

Date _____ Time _____

Last Name _____

RENTAL APPLICATION \$35.00 Per Applicant (Each Adult MUST Apply)

Fill application out in full and print LEGIBLY. Incomplete application will be sent back to you to complete, causing a delay in the process and decreasing your chances of renting from us.

Address applying for _____ Rent \$ _____ Proposed move-in date _____
 Applicant is completing application as a (check one) tenant, tenant with co-tenant(s) or guarantor/co-signor.

ONLY CLEAN AND RESPONSIBLE PEOPLE WHO PAY RENT ON TIME MAY APPLY, with valid Photo ID

First Name	MI	Last Name	Jr. Sr.
Social Security #	Date of Birth	Email	
Phone: Cell	Home	Work	Other
Driver's License #	License State	Expires	
Car: Make	Model	Year	Color
		Tag #	Tag State
Other vehicle(s)/trailer(s)			

If Approved The Following People Will Be Living in My Household

Name	Relationship	Name	Relationship
1) Adult [Yes/No]		4) Adult [Yes/No]	
2) Adult [Yes/No]		5) Adult [Yes/No]	
3) Adult [Yes/No]		6) Adult [Yes/No]	

Rental History *List ALL Addresses for Previous 5 Years (Use additional paper if needed)*

Current Address	City, State, Zip		
Landlord's Name	Landlord's Phone	Monthly Rent \$	
Moved-in date	Reason for Moving		
Previous Address	City, State, Zip		
Landlord's Name	Landlord's Phone	Monthly Rent \$	
Moved-in date	Moved-out date		
Previous Address	City, State, Zip		
Landlord's Name	Landlord's Phone	Monthly Rent \$	
Moved-in date	Moved-out date		

Employment and Income *List ALL sources of income. (Use additional paper if needed)*

Self-employed: Please supply tax returns for previous year and three most recent banks statements.

Current Employer	Employer Address		
Employer Phone Number	Supervisor Name		
Title/Position	Hire Date	Hours worked per week	
Gross Wages \$	(___ month ___ week ___ hour)		
Other Sources of Income	Amount Per Month \$		
Explain			

Are you on Section 8? _____ If Yes, Have you had your briefing? _____ If yes, I have a _____ BEDROOM Voucher

QUESTIONNAIRE *Answer all these questions truthfully*

How long will you live here?	What pets do you have?
How many evictions have been filed upon you?	How many felonies do you have?
Have you ever broken a lease?	Do you smoke?
Do you owe money for rent?	If yes, state name of each landlord owed
Is the total move-in amount available now?	When would you like to move in?
How did you hear about this home? (friend, yard sign, etc.)	
For what reasons could you not pay rent on time?	
Do you have a checking account?	Do you have a savings account?

EMERGENCY CONTACTS Including Help to Pay Rent

NAME	ADDRESS	PHONE	RELATIONSHIP
1)			
2)			

Other comments or explanations you feel may be helpful

Please read carefully and sign and date below if you agree. Applicant certifies that the information contained in this application is true and correct. Applicant understands that false or misleading information is grounds for immediate disqualification. Applicant shall pay to the Landlord a nonrefundable fee to accompany this application to cover the Landlord’s administrative costs and expense to verify the information submitted by the Applicant.

Authorization

Applicant authorizes the Landlord or Landlord’s representatives to make any inquiries deemed necessary to verify Applicant is the most qualified based on the below stated qualification standards. This verification includes, but is not limited to, direct contact with Applicant’s employers, current landlord, previous landlords, friends, personal and professional references, law enforcement agencies, government agencies, consumer reporting agencies, public records, eviction records, and any other sources of information which the Landlord or Landlord’s representative may deem necessary. Applicant verifies that the Landlord and Landlord’s representatives shall not be held liable for damages of any kind that result from the verification of the information provided. This authorization shall extend through Applicant’s tenancy to ensure continued compliance to the terms of tenancy or to recover any financial obligations relating to Applicant’s tenancy, and beyond the expiration of Applicant’s tenancy for recovery of any financial obligations, or for any other acceptable purpose.

Holding Fee

Upon the verbal or written approval of the Applicant’s tenancy, if tenant will not be taking occupancy immediately, a Deposit to Hold Agreement will be executed and signed by all parties and a non-refundable holding fee shall be required within 24 hours, hereinafter referred to as “Deposit to Hold” in the amount equal to one month’s rent to hold the property until a mutually agreed upon move-in date. Applicant understands that no rental will be held for more than 14 days. The Deposit to Hold removes the property from public offering and holds the home exclusively for the Applicant until all other requirements have been met. After all requirements have been met and a lease for the property completed, the Deposit to Hold will transfer to the security deposit to be held throughout the tenant’s entire tenancy. If the Applicant fails to provide the Deposit to Hold within 24 hours of approval, the Applicant may be disqualified and the home will be offered to the next qualified applicant. After approval and before occupancy will be granted, Applicant must supply all the required move-in funds, including the security deposit, first month’s rent, and any other additional deposits and fees, all tenant paid utilities must be transferred into Applicant’s name, and a lease must be executed and signed by all parties. Applicant, once approved, must obtain renter’s insurance. If for any reason, the Applicant fails to complete all move-in requirements the landlord will return the property to public offering and the entire Deposit to Hold will be forfeited to the Landlord for expenses including, but not limited to, lost rent, holding costs, advertising costs, and marketing costs.

Qualification Standards *Your Application will be denied if you do not meet the below standards for qualification.*

Applicant must have current photo identification and a valid social security number.

Each adult applicant must submit an application.

Applicant’s monthly household income must exceed three times the rent. All income must be from a verifiable source. Unverifiable income will not be considered.

Applicants must receive positive references from all previous landlords for the previous 5 years.

Applicant may not have any evictions or unpaid judgments from previous landlords.

Applicant must exhibit a responsible financial life.

A background check will be conducted on all applicants over 18. Applicant’s background must exhibit a pattern of responsibility.

Occupancy is limited to 2 people per bedroom.

At landlord’s discretion, compensating factors such as an additional security deposit or co-signer (guarantor) may be required for qualification if Applicant fails to meet any one of the above requirements. In the event of multiple applicants, tenancy will be granted to the most qualified, based on the above criteria.

Applicant authorizes release of all information to Landlord and agrees that the information provided in this rental application is true and correct. This authorization extends beyond the end of Applicant’s tenancy.

Applicant _____ **Date** _____

Note: One Application Per Adult

OFFICE USE ONLY. Do NOT Write Below This Line			
Date Received: _____	Time: _____	Received By: _____	Paid Application Fee: [] Yes [] No
Viewed This Home/Apt: [] Yes [] No	Deposit To Hold: \$ _____	Copy of Photo ID: []	Source: _____