

RESIDENTIAL LEASE APPLICATION

THIS SECTION FOR LANDLORD USE ONLY

Rental Property Address: _____

THIS APPLICATION: Is Approved Is Not Approved

Term of Rental: month to month lease from _____ to _____

<u>Date</u>	<u>Tenant Financial Obligation Prior to Occupancy</u>	<u>CONTACT CHECKLIST</u>
		Driver's License/ID Verified:
		<input type="checkbox"/> Yes <input type="checkbox"/> No
	First Month's Rent: \$	Current Landlord Contacted - Timely Remittance
	Security Deposit: \$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Pet Deposit: \$	Applicant Current Employer Verified:
	Application Fee: \$50.00 / Per Person	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Credit Report Fee: \$	Co-Applicant Current Employer Verified:
	Background Check \$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Other (specify):	Credit Report Determination:
		<input type="checkbox"/> Yes <input type="checkbox"/> No
	TOTAL: \$	Income Verified (pay stub, employer, etc.)
		<input type="checkbox"/> Yes <input type="checkbox"/> No

DESIRED DATE OF MOVE-IN: ____/____/20____

UNIT TYPE: 1 BR 2 BR 3 BR Other (Specify): _____

1. APPLICANT INFORMATION:

Name (full legal name): _____
 Social Security Number: _____ - _____ - _____ DOB: ____/____/____
 Home Phone: _____ Work Phone: _____
 Driver's License / ID Number: _____ State: _____
 Email Address: _____

NAME OF OCCUPANTS AND RELATIONSHIP TO APPLICANT:

Name _____ Relationship: _____
 Social Security Number: _____ - _____ - _____ DOB ____/____/____

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Name _____ Relationship: _____
 Social Security Number: _____ - _____ - _____ DOB ____/____/____

APPLICANT / OCCUPANT VEHICLE(S):

Make: _____ Model: _____ Year: _____ Tag#: _____
Make: _____ Model: _____ Year: _____ Tag#: _____
Make: _____ Model: _____ Year: _____ Tag#: _____

EMPLOYMENT HISTORY:

Current Employer:

Name and Address: _____
Phone: _____ Supervisor: _____
Length of Employment: Begin _____ Still employed? (check one) _____ yes _____ no

Previous Employer

Name and Address: _____
Phone: _____ Supervisor: _____
Length of Employment: Begin _____ End _____

RENTAL HISTORY:

Current Address: _____
Dates Lived at This Address: From _____ to _____ Rent Amount \$ _____
Reason for leaving: _____
Landlord/Manager: _____ Landlord/Manager's Phone: _____

Previous Address: _____
Dates Lived at This Address: From _____ to _____
Reason for leaving: _____
Landlord/Manager: _____ Landlord/Manager's Phone: _____

INCOME:

Gross Monthly Employment Income Before Deductions: \$ _____
Gross Monthly Income From Other Sources (average): \$ _____

TOTAL GROSS MONTHLY INCOME: \$ _____

TOTAL GROSS YEARLY INCOME: \$ _____

MISCELLANEOUS: (check appropriate answer)

Do you have pets? _____yes _____no If yes, describe _____

NOTE: There may be additional fees and/or deposits required for pets housed on premises. In addition, specific rules and regulations regarding pets may apply.

Do you smoke? _____yes _____no
Have you ever been evicted? _____yes _____no If yes, explain below.
Have you ever been convicted of a felony? _____yes _____no If yes, explain below.
Have you ever filed for bankruptcy? _____yes _____no If yes, explain below

Explanation: _____

How were you referred to us? _____ Newspaper (name) _____
_____ Realtor (Name) _____ Other _____

APPLICANT PERSONAL REFERENCES:

Name: _____ Relationship: _____
Address: _____ Phone: _____
Known this reference how long? _____

Name: _____ Relationship: _____
Address: _____ Phone: _____
Known this reference how long? _____

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Address: _____ Phone: _____
Known this reference how long? _____

