

# RENTAL APPLICATION

- All persons 18 and older **MUST** complete a separate application in their own handwriting.
- All information must be completed. Incomplete applications will not be processed.
- Only clean, responsible people who pay rent on time need apply.

Personal Information					
First Name		Middle Name		Last Name	
Date of Birth		Driver's License #		State	
SSN		Cell Phone		Work Phone	
Email					

Housing History					
Present Address					
City/State/Zip					
Start Date		Landlord Name		Landlord Phone	
Reason for Leaving		Rent Amount		Is your rent up to date? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Previous Address					
City/State/Zip					
Start Date		End Date		Landlord Name	
Landlord Phone		Reason for Leaving		Rent Amount	
Was your rent up to date? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Next Previous Address					
City/State/Zip					
Start Date		End Date		Landlord Name	
Landlord Phone		Reason for Leaving		Rent Amount	
Was your rent up to date? <input type="checkbox"/> YES <input type="checkbox"/> NO					

Employment History					
Current Employer					
Occupation		Hours/Week			
Work Address		City/State/Zip			
Start Date		Supervisor Name		Supervisor Phone	
Previous Employer					
Occupation		Hours/Week			
Work Address		City/State/Zip			
Start Date		End Date		Supervisor Name	
Supervisor Phone		Next Previous Employer		Occupation	
Hours/Week		Work Address		City/State/Zip	
Start Date		End Date		Supervisor Name	
Supervisor Phone					

Income							
Current Income \$		<input type="checkbox"/> Week <input type="checkbox"/> Biweek <input type="checkbox"/> Month <input type="checkbox"/> Year		Source		Proof of Income? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Current Income \$		<input type="checkbox"/> Week <input type="checkbox"/> Biweek <input type="checkbox"/> Month <input type="checkbox"/> Year		Source		Proof of Income? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Financial Information - Debts							
Creditor		Total Owed		Monthly Payment		Phone	
Creditor		Total Owed		Monthly Payment		Phone	
Creditor		Total Owed		Monthly Payment		Phone	
Creditor		Total Owed		Monthly Payment		Phone	

Financial Information							
Checking		Balance		Account #		Phone	
Savings		Balance		Account #		Phone	
Investments		Balance		Account #		Phone	
Is the total move-in amount (damage deposit and first month's rent) available now? <input type="checkbox"/> YES <input type="checkbox"/> NO							

Emergency Contacts					
Name		Cell Phone		Work Phone	
Relationship		Address		City/State/Zip	
Name		Cell Phone		Work Phone	
Relationship		Address		City/State/Zip	

### Personal References (Non-Family Only Please)

Name	Cell Phone	Work Phone
Relationship	Address	City/State/Zip
Name	Cell Phone	Work Phone
Relationship	Address	City/State/Zip

### Proposed Occupant(s)

Name	Relationship	Occupation	Age
Name	Relationship	Occupation	Age
Name	Relationship	Occupation	Age
Name	Relationship	Occupation	Age
Name	Relationship	Occupation	Age
Name	Relationship	Occupation	Age

### Proposed Pet(s)

Name	Breed	Age	<input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/> Spayed/Neutered <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Both
Name	Breed	Age	<input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/> Spayed/Neutered <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Both
Name	Breed	Age	<input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/> Spayed/Neutered <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Both

Have any of your pets exhibited aggressive behavior?  YES  NO

Have any of your pets ever bitten and/or harmed another person or animal?  YES  NO

If **YES** to either question, please explain:

### Vehicle Information

Year	Make	Model	Color	Plate #	State
Year	Make	Model	Color	Plate #	State
Year	Make	Model	Color	Plate #	State
Year	Make	Model	Color	Plate #	State

### Desired Occupancy

Property Address	
Date of Desired Occupancy	Anticipated Length of Stay
How did you hear about us?	

