



# RENTAL APPLICATION

**\$30.00 Cash or Money Order Per Adult**

Paid: \_\_\_\_\_

**Please fill out one application per adult  
If property accepts pet, attach 2 photos of pet with application**

Property Address \_\_\_\_\_ Rent \_\_\_\_\_ Security Deposit \_\_\_\_\_ Add'l Dep. \_\_\_\_\_  
All fees are nonrefundable: Screening Fee \_\_\_\_\_ Cleaning Fee \_\_\_\_\_ Carpet Cleaning Fee \_\_\_\_\_ Pet Fee \_\_\_\_\_

**APPLICANT:** List on reverse side additional income sources to be considered. Provide documentation such as statements, tax documents, or other.

Name \_\_\_\_\_ SS# \_\_\_\_\_ DOB \_\_\_\_\_ Driver's Lic. \_\_\_\_\_ State \_\_\_\_\_  
First M.I. Last  
Phone \_\_\_\_\_ Employer \_\_\_\_\_ Monthly Take Home \$ \_\_\_\_\_  
Hire Date \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Ext. \_\_\_\_\_  
Occupation or Title \_\_\_\_\_ Employer Address \_\_\_\_\_

**ADDITIONAL INFORMATION:**

Name & Age of Occupants: \_\_\_\_\_ / \_\_\_\_; \_\_\_\_\_ / \_\_\_\_; \_\_\_\_\_ / \_\_\_\_;  
\_\_\_\_\_ / \_\_\_\_; \_\_\_\_\_ / \_\_\_\_; \_\_\_\_\_ / \_\_\_\_; Total # \_\_\_\_\_

Pets: Y/N How many? \_\_\_\_ Spayed or neutered? Y/N List breed, age and lbs. of each pet on reverse side. Attach photos to application.

Auto: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License \_\_\_\_\_ State \_\_\_\_\_

Auto: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License \_\_\_\_\_ State \_\_\_\_\_

Do You Intend to Use: Waterbed? Yes / No Aquarium? Yes / No Musical Instrument? Yes / No What type? \_\_\_\_\_

Have You Ever Been: Evicted? Yes/No Bankrupt? Yes/No Foreclosed? Yes/No Felony or Misdemeanor? Yes/No (If yes, please explain)

**RENTAL HISTORY:** Provide rental history for 5 years. Use reverse side if necessary.

**Present Address:** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Present Landlord or Manager \_\_\_\_\_ Phone \_\_\_\_\_

Rent Amount \$ \_\_\_\_\_ Is Rent Current? Y/N Has 30-Day Notice Been Given? Y/N Date \_\_\_\_\_

Move In \_\_\_\_\_ Move Out \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Rent Amt \$ \_\_\_\_\_

Landlord or Manager \_\_\_\_\_ Phone \_\_\_\_\_ Move In \_\_\_\_\_ Move Out \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Rent Amt \$ \_\_\_\_\_

Landlord or Manager \_\_\_\_\_ Phone \_\_\_\_\_ Move In \_\_\_\_\_ Move Out \_\_\_\_\_

**PERSONAL REFERENCES:** Non-relative known for more than one year.

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of Nearest Relative \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Applicant hereby certifies that the information is true and correct and authorizes agent to make necessary inquires to evaluate this application for tenancy. Non-English speaking applicants may provide an interpreter to assist. Applicant understands and accepts information provided that is incomplete, inaccurate or falsified shall be grounds for denial of the application or subsequent termination of tenancy.

Applicant Name (please print) \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

## Rental/Lease Guidelines

Please read the following application guidelines. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Only one application will be processed at a time in the order they are received. Incomplete applications will not be considered. All applicants or applicants' representatives must view the interior of the unit prior to submitting an application.

### Applicants:

- Each person 18 and older must complete and sign an application.
- A \$30.00 cash or money order non-refundable processing fee per applicant must accompany all applications.
- Multiple parties' applications will be reviewed once each individual has turned in a complete application, paid the non-refundable processing fee and provided identification in person.
- The demeanor, behavior and attitude of applicant(s) during the application process will be considered.

### Income/Employment:

- Net income may be 3 times the amount of monthly rent.
- Proof of income may be verified from copies of the prior month's pay stubs, employer statement of income, or tax records.
- Self-employed applicants must provide copies of most recent tax return and 3 months' bank statements.
- Unverifiable income will not be considered.

### **Rental History:**

- All current and previous contractual rental history from a current third party landlord (unbiased/unrelated sources) for the last five (5) years will be verified.

### Credit/Public Record/Criminal Background:

- A credit, criminal history and prior eviction report may be obtained for each applicant.

### Pets:

- For some properties, pets may be considered based on the strength of the application. Two close up photos (different poses) of each pet must be submitted with application. Some breed restrictions apply.

### Condition of Move-In:

- All units are non-smoking.
- Unit remains on market until approved applicant(s) sign(s) rental agreement and pay move-in costs in full.
- Each applicant must provide 2 pieces of ID, one including a government issued photo ID and signature (e.g. driver's license or military ID) at time of lease/rental agreement signing.

### Grounds for denial:

- It is the responsibility of the applicant to provide the information required on the application. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your information.
- Dwelling unit has already been rented.
- Negative, unacceptable, insufficient or unverifiable reports from references or other sources regarding income/employment, rental history, credit, criminal history and public record information.
- Information that is incomplete, inaccurate, falsified or unverifiable may be grounds for denial of the application or subsequent termination of tenancy.
- Any applicant currently using illegal drugs or reporting a conviction for the illegal manufacture or distribution of a controlled substance. If approved for tenancy and later illegal drug use, manufacture, or distribution is confirmed, eviction shall result.
- Any individual, whose tenancy may constitute a direct threat to the health and safety of any individual, the unit, or the property of others.

Thank you for your application.