

Client Name \_\_\_\_\_

Property Address \_\_\_\_\_

Application Paid by \_\_\_\_\_

### **RENTAL POLICIES & PROCEDURES**

There is a \$20.00 application fee (Money Order, Check or Cash), which covers the processing of your application & cost of your credit report. There is a \$10.00 fee if a third party guarantee is required. These fees are **nonrefundable**. A photo ID will be requested at the time you submit this application for processing.

For your application to be considered you must meet the following requirements:

1. **Sufficient Income** – three times the rental amount per month. Multiple applicants may combine income. Permanent employment of at least 4 months at the same job is referred.
2. **Verifiable Good Credit** – credit references listed will be contacted, so please provide telephone numbers.
3. **Good Previous Rental History** – we will verify rental history your two previous landlords. You must provide names & telephone numbers of prior landlords. Applications will not be approved if we cannot contact your prior landlords or mortgage holders.
4. **Complete Application** – this 4-page application must be completed in its entirety. Failure to complete the entire application can result in a denial.

We will try to process your application within 24 hours. Applications will not be pre-screened. Incomplete or falsified applications will be rejected.

We cannot guarantee any property you have seen to be available by the time your application is processed. We cannot be held responsible for any unit that is rented after you have seen it & turned in your application. All rentals are on a first approved basis.

If your application is approved & your move-in date is not immediate, a security deposit & first months rent will be taken. The security deposit & rent must be in the form of a **Cashier's Check or Money Order**. The security deposit is full refundable at the time of move-out, depending upon the condition of the unit, rent due and/or other financial obligations incurred at the time of your move-out.

You will be required to pay the first months rent & security deposit in advance. **THIS MUST BE PAID BY MONEY ORDER OR CASHIER'S CHECK ONLY.**

After signing a Lease Agreement you are required to report to us within 48 hours any change of phone number(s) and/or place of employment.

**PERSONAL INFORMATION**

Applicant(s) Full Name \_\_\_\_\_

Have you ever used any other name(s) \_\_\_\_\_ if yes, name(s) \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Current Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

List any other person(s) that will reside with you (include age & relationship)

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

Do you have pets? \_\_\_\_\_ If yes, how many & what type \_\_\_\_\_

\_\_\_\_\_

Do you intend to use a waterbed in this rental? Yes \_\_\_ No \_\_\_

Name of nearest living relative \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**RESIDENCE HISTORY**

Present Address \_\_\_\_\_

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

How long at this address \_\_\_\_\_ Rent or Mortgage \$ \_\_\_\_\_

Present Landlord or Mortgage Holder \_\_\_\_\_ Telephone \_\_\_\_\_

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

Is your Lease expired Yes \_\_\_ No \_\_\_ If not Lease Expiration Date \_\_\_\_\_

Previous Address \_\_\_\_\_

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

How long at this address \_\_\_\_\_ Rent or Mortgage \$ \_\_\_\_\_

Previous Landlord or Mortgage Holder \_\_\_\_\_ Telephone \_\_\_\_\_

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

**CRIMINAL HISTORY**

Have you ever been convicted of, plead Guilty or "no contest" to a felony (whether or not it resulted in a conviction)?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of, plead Guilty or "no contest" to a misdemeanor involving sexual misconduct (whether or not it resulted in a conviction)?

Yes \_\_\_\_\_ No \_\_\_\_\_

**EMPLOYMENT**

Current Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Monthly Income \_\_\_\_\_

Position Held \_\_\_\_\_ How long \_\_\_\_\_ yrs \_\_\_\_\_ months

Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

Previous Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Monthly Income \_\_\_\_\_

Position Held \_\_\_\_\_ How long \_\_\_\_\_ yrs \_\_\_\_\_ months

**CREDIT**

**provide most recent copy of statement for each account**

Bank \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Checking Account # \_\_\_\_\_ Savings Account # \_\_\_\_\_

Credit Cards & Account # \_\_\_\_\_

Current Balance \$ \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Any other Loans \_\_\_\_\_ Yes \_\_\_\_\_ No Monthly Payment \$ \_\_\_\_\_

Other Financial Obligations

1. \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

2. \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Have you ever filed Bankruptcy \_\_\_\_\_ Yes \_\_\_\_\_ No When \_\_\_\_\_

Are there any Judgments/Collections against you \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, List specifics & amounts \_\_\_\_\_

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**AUTOMOBILE INFORMATION**

**Provide a copy of registration for each vehicle**

1. Model \_\_\_\_\_ VIN # \_\_\_\_\_ Year \_\_\_\_\_

Color \_\_\_\_\_ State \_\_\_\_\_ Tag # \_\_\_\_\_

2. Model \_\_\_\_\_ VIN# \_\_\_\_\_ Year \_\_\_\_\_

Color \_\_\_\_\_ State \_\_\_\_\_ Tag # \_\_\_\_\_

Applicant(s) Signature \_\_\_\_\_

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Date \_\_\_\_\_

## DISCLOSURE AND AUTHORIZATION

The undersigned declares that the information on this Rental Application is true & correct, and understands that false statements may result in rejection of this & any future applications for housing that we own. The undersigned does further understand that all persons or firms named may freely give any requested information concerning me & I hereby waive all right to action for any consequences resulting from such information. By my signature below, I authorize the investigation & release of the information on all statements contained herein, including but not limited to a credit check, to the owner(s) of the property, which I am applying, to occupy.

I further understand that this Rental Application is an inducement for entering into a Rental Agreement or lease & I warrant that the facts contained in this Application are true. If any facts prove to be untrue, we may terminate my tenancy immediately & collect from me any damages incurred including reasonable attorney fees.

You are also herein notified that a negative credit report reflecting your credit record may be submitted in the future to a credit reporting agency if you fail to fulfill the terms of your rental obligations or if you default in those obligations in any way.

We welcome all applicants & support Fair Housing. We do not refuse to lease or rent any housing accommodations or property nor in any other way discriminate against a person because of sex, marital status, race, creed, religion, age, familial status, physical or mental handicap, color or national origin.

Applicant(s) Signature

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Date \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_

Rental Property Address \_\_\_\_\_

## DID YOU?

- \_\_\_\_\_ Read through the entire Application
- \_\_\_\_\_ Supply **ALL** necessary phone #'s & Addresses
- \_\_\_\_\_ Complete each page & sign where asked
- \_\_\_\_\_ Include a copy of your most recent Bank Statement
- \_\_\_\_\_ Include a copy of your vehicle(s) registration(s)
- \_\_\_\_\_ \$20.00 Application Fee