### Applicant Questionnaire

Have you ever been sued? <input type="checkbox"/> YES <input type="checkbox"/> NO	Have you ever been served a late rent notice? <input type="checkbox"/> YES <input type="checkbox"/> NO	
How many evictions have been filed on you?	Have you ever been guilty of a felony? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you ever broken a lease? <input type="checkbox"/> YES <input type="checkbox"/> NO	# times has rent/mortgage paid late in the last 12 months?	
Have you ever had a foreclosure/repossession? <input type="checkbox"/> YES <input type="checkbox"/> NO	Ever been brought to court by another landlord? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you ever moved owing rent? <input type="checkbox"/> YES <input type="checkbox"/> NO	Have you ever damaged an apartment or house? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Sheriff ever lock you out of apartment/house? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Have you ever filed for bankruptcy? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If YES, Bankruptcy Date	<input type="checkbox"/> Chapter 7 <input type="checkbox"/> Chapter 11 <input type="checkbox"/> Chapter 13	Discharged? <input type="checkbox"/> YES <input type="checkbox"/> NO

If **YES** to any of the above, please explain:

Is there anything negative on your credit report you want to tell me about:

Has applicant ever been known by another name?  YES  NO If **YES**, state all names and reason for change:

Do you own?  Vacuum Cleaner  Lawn Mower  Water Bed  Washer  Dryer  Musical Instrument; if so, list:

Does anyone of the proposed occupants smoke?  YES  NO

## Include With Application

### IMPORTANT! The following must be submitted before your application will be considered...

- 1 Application Fee in **cash** or **cashier's check** only.
- 2 Copy of valid Driver's License (or state issued photo ID if no Driver's License)
- 3 Proof of current balances in checking and savings accounts.
- 4 Previous 3 months of statements for checking and savings accounts.
- 5 Latest W-2 and most recent 2 months of paystubs (or if self employed, previous 2 years of tax returns)

A non-refundable application fee of **\$30.00** is required for processing this Application and is being paid herewith. The undersigned expressly agrees that if this application is approved, applicant herewith agrees to rent this property. Processing of application shall be as timely as possible and the results may be delivered via telephone, fax, email or mail. Once approved, the applicant agrees to pay a reservation fee in the amount of **one month's rent** in the form of a cashier's check within 24 hours. The applicant also agrees to sign the lease agreement and other related paperwork within 7 days (must be at least 1 day prior to move-in date) of application approval. Otherwise Management will assume that applicant has decided to forfeit the reservation fee payment and will begin re-marketing the property. If applicant is not approved, all monies given herewith, less application fee shown above shall be returned to the applicant. Applicant further agrees that if applicant is accepted by Management and then decides, for any reason, not to move into the premises, then all monies paid shall be retained as liquidated damages since other prospective tenants may have been turned away and it may be necessary for Management to re-advertise the property and evaluate other applicants.

I declare that the application is complete, true and correct and **I HEREWITH GIVE MY PERMISSION FOR ANYONE CONTACTED TO RELEASE THE CREDIT OR PERSONAL INFORMATION OF THE UNDERSIGNED APPLICANT TO MANAGEMENT OR THEIR AUTHORIZED AGENTS, AT ANY TIME**, for the purposes of entering into and continuing to offer or collect on any agreement and/or credit extended. I further authorize Management or their authorized agents to verify the application information including but not limited to obtaining criminal records, contacting creditors, present or former landlords, employers and personal references, whether listed or not, at the time of the application and at any time in the future, with regard to any agreement entered into with Management. Any false information will constitute grounds for rejection of this application, or Management may at any time immediately terminate any agreement entered into in reliance upon misinformation given on this application.

## Signature

Print Applicant's Name

Applicant's Authorization

Date

## Return Completed Application To

[ENTER LANDLORD NAME]

[ENTER LANDLORD EMAIL]

[ENTER PHONE NUMBER]

## Management Use Only

Rec'd By

Date

Application Fee Amount Paid

Paid in  Cash  Cashier's Check