1. Each and every Tenant/Applicant age 18 years of age or over must complete an Application and pay the **$35** Application Fee (non-Refundable), even if they will not be financially responsible.
2. This form must be filled out completely and clearly – ***Must be signed and dated on pages 3 and 4.***
3. Application cannot be processed if you do not Submit a copy of your License or State Photo ID
4. Application cannot be processed if you do not Submit Proof of Income for the last 30 Days. We will only consider income you can verify. Rent cannot exceed 33% of your gross income.

**PERSONAL INFORMATION**:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***First Name*** | ***Middle (No Middle Name\_\_\_\_)*** | | | | ***Last (& Suffix If Applicable)*** | | | | ***S.S.#*** |
| ***Date of Birth: / /*** | *Marital Status: \_\_\_\_ Single \_\_\_\_ Married- Since \_\_\_\_\_*  *\_\_\_\_ Divorced - Since \_\_\_\_* | | | | | | | | ***Driver’s License #*** |
| State Born: | *Email:* | | | | | | | | ***State Driver’s License Issued:*** |
| Do You Plan To Receive Assistance  \_\_\_\_\_No \_\_\_\_\_Yes – next question | If You Plan To Receive Assistance, Who Is It From? | | | | | | | | Gender: \_\_\_\_\_Male  \_\_\_\_\_Female |
| Former Last Names: | Phone: Cell / Home  - - | | | | | | Phone: Cell / Home / Work  - - , ext. \_\_\_\_\_ | | |
| Present Home Address: | | | City / State / Zip | | | | | | |
| Length of Time: | Present Landlord | | | | | | | | Landlord Phone # |
| Reason for Leaving: | Amount of Rent: | | | | | Is your present rent up to date? \_\_\_\_\_ Yes\_\_\_\_\_ No | | | |
| When does your lease Expire? | | Have you given notice? \_\_\_\_\_ Yes\_\_\_\_\_ No | | | | | | When would you like to take Occupancy? | |
| Previous Home Address: | | | City / State / Zip | | | | | | |
| Length of Time: | Present Landlord | | | | | | | | Landlord Phone # |
| Reason for Leaving: | Amount of Rent: | | | Amount of Tenant Paid Utilities: | | | | | Was your rent up to date?  \_\_\_\_\_ Yes\_\_\_\_\_ No |
| Next Home Address: | | | City / State / Zip | | | | | | |
| Length of Time: | Present Landlord | | | | | | | | Landlord Phone # |
| Reason for Leaving: | Amount of Rent: | | | Amount of Tenant Paid Utilities: | | | | | Was your rent up to date?  \_\_\_\_\_ Yes\_\_\_\_\_ No |

**PROPOSED OCCUPANTS:** Names and Ages of All Proposed Occupants

|  |  |  |
| --- | --- | --- |
| **Name:** | **Relationship** | **Date of Birth** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

(**If occupant is 18 or over we must have a separate application, signature and application from each tenant applicant)**:

**PROPOSED PET(s):** If allowed by Building Owner / There may be an additional deposit for pets.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Type/Breed | Indoor/Outdoor | Age |
| Name: | Type/Breed | Indoor/Outdoor | Age |

**VEHICLE(S) INFORMATION:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | Make | Model | Color | Plate # | State |
| Year | Make | Model | Color | Plate # | State |

**EMPLOYMENT:**

|  |  |  |
| --- | --- | --- |
| Current Employer | Occupation | Hours/Week |
| Supervisor | Phone Ext. | Years Employed |
| Address | City/State/Zip | |
| Current Employer | Occupation | Hours/Week |
| Supervisor | Phone Ext. | Years Employed |
| Address | City/State/Zip | |

**INCOME:**

|  |  |  |  |
| --- | --- | --- | --- |
| Current Income: $ \_\_\_\_\_\_\_\_ | Weekly / BiWeekly /  Monthly / Yearly | Source | Proof of Income: Yes \_\_\_\_\_  No \_\_\_\_\_ |
| Current Income: $ \_\_\_\_\_\_\_\_ | Weekly / BiWeekly /  Monthly / Yearly | Source | Proof of Income: Yes \_\_\_\_\_  No \_\_\_\_\_ |
| Current Income: $ \_\_\_\_\_\_\_\_ | Weekly / BiWeekly /  Monthly / Yearly | Source | Proof of Income: Yes \_\_\_\_\_  No \_\_\_\_\_ |

