5% Military/Police/Fire Discount / \$5 Renter's Insurance Discount(Ask for details)

\$ \_\_\_\_\_ - **Total Monthly Rent**

Specials/Promotions/Discounts Agreed to with Manager: \_\_\_\_\_

## **THANK YOU**

Thank you for completing our application and considering us for your new home. Please note that a completed application requires some or all of the following (check all that apply):

- Application fee** – \$25 per adult – Amount Enclosed: \$ \_\_\_\_\_ Check/Credit/Debit/MO- **Payable to: Village on the Green**
- Copy of driver's license or government ID** – This can be done at the leasing office.
- Proof of income** – Needed with application – Pay Stub/Disability Statement/Social Security Statement/Etc.
- Proof of military service** – If applicable.
- Pet shot records** – If pet(s) are included in lease.
- Co-signer agreement and application fee** – If applicable.
- Signature below**

The non-refundable application fee is required and will be used to verify some or all information contained herein. By signing below, applicant authorizes Spartan Management LLC and/or its assigns to verify, now and in the future, the information provided above using all legal means and represents all above information is true and accurate. If it is determined that information provided above was intentionally falsified, resident will forfeit entire security deposit. Your personal information is never used outside of our office, sold, traded, or otherwise given out except for delinquent rent collection purposes.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

(The Application Must Be Signed To Be Processed-Anyone Under 18 Cannot Apply For Housing)



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Woodridge Manor Apartments - Village on the Green Apartments***

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## ***LEASING POLICES & APPROVAL STANDARDS***

Please find listed below our application policies and approval requirements. The items below establish the minimum requirements needed to be approved for the rental unit for which you are applying.

### **Application and Leasing Policies**

1. There is a non-refundable application fee of \$25 per person, including each co-signer and it must be paid with cash, credit, debit, or money order.
2. Every applicant must fill out and submit an application. Applicants must be at least 18 years of age.
3. Advertised rates are based on a 12-month lease; however, shorter lease options are available, generally for an additional \$50 per month.
4. Advance rent payments made at move in must be made with cash, money order, credit, debit, or cashier's check.
5. Rent may be split into multiple payments per month for a \$10 per payment fee. Ask for details.
6. Renter's insurance is optional; however, we offer \$5 off your monthly rent for having it. You must name us as an additional insured. Ask manager for details prior to buying a policy.
7. Approved pets include: cats, most dogs, fish, small caged rodents, caged birds, and small caged reptiles. Snakes, ferrets, raccoons, etc, are prohibited. If you are not sure, please ask before applying or taking in a new pet. See application for additional pet restrictions and requirements.
8. Roommates may not be moved in for at least 3 months. Prior approval from landlord must be obtained and an application and \$25 fee must be submitted prior to approval.

### **Approval Standards**

1. We generally don't deny applicants over credit if they are willing to put up additional funds, including prepaid rent or additional security deposits.
2. Applicants must be employed or have verifiable income equaling 3 times rent or more before taxes. Income of a lesser amount may require additional security deposit and/or a co-signer.
3. Employment duration of less than 1 year may require additional security deposit.
4. Unemployment income alone will need an employed co-signer and first and last month's rent.
5. Cash only income will need an employed co-signer and first and last month's rent along with proof of employment.
6. Credit scores below 500 will require additional security deposit and possibly a co-signer.
7. Credit score of less than 475 will need an employed co-signer and pre-payment will be required.
8. Any drug, violent (rape/murder/attempted rape or murder/assault with a deadly weapon/robbery), and/or sex related felonies or misdemeanors will not be accepted.
9. All other felonies and misdemeanors will be considered by management prior to approval.
10. Current bankruptcies require first and last month's rent as well as a double security deposit. Discharged bankruptcies require first and last month's rent along with the security deposit.

### **Security Deposits**

The security deposit is \$400 for both 1 and 2 bedroom apartments.

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## CO-SIGNER AGREEMENT

(Please Fill Out If Required By Property Manager)

**APPLICANT RELEASE: I hereby authorize management to forward the Co-Signer Agreement to my lease guarantor/co-signer and to communicate with them on my behalf concerning my lease obligations throughout the term of my lease as it may become necessary from time to time.**

**PRINT Name of Apartment Applicant:** \_\_\_\_\_

**SIGNATURE of Apartment Applicant:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

By signing this Co-Signer Agreement, the undersigned hereby guarantees all obligations of resident under the above Lease Contract. Also by signing this Co-Signer Agreement, the undersigned acknowledges they have read the Lease Contract. This Co-Signer Agreement shall continue and will not be affected by amendments, modifications, roommate changes, unit changes, or renewals of the Lease Contract which may be agreed to from time to time between resident and management. Delay or failure by management to exercise rights, pursue remedies, issue notices, or make demands of you, as Guarantor, shall not be considered a waiver of our rights. All of our remedies under the Lease Contract against the resident apply to Guarantor as well. All residents and Guarantors are jointly and severally liable for the terms of the lease. This Agreement is part of the Lease Contract and shall be performed in the county in which the dwelling unit is located. Co-Signer must live within 90 miles of apartment community being applied for.

### Guarantor's Information

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Social Security #: \_\_\_\_\_

Email: \_\_\_\_\_

Present Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position: \_\_\_\_\_ Length on Job: \_\_\_\_\_ Monthly Salary: \_\_\_\_\_

**GUARANTOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

(A copy of a driver's license or state issued ID, along with \$25, must be included.)