

# Rental Application

Date \_\_\_\_\_

Marketing Representative \_\_\_\_\_

1. Address \_\_\_\_\_ Apt. No. \_\_\_\_\_ Rent \_\_\_\_\_ Move-in Date \_\_\_\_\_

**NAMES TO APPEAR ON AGREEMENT** All adults must sign agreement as tenants

2. Applicant #1  Married  Divorced \_\_\_\_\_ How Long? \_\_\_\_\_  Separated \_\_\_\_\_ How Long? \_\_\_\_\_  Single

LAST NAME	FIRST	INITIAL	SOCIAL SECURITY NO.	DRIVERS LICENSE NO.	DATE OF BIRTH
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3. Applicant #2

LAST NAME	FIRST	INITIAL	SOCIAL SECURITY NO.	DRIVERS LICENSE NO.	DATE OF BIRTH
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4. Other Household Members

Name	Relationship	Social Security No.	Drivers License No.	Date of Birth	Single/Married

Do you expect your household composition to change in the next twelve (12) months? \_\_\_\_\_

Do you require any special accommodation? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, written verification will be required!

**PRESENT AND LAST ADDRESS** Please furnish two most recent addresses

5. Present Address \_\_\_\_\_ Street \_\_\_\_\_ City State Zip \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

6. Apartment Name or Landlord \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
If you owned the property please indicate the finance company

7. Dates of Occupancy \_\_\_\_\_ To \_\_\_\_\_ Monthly Rent or Payment \$ \_\_\_\_\_  
Month Year Month Year

8. Previous Address \_\_\_\_\_ Street \_\_\_\_\_ City State Zip \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

9. Apartment Name or Landlord \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
If you owned the property please indicate the finance company

10. Dates of Occupancy \_\_\_\_\_ To \_\_\_\_\_ Monthly Rent or Payment \$ \_\_\_\_\_  
Month Year Month Year

11. Have you ever been evicted or sued? \_\_\_\_\_ Broken a lease? \_\_\_\_\_ Have you ever been convicted of, or pleaded guilty or "no contest" to a felony (whether or not resulting in a conviction)? \_\_\_\_\_ If yes, specify charge \_\_\_\_\_

12. Are you a citizen of the United States? Yes \_\_\_\_\_ No \_\_\_\_\_ Further proof of eligible non-citizen status will be required!

**PRESENT AND PREVIOUS EMPLOYER** Please include all employers of adult applicants if employed

13. Applicant #1 Present Employer \_\_\_\_\_ Address \_\_\_\_\_

14. Phone \_\_\_\_\_ Position \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_ Monthly Income \_\_\_\_\_

15. Applicant #1 Previous Employer \_\_\_\_\_ Address \_\_\_\_\_

16. Phone \_\_\_\_\_ Position \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_ Monthly Income \_\_\_\_\_

17. Applicant #2 Present Employer \_\_\_\_\_ Address \_\_\_\_\_

18. Phone \_\_\_\_\_ Position \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_ Monthly Income \_\_\_\_\_

19. Applicant #2 Previous Employer \_\_\_\_\_ Address \_\_\_\_\_

20. Phone \_\_\_\_\_ Position \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_ Monthly Income \_\_\_\_\_

**CREDIT REFERENCES** Banking, Auto Loans, and Other Credit Active accounts only

21. Bank Checking \_\_\_\_\_ Bank Name \_\_\_\_\_ City State \_\_\_\_\_ Account No. \_\_\_\_\_

22. Bank Savings \_\_\_\_\_ Bank Name \_\_\_\_\_ City State \_\_\_\_\_ Account No. \_\_\_\_\_

23. Auto Loan \_\_\_\_\_ Lender Name \_\_\_\_\_ City State \_\_\_\_\_ Monthly Payment \_\_\_\_\_

24. Personal Reference \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ How Long Known \_\_\_\_\_

**DESCRIPTION OF AUTOMOBILES AND MOTORCYCLES** **PET INFORMATION**

25. Make \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ License \_\_\_\_\_  
Number State

26. Make \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ License \_\_\_\_\_  
Number State

26. Do you have pets? \_\_\_\_\_ If yes,  
 Breed \_\_\_\_\_ Weight \_\_\_\_\_  
 Breed \_\_\_\_\_ Weight \_\_\_\_\_  
No animals, birds or pets of any kind shall be brought or kept on or about the dwelling unit or premises of which it is a part without the express written permission of the Landlord.