APPLICANT EMERGENCY CONTACT INFORMATION:

Contact in Emergency (Name): _____ Relationship: _____
Emergency Contact Address: _____ Phone: _____

2. CO-APPLICANT INFORMATION:

Name (full legal name): _____
Social Security Number: _____ - _____ - _____ DOB: ____/____/____
Home Phone: _____ Work Phone: _____
Driver's License / ID Number: _____ State: _____
Email Address: _____

NAME OF OCCUPANTS AND RELATIONSHIP TO APPLICANT:

Name _____ Relationship: _____
Social Security Number: _____ - _____ - _____ DOB ____/____/____

Name _____ Relationship: _____
Social Security Number: _____ - _____ - _____ DOB ____/____/____

Name _____ Relationship: _____
Social Security Number: _____ - _____ - _____ DOB ____/____/____

Name _____ Relationship: _____
Social Security Number: _____ - _____ - _____ DOB ____/____/____

CO-APPLICANT / OCCUPANT VEHICLE(S):

Make: _____ Model: _____ Year: _____ Tag#: _____
Make: _____ Model: _____ Year: _____ Tag#: _____
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EMPLOYMENT HISTORY:

Current Employer:
Name and Address: _____
Phone: _____ Supervisor: _____
Length of Employment: Begin _____ Still employed? (check one) ____yes ____no

Previous Employer
Name and Address: _____
Phone: _____ Supervisor: _____
Length of Employment: Begin _____ End _____

RENTAL HISTORY:

Current Address: _____
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Dates Lived at This Address: From _____ to _____
Reason for leaving: _____
Landlord/Manager: _____ Landlord/Manager's Phone: _____

INCOME:

Gross Monthly Employment Income Before Deductions: \$ _____
Gross Monthly Income From Other Sources (average): \$ _____

TOTAL GROSS MONTHLY INCOME: \$ _____

TOTAL GROSS YEARLY INCOME: \$ _____

MISCELLANEOUS: (check appropriate answer)

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Explanation: _____

CO-APPLICANT PERSONAL REFERENCES:

Name: _____ Relationship: _____
Address: _____ Phone: _____
Known this reference how long? _____

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Contact in Emergency (Name): _____ Relationship: _____
Emergency Contact Address: _____ Phone: _____

NO UNIT WILL BE HELD WITHOUT EARNEST MONEY DEPOSIT OF MINIMUM OF \$300.00

I hereby deposit \$ _____ as earnest money to be refunded to me if this application is not accepted is 3 business banking days. Upon acceptance, this deposit shall be retained as part of the security deposit. When so approved and accepted, I agree to execute a lease for ___ months before possession is given and to pay the balance of the security deposit prior to the move in date. I also understand upon acceptance, that the unit shall not be held for more than 30 days. If the application is not approved or accepted by the owner or agent, the deposit will be refunded, the application hereby waiving any claim for damages by reason of non-acceptance which the owner or agent may reject. I recognize that as a part of your procedure for processing my application, an investigative consumer report may be prepared whereby information is obtained through personal interviews with others with whom I may be acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living. Fees submitted for processing and reviewing Application by applicant to Landlord are non-refundable.

The above information, to the best of my knowledge, is true and correct.

APPLICANT SIGNATURE

DATE

PRINT NAME

CO-APPLICANT SIGNATURE

DATE

PRINT NAME

**AUTHORIZATION
Release of Information**

I hereby certify, authorize an investigation by (landlord, leasing agent, and representatives of owner/landlord) to affirm that all information provided above is true and correct. I fully understand that my lease or rental agreement may be terminated if I have made any false, misleading or incomplete statement(s) in this application. I hereby authorize verification of all information provided in this application, including criminal background, financial and credit information, via credit bureaus and/or contact with current and previous employers, current and previous landlords and personal references.

APPLICANT SIGNATURE

DATE

PRINT NAME

CO-APPLICANT SIGNATURE

DATE

PRINT NAME