



Civilian Application Form

Please select one: DoD ☐ Retired Military ☐ Civilian ☐

Notice: All adult applicants (18 years or older) must complete a separate application for rental.

Applicant Information

Last Name

First Name

Middle Name

Social Security Number

Driver's License #

DoD #

DoD # Expiration Date

Birth Date

Cell Phone

Home Phone

Work Phone

Email

How did you hear about us? Please select one option from the dropdown menu.

Current Address

Street Address

City

State

Zip Code

Date In

Date Out

Landlord Name

Landlord Phone

Monthly Rent

Reason For Leaving

Previous Address

Street Address

City

State

Zip Code

Date In

Date Out

Landlord Name

Landlord Phone

Monthly Rent

Reason For Leaving



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Employment & Income Information

1. Occupation

Employer/Company

Supervisor Phone

Monthly Salary

Start Date

Supervisor Name

2. Occupation

Employer/Company

Supervisor Phone

Monthly Salary

Start Date

Supervisor Name

1. Other Income Description

Monthly Income

2. Other Income Description

Monthly Income

Other Occupants

Name

Birth Date

Relationship

Gender

Name

Birth Date

Relationship

Gender

Name

Birth Date

Relationship

Gender

Name

Birth Date

Relationship

Gender

Name

Birth Date

Relationship

Gender

Name

Birth Date

Relationship

Gender



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Pet Information

Pets? * [Maximum of two pets]. There is a \$250 pet deposit per pet.

Yes ☐ No ☐ If yes, please fill out the pet information fields below.

Name	Type	Age	Gender	Color	Breed	Weight

Service and/or Assistance Animal?

Yes ☐ No ☐

Name	Type	Age	Gender	Color	Breed	Weight

*The following dog breeds are restricted: Pit Bull, American Bull Terrier, Chow, American or English Staffordshire Terrier, Rottweiler, Doberman Pinscher, Wolf-Hybrid. Any dog with a mix of these breeds or determined by a Veterinarian Treatment Facility of having distinguishing traits of these breeds in its makeup, is included in these breeds. Prohibition also extends to other dogs that demonstrate a propensity for dominant or aggressive behavior.

Vehicle Information

1. Make and Model

Year

License No. and State

Color

2. Make and Model

Year

License No. and State

Color

Other Vehicles

Emergency Contact

Name

Address

Phone

Relationship

Background Information

Have You Ever [Check all that apply]

Filed for Bankruptcy? Yes___ No___

Willfully or intentionally refused to pay rent when due? Yes___ No___

Been evicted from tenancy? Yes___ No___

Been convicted of a crime? Yes___ No___ If yes, when? _____

Other Information

By when do you need a home?

How many bedrooms are you interested in?

Are you interested in a duplex or single-family home?

Are you a smoker?

Yes ☐ No ☐

Do you have water beds?

Yes ☐ No ☐

Do you require any special accommodations? Yes ☐ No ☐

If yes, please provide management with additional information regarding your special housing needs.





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Consumer Report Waiver

I authorize Michaels Management Services ("us" or "we") through Leasing Desk Screening to verify the information above and to obtain a rental report that may include credit reports, investigative consumer reports, unlawful detainer (eviction) reports, bad check searches, criminal background searches, social security number verification, fraud warnings, previous tenant history, and employment history. I authorize Michaels Management Services and its agents to request and disclose information to previous or subsequent (actual and prospective) landlords and property management companies. I agree to provide additional information upon request.

While Michaels Management Services may obtain criminal history checks on potential residents, Michaels Management Services has no duty to do so, and does not warrant or guarantee the personal safety of any resident, occupant, guest or other person in the Community.

I understand that I can request a copy of the rental report by mail or email which will be deemed received upon being sent. I understand that if I am denied, I will receive instructions on how to obtain a copy of my rental report.

I certify that I have read and fully understand my rights under the FCRA available at <https://www.on-site.com/renter-relations/>.