**IN CASE OF EMERGENCY NOTIFY**

27. Relatives Not Living with Applicant  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_

28. In Case of Emergency Notify  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_

Applicant has delivered to owner's agent an application fee in the amount of \$ \_\_\_\_\_ and this application fee will defray the expense for administrative processing of the application. The application fee paid herewith is non-refundable. In addition to the application fee, applicant has deposited herewith the sum of \$ \_\_\_\_\_, receipt of which is hereby acknowledged, as a non-interest bearing application deposit (and not as a rental payment) to be refunded as hereinafter provided if the rental agreement is executed. The application deposit is not now considered a security deposit. In the event the application is approved, and applicant fails or refuses the dwelling unit tendered for any reason not the fault of the owner, and fails or refuses to enter into the contemplated rental agreement with the owner, then applicant agrees to forfeit the said application deposit as liquidated damages and not as a penalty, to cover the cost of reserving and preparing the dwelling unit, and the loss of rental income to owners. If, however, in the event this application is disapproved for any other reason for which the owner is responsible and the rental agreement is not executed, this application deposit will be returned to the applicant. Negotiation of a deposit by check shall not constitute an acceptance of this application by owners. This application is made with the understanding that it is subject to acceptance by the owner and subject to execution by an agent of said owner and delivery of an agreement covering said dwelling unit. The undersigned represents that the above statements are true and complete, and by signing authorizes verification of information & references given, credit reports, criminal records and tenant performance reports.

Applicant #1 Signature \_\_\_\_\_ Applicant #2 Signature \_\_\_\_\_

# Prospective Tenant Qualifications

## Employment Verification:

Phone No. \_\_\_\_\_

Applicant #1 \_\_\_\_\_

FAX No. \_\_\_\_\_

1. Who is the Employer? \_\_\_\_\_
2. How long has applicant been employed? \_\_\_\_\_
3. What is the probability of continued employment? \_\_\_\_\_
4. What is applicant's salary? \_\_\_\_\_
5. Who did you talk to? \_\_\_\_\_

Applicant #2 (Or additional reference on applicant #1)

1. Who is the Employer? \_\_\_\_\_
2. How long has applicant been employed? \_\_\_\_\_
3. What is the probability of continued employment? \_\_\_\_\_
4. What is applicant's salary? \_\_\_\_\_
5. Who did you talk to? \_\_\_\_\_

## Previous Residence Verification:

Applicant #1 \_\_\_\_\_

1. Who did you talk to? \_\_\_\_\_ Phone No. \_\_\_\_\_
2. How did applicant pay? \_\_\_\_\_
3. How long did applicant live there? \_\_\_\_\_
4. How did applicant leave the unit? \_\_\_\_\_
5. Did applicant give proper notice? \_\_\_\_\_
6. Did applicant complete the Agreement? \_\_\_\_\_
7. Would you re-rent? \_\_\_\_\_
8. Was full deposit returned? \_\_\_\_\_

Applicant #2 (Or additional reference on Applicant #1)

1. Who did you talk to? \_\_\_\_\_ Phone No. \_\_\_\_\_
2. How did applicant pay? \_\_\_\_\_
3. How long did applicant live there? \_\_\_\_\_
4. How did applicant leave the unit? \_\_\_\_\_
5. Did applicant give proper notice? \_\_\_\_\_
6. Did applicant complete the agreement? \_\_\_\_\_
7. Would you re-rent? \_\_\_\_\_
8. Was full deposit returned? \_\_\_\_\_

## Bank Verification:

If initial payment is by check, call bank and verify that account is open and check is good (even out of town).

Bank \_\_\_\_\_ Phone No. \_\_\_\_\_ Results \_\_\_\_\_

## Credit Bureau, Criminal Background and Tenant Performance History (attach report):

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

Other Comments \_\_\_\_\_

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

Application Processed By \_\_\_\_\_ Approved By \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_