

# Rental Application

Instructions: A separate application must be filled out by each applicant over 18 (unless married). Completely fill out each blank and sign where indicated.

Property Address \_\_\_\_\_ Date \_\_\_\_\_

## PERSONAL

APPLICANT NAME(S) \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

MARITAL STATUS:  Single  Married since (date) \_\_\_\_\_  Divorced since (date) \_\_\_\_\_ Former Spouse \_\_\_\_\_  
 BIRTH DATE: \_\_\_\_\_ SS# \_\_\_\_\_ DRIVERS LICENSE State Issued by \_\_\_\_\_ # \_\_\_\_\_  
 BIRTH DATE: \_\_\_\_\_ SS# \_\_\_\_\_ DRIVERS LICENSE State Issued by \_\_\_\_\_ # \_\_\_\_\_

## ADDRESSES

Present Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Since \_\_\_\_\_ Rent/ Month \_\_\_\_\_ Present Phone (\_\_\_\_) \_\_\_\_\_  
 Present Landlord \_\_\_\_\_ Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Is present rent up to date?  Yes  No Have you given notice?  Yes  No Have you been asked to leave?  Yes  No

Why are you looking to leave/move? \_\_\_\_\_

Previous Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Since \_\_\_\_\_ Rent/ Month \_\_\_\_\_ Present Phone (\_\_\_\_) \_\_\_\_\_  
 Previous Landlord \_\_\_\_\_ Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Was rent up to date?  Yes  No Had you given notice?  Yes  No Had you been asked to leave?  Yes  No

Next Previous Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Since \_\_\_\_\_ Rent/ Month \_\_\_\_\_ Present Phone (\_\_\_\_) \_\_\_\_\_  
 Next Previous Landlord \_\_\_\_\_ Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Was rent up to date?  Yes  No Had you given notice?  Yes  No Had you been asked to leave?  Yes  No

## OCCUPANTS

Number to occupy \_\_\_\_\_ (Do not include self or spouse if listed above)

NAME	RELATIONSHIP	BIRTH DATE

**PETS:**  Yes  No If yes, give details (number, type & size) \*Pets are not allowed at all properties. Additional deposit may be required.

## CARS

Make/Model/color #1 \_\_\_\_\_ State \_\_\_\_\_ License Plate #1 \_\_\_\_\_ Lien Holder #1 \_\_\_\_\_  
 Make/Model/color #2 \_\_\_\_\_ State \_\_\_\_\_ License Plate #2 \_\_\_\_\_ Lien Holder #2 \_\_\_\_\_

## EMPLOYMENT

EMPLOYER \_\_\_\_\_ Since \_\_\_\_\_ PREVIOUS EMPLOYER \_\_\_\_\_ Since \_\_\_\_\_  
 Street/City \_\_\_\_\_ Street/City \_\_\_\_\_  
 What do you do? \_\_\_\_\_ What did you do? \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Wrk Hrs. \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Supervisor \_\_\_\_\_ Wrk Hrs. \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

\*Use bottom of next page to list additional employment

**INCOME**

\*You will be asked to verify all sources of income. Verification may include paystub or letter of employment from employer. If child support is a source of income, please provide the full name of mother/father providing the support.

Current Income \$ \_\_\_\_\_ Weekly/Biweekly/Monthly/Yearly Source \_\_\_\_\_  
Current Income \$ \_\_\_\_\_ Weekly/Biweekly/Monthly/Yearly Source \_\_\_\_\_  
Current Income \$ \_\_\_\_\_ Weekly/Biweekly/Monthly/Yearly Source \_\_\_\_\_

**REFERENCE**

Relative \_\_\_\_\_ Relation \_\_\_\_\_ Non-Relative  
Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Reference \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Address \_\_\_\_\_  
Non-Relative \_\_\_\_\_ Emergency  
Reference \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Contact \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**CREDIT/BACKGROUND**

Explain any "YES" answers on bottom with names and details.

Has any signer ever been sued for bills?  Yes  No Has any signer ever been sued for eviction?  Yes  No  
Has any signer ever been bankrupt?  Yes  No Has any signer ever been guilty of a felony?  Yes  No  
Has any signer ever broken a lease?  Yes  No Has ever been convicted sex offender?  Yes  No  
Has ever been or current garnishment?  Yes  No Is the total move-in amount available now (rent and deposit)?  Yes  No

Explanations \_\_\_\_\_  
\_\_\_\_\_

**Selection Criteria:**

- Income - Monthly income must meet the minimum requirement through employment or other validated sources. Income will be verified.
- Rental History - Two years of rental history will be verified on each applicant.
- Public Record/Criminal Background - A public records search will be conducted on each adult. A negative record will result in denial of application.
- Occupancy Standards - Occupancy limits, determined by the housing authority, may not be exceeded.

If approved for tenancy, applicant will be required to submit a "holding fee" to serve as their intent to lease which may later be applied towards the security deposit upon signature of the lease. The "holding fee" will be refunded on a prorated basis should the applicant change their intent to lease or in full if the perspective tenant is denied tenancy by the landlord due to "selection criteria".

Applicant authorizes the owner to contact past and present landlords, employers, creditors, credit bureau, neighbors and any other sources deemed necessary to investigate applicant. All the information is true, accurate and complete to the best of applicant's knowledge. Owner reserves the right to disqualify tenant if information is not as represented.

ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A PHOTOCOPY OF THIS FORM AT ANY TIME

X \_\_\_\_\_  
APPLICANT DATE

X \_\_\_\_\_  
APPLICANT DATE