



RENTAL APPLICATION

FOR OFFICE USE ONLY
DATE _____ AGENT _____

The undersigned hereby makes application to rent unit number _____ Located at _____
Beginning on _____, at a monthly rent of _____, with a deposit of _____

FAIR HOUSING: WE DO BUSINESS IN ACCORDANCE WITH THE FEDERAL FAIR HOUSING LAW. IT IS ILLEGAL TO DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS OR NATIONAL ORIGIN.

PLEASE TELL US ABOUT YOURSELF

FULL NAME _____ Telephone (____) _____

Date of Birth _____ SSN _____ Driver's Lic. No. & State _____

Name Of Co-Applicant _____ Relationship _____

Names Of All Other Occupants _____

_____ Total Number Of Occupants _____

How Many Pets Do You Or Other Occupants Own? _____ Type Of Pets & Weights _____

PLEASE GIVE YOUR RESIDENCE HISTORY FOR THE PAST 3 YEARS (Beginning With Most Current)

CURRENT ADDRESS _____ Zip _____

Month & Year Moved In _____ Reason for Leaving _____

Landlord _____ Phone (____) _____ Rent _____

PREVIOUS ADDRESS (If within 3 years) _____ Zip _____

Month & Year Moved In _____ Moved out _____ Reason for Leaving _____

Landlord _____ Phone (____) _____ Rent _____

PREVIOUS ADDRESS (If within 3 years) _____ Zip _____

Month & Year Moved In _____ Moved out _____ Reason for Leaving _____

Landlord _____ Phone (____) _____ Rent _____

PLEASE GIVE YOUR EMPLOYMENT INFORMATION

YOUR STATUS: Employed Full-Time Employed Part-Time Student Retired Not Employed

CURRENT EMPLOYER (Or Most Recent) _____

Address _____ Phone (____) _____

Date Employed From _____ To _____ Position _____

Supervisor _____ Monthly Salary _____ Household Gross Monthly Income _____

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ _____ Per _____ Source _____ Telephone _____

Amount \$ _____ Per _____ Source _____ Telephone _____

PREVIOUS EMPLOYER _____

Address _____ Phone (____) _____

Date Employed From _____ To _____ Position _____ Supervisor _____

PLEASE LIST YOUR PERSONAL REFERENCES

YOUR REFERENCES	Years known	Relationship	Telephone
1			
2			
3			

Total Number of Vehicles (Including Company Vehicles) _____

Make/Model _____ Year _____ Color _____ Tag No. _____ State _____

Make/Model _____ Year _____ Color _____ Tag No. _____ State _____

Other Car, Motorcycle, etc. _____

HAVE YOU OR CO-APPLICANT EVER: Been sued for non-payment of rent? Yes No

Been evicted or asked to move out? Yes No Broken a Rental Agreement or Lease? Yes No

Been sued for damage to rental property? Yes No Declared bankruptcy? Yes No

Please give any additional information that might help management evaluate your application: _____

How did you hear about our property? _____

If management has any questions about your application, please give phone numbers where you can be located:

Day Phone: _____ Night Phone: _____

IN CASE OF EMERGENCY, NOTIFY: _____	Relationship: _____
Full Address: _____	
Home Phone: _____	Work Phone: _____

I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rental is to be payable the first day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements above set forth are true: however, should any statement made above be a misrepresentation or not a true statement of facts, \$100 of the deposit will be retained to offset the agent's cost, time and effort in processing my application.

I hereby deposit a non-refundable application fee of \$30 (per person) plus \$_____ (total earnest money) as earnest money to be refunded to me if this application is not accepted within 10 business banking days. Upon acceptance of this application, 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 within 3 business banking days after being notified of acceptance or the deposit will be forfeited as liquidated damages in payment for the agent's time and effort in processing my inquiry and application, including making necessary investigation of my credit, character and reputation. If this application is not approved and accepted by the owner or agent, the deposit will be refunded, the applicant thereby waiving any claim for damages by reason of nonacceptance.

I authorize you to contact previous landlord(s), credit and personal references that I have given in this application. I also authorize you to obtain my consumer credit report and to perform a criminal background check.

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

**CONVICTION OR ADJUDICATION OF A FELONY IS REASON FOR REJECTION.
A COMPLETE LIST OF ACCEPTANCE AND REJECTION CRITERIA IS AVAILABLE UPON REQUEST.**

Applicant's Signature _____

Date Signed _____

PHOTO ID OR SIGNATURE ID WILL BE REQUIRED AT LEASE SIGNING.

FOR OFFICE USE ONLY – DO NOT WRITE BELOW		
<input type="checkbox"/> Exception book checked	Exception: _____	<input type="checkbox"/> Tenant notified Date: _____
Application Verification	Person Contacted	Remarks
<input type="checkbox"/> Present Landlord		
<input type="checkbox"/> Previous Landlord		
<input type="checkbox"/> Applicant's Employment		
<input type="checkbox"/> Reference (1)		
<input type="checkbox"/> Reference (2)		
<input type="checkbox"/> Reference (3)		
Notes:		

Verification Completed by _____

Date _____

Remarks _____

Moneys Received		
Date	Description	Amount
	Application Fee	
	Deposit	

THIS APPLICATION

Approved

Not approved

Applicant Notified By (Name) _____ Date Notified _____

Notified by: LETTER (Attach Copy) FORM TELEPHONE FAX IN PERSON