Leasing Desk Screening can be contacted by visiting 866.934.1124 by phone, at consumer.relations@leasingdesk.com, or by mail at 2201 Lakeside Boulevard, Richardson, Texas, 75082.

Application Verification and Submission

By submitting this application, the applicant warrants that all of the information contained in this application is true and correct to the best of applicant's knowledge. Applicant understands and agrees that if it is later discovered that applicant falsified any information in this application, it could result in termination of the applicant's tenancy. **I understand that a \$15.72 non-refundable fee to process the application will be required prior to processing for each applicant in the household 18 and over. This application is valid for 30 days. If this application is denied for any reason, the holding fee will be refunded to the applicant. If the application is approved, the applicant will have 72 hours from the date of notification to cancel and receive a refund. Cancellations that occur after 72 hours of notification will result in a forfeiture of the holding fee.**

Applicant Signature

Date

Please email your completed application and supporting documents to mvcleasing@tmo.com.

Office Use Only

_____ Date Input into OneSite	_____ Priority	_____ App Fee Received	_____ Date Screened	_____ Screening Decision
_____ DES Screening Decision	_____ Unit Type Requested	_____ Holding Fee	_____ Monthly Rent	_____ LS Initials





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DISCLOSURE AND AUTHORIZATION

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

DISCLOSURE REGARDING BACKGROUND INVESTIGATIONS

In addition to the background checks performed by Mountain Vista Communities, applicants for housing which require access to a military base will be required to undergo background checks for Military Base access which are conducted by the security service at the military base. This security background check is used to determine if the military will grant base access to the individual, and is conducted by military security. The Company does not conduct this investigation, is not a participant in this investigation and is not provided with information obtained during this investigation. The Company will only be notified if military base access will be provided or not. Although the Company may extend an offer for housing prior to this investigation, all offers for housing at a military base are contingent upon a successful result of this investigation. If the military security service notifies the Company due to the results of the military investigation being unfavorable, base access for an individual will NOT be granted and your tenancy Mountain Vista Communities will be terminated.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of this DISCLOSURE REGARDING BACKGROUND INVESTIGATION and certify that I have read and understand this document.

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Date: _____



Application Checklist

Any person(s) over the age of 18 years is required to complete an application.

Any person(s) over the age of 18 years that does not hold an Active DOD ID is required to undergo a Federal Background Check to live on Federal Property.

Application fee of \$15.72 (verified funds only: Cashier's Check or Money Order) per application.

RETIRED MILITARY CHECKLIST:

- Complete & signed application. DOD Number must be on application.
- Income documents such as: pay stubs equivalent to the most recent 90 days, Retiree Account Statement or Offer Letter.
 - Please reach out if you have any questions on qualified income documents.
- Application fee of \$15.72 (verified funds only: Cashier's Check or Money Order) per application.
- In person verification of Retiree Identification & Proof of Retirement (DD214)
- Photos of each pet listed on application.

SCANNED COPIES OF FEDERAL ID's WILL NOT BE ACCEPTED.

DOD/FEDERAL AGENCY CHECKLIST:

- Complete & signed application. DOD Number must be on application.
- Income documents such as: pay stubs equivalent to the most recent 90 days, or Offer Letter
- Application fee of \$15.72 (verified funds only: Cashier's Check or Money Order) per application.
- In person verification of DOD/CAC Card required.
- Photos of each pet listed on application.

SCANNED COPIES OF FEDERAL ID's WILL NOT BE ACCEPTED.

CIVILIAN CHECKLIST:

- Complete & signed application.
- Income Documents such as pay stubs equivalent to the most recent 90 days, or Offer Letter
 - Please reach out if you have any questions on qualified income documents.
- Application fee of \$15.72 (verified funds only: Cashier's Check or Money Order) per application.
- Copy of VALID picture ID/DL
- Completed DES form If Non-Military ID card holder.
- Photos of each pet listed on application.

Please note, additional requirements apply for civilian applicants