**CREDIT CARD / FINANCIAL INFORMATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| Car Loan  Lien Holder | Balance  Owed | Monthly  Payment | Creditor’s  Phone # |
| Credit Card  Company | Balance  Owed | Monthly  Payment | Creditor’s  Phone # |
| Credit Card  Company | Balance  Owed | Monthly  Payment | Creditor’s  Phone # |
| Credit Card  Company | Balance  Owed | Monthly  Payment | Creditor’s  Phone # |
| Child Support /  Other Credit Owed | Balance  Owed | Monthly  Payment | Creditor’s  Phone # |
| Bank Account  Name of Bank | Balance  Owed | Monthly  Payment | Creditor’s  Phone # |

**EMERGENCY / PERSONAL REFERENCE INFORMATION:**

|  |  |  |
| --- | --- | --- |
| Emergency Contact | Phone | Phone |
| Relation | Address | City/State/Zip |
| Emergency Contact | Phone | Phone |
| Relation | Address | City/State/Zip |
| Personal Reference | Phone | Phone |
| Relation | Address | City/State/Zip |
| Personal Reference | Phone | Phone |
| Relation | Address | City/State/Zip |

**APPLICANT QUESTIONNAIRE: USE THE NOTE SECTION BELOW TO EXPLAIN ANY AND ALL QUESTIONS #1-7 TO WHICH YOU ANSWER YES. EXPLAIN QUESTION 8 IF THE ANSWER IS NO.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **YES** | **NO** |  | **YES** | **NO** |
| **1**- Has Applicant ever been sued for Bills? |  |  | **5**- Has Applicant ever been locked out of their apartment by the sheriff? |  |  |
| **2**- Has Applicant ever been bankrupt? |  |  | **6**- Has Applicant ever been brought to court by another landlord?o |  |  |
| **3**- Has Applicant ever been guilty of a felony? |  |  | **7**- Has Applicant ever moved owing rent or damaged an apartment?o |  |  |
| **4**- Has applicant ever broken a Lease? |  |  | **8**- Will the move-in amount(s) be available when needed (deposit at time of lease signing and rent at the time you get the keys – both amounts if signing and getting keys at the same time)? |  |  |

**AUTHORIZATION:**

1. Applicant grants the landlord, owner or Management Company Authorization to contact past and present landlords, employers, creditors, credit bureaus’, neighbors and any other sources deemed necessary to investigate applicant.
2. All information is true, accurate and complete to the best of applicant’s knowledge. Landlord reserves the right to disqualify tenant if information is not as represented.
3. ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A PHOTOCOPY OF THIS FORM ANY TIME.
4. The cost of this credit processing is **$35** to be paid by the applicant. This cost is not rent or deposit and will not be refunded or applied to future rent in the event this application is denied.
5. If your Employer Uses a Service to provide Employment Verification you will be required to pay the Additional Fee (Typically this is $25.00 but could be more or less)
6. Applicant gives permission to share results with any 3rd party’s.

Applicant's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A completed and signed application is required for each adult applicant**.

NOTE: Those who use this form must review it to ensure that each section is appropriate. There are no warranties, expressed or implied, as to the legality of this form for tenant screening or any other purpose. Anyone who chooses to use it is solely responsible for its use or misuse and any damages incurred.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | **RESIDENTIAL RENTAL HISTORY VERIFICATION** |

**Current Landlord**: Name: Phone No.: ( )

Email: Fax No.: ( )

**Applicant Print Name:**

**Prior/Current Address:**

**Authorization for Release of Information:** I give my full consent for the release of any and all information pertaining to my rental and/or work history as requested.

**Applicants Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The following must be completed by the Applicants Current Landlord or Property Manager:**

Date moved in: \_\_\_\_\_\_\_\_\_\_\_\_ Moved out \_\_\_\_\_\_\_\_\_\_\_\_ Monthly rent $\_\_\_\_\_\_\_\_\_\_\_\_

Was rent paid on time? \_\_\_\_\_\_\_\_\_\_ Number of times late? \_\_\_\_\_\_\_\_\_\_

What was included in rent? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of persons in family? \_\_\_\_\_\_ Did they follow the rules? \_\_\_\_\_\_

Complaints by others (explain)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Care of rental unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any damage? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Any pets? \_\_\_\_\_\_\_\_\_\_\_\_\_

Overall rating as a tenant (good, fair, poor, explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you rent to them again?

Did they give notice to move?

If former tenant, did you return full security deposit?

If not, why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person providing information:**   **Date**:

**Title**:  **Phone:**

**Please Fax Completed Form back to: (513) 322-6100**