

Rental Application Checklist

- ❑ Rental Application COMPLETELY FILLED OUT!!!
- ❑ Consent to Perform Credit, Background, and Reference Checks
- ❑ Landlord Verification Letter
- ❑ Bank Reference Verification
- ❑ Employment Verification
- ❑ 2 months of bank statements
- ❑ 2 month of pay stubs
- ❑ \$75 Application Fee made payable to Gold Real Estate Services
- ❑ Faxed to 303-327-6880 or e-mail to mike@mikejgold.com

APPLICATION FOR RESIDENCY

Please Submit with Application Fee of \$ _____

APPLICANT INFORMATION

Name: _____ S.S.#: _____ DOB: _____
Last First M.I.

Spouse: _____ S.S.#: _____ DOB: _____
Last First M.I.

Other dependents to occupy unit:

Name: _____ Age: _____ Relationship: _____
Name: _____ Age: _____ Relationship: _____
Name: _____ Age: _____ Relationship: _____

RESIDENCE HISTORY (for the past 3 years):

Present Address: _____ Phone: _____
City, State, Zip: _____ Own: ☐ Rent: ☐ Mo. Rent: \$ _____

How long there: _____ Reason for leaving: _____
Landlord Name: _____ Phone: _____

Previous Address: _____ Phone: _____
City, State, Zip: _____ Own: ☐ Rent: ☐ Mo. Rent: \$ _____

How long there: _____ Reason for leaving: _____
Landlord Name: _____ Phone: _____

INCOME

Applicant Employment (for the past 3 years):

Status: ☐ Full-time ☐ Part-time #Hours/week: _____ ☐ Self Employed ☐ Student ☐ Retired ☐ Unemployed

Current Employer: _____ Address: _____
Position: _____ Supervisor Name: _____ Phone: _____

Date started: _____ Rate of pay: \$ _____ Likelihood of Continued Employment: _____
Other income: \$ _____ Source: _____ Total gross monthly income: \$ _____

Previous Employer: _____ Address: _____
Position: _____ Supervisor Name: _____ Phone: _____

Date started: _____ Rate of pay: \$ _____ Likelihood of Continued Employment: _____

Spouse Employment (for the past 3 years):

Status: ☐ Full-time ☐ Part-time #Hours/week: _____ ☐ Self Employed ☐ Student ☐ Retired ☐ Unemployed

Current Employer: _____ Address: _____
Position: _____ Supervisor Name: _____ Phone: _____

Date started: _____ Rate of pay: \$ _____ Likelihood of Continued Employment: _____
Other income: \$ _____ Source: _____ Total gross monthly income: \$ _____

Previous Employer: _____ Address: _____
Position: _____ Supervisor Name: _____ Phone: _____

Date started: _____ Rate of pay: \$ _____ Likelihood of Continued Employment: _____

OTHER PERSONAL INFORMATION

Do you smoke? ☐ Yes ☐ No

Make of Car: _____ Year: _____ License #: _____ State: _____
Make of Car: _____ Year: _____ License #: _____ State: _____

List regular monthly payments:

_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

List any outstanding judgments, liens, and collections: _____

Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, explain: _____

<u>Bank Info</u>	Branch	Checking/Savings	Account #
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_____	_____	_____	_____
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Person who could help you out financially: _____ Phone: _____

Relationship: _____ Address: _____

In case of emergency notify: _____ Phone: _____

Relationship: _____ Address: _____

<u>Pet(s):</u>	Name	Type	Breed	Size	Sex	Age	Indoor/Outdoor	Neutered?
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_____	_____	_____	_____	_____	_____	_____	_____	_____
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Desired date of occupancy: _____ Desired Lease Term: _____

ACKNOWLEDGEMENT

I/We hereby make application to rent the premises located at _____ for \$_____ per month, security deposit of \$_____. I am depositing a \$_____ non-refundable application fee which will be used to pay for a credit check and any other expenses incurred as necessary to verify information supplied herewith. I/We hereby certify that the above information is true and correct to the best of my/our knowledge. I/We understand that any false information supplied on this form may cause this application to be disapproved and the application fee to be forfeited. It is also understood that while approval of this application shall not constitute a contract to rent the aforementioned premises, I/we agree to sign a rental agreement upon such approval by _____. Any prepaid deposit paid by applicant shall be immediately refunded in full if this application is not approved; non-refundable if application is approved but applicant fails to occupy the premises. I/We hereby give permission to employers, banks, rental and credit providers, and other agencies to provide all personal information concerning wages and income, employment, rental and bill paying histories, etc. which might influence the approval of this application to (Your Company Name). I/We authorize permission that a copy of this may be treated as an original.

Signed: _____

Name: _____

Date: _____ Date: _____

CONSENT TO PERFORM CREDIT, BACKGROUND & REFERENCE CHECKS

I, _____, (rental applicant),
authorize and permit _____, (rental
owner / manager) to perform background checks and obtain information about me from
credit reporting sources, current and previous landlords, personal and professional
references, employers, banks and law enforcement agencies.

I also authorize and give permission for all parties listed to disclose any information
requested about me to the rental owner or manager stated above.

I further authorize and permit the rental owner or manager to obtain updated information
annually and on future occasions for rental renewal consideration and for collection
purposes should that be deemed necessary.

Thanks to all parties for your cooperation with this matter.

Rental Applicant (signature) _____

Date _____ Phone _____

Social Security Number _____

EMPLOYMENT VERIFICATION

From: _____, prospective resident

Re: _____, address

Date _____

To: _____, employer

I authorize you to give the requested information below to my prospective landlord:

Signed _____

Date: _____

Dear Sir or Madam:

has applied to rent one of our rentals and has given your name as his or her employer.

To verify the information he or she has given to us on the rental application can you please supply us with the needed information below?

Thank you for your cooperation.

Sincerely,

Rental Manager

Job Title of applicant _____

Full-time position (yes or no) _____ Permanent (yes or no) _____

Salary \$ _____ Weekly _____ Bi-Weekly _____ Monthly _____

How long has the applicant been employed? _____

Name of person providing this information _____

Title _____ Date _____

LANDLORD VERIFICATION

From: _____, prospective resident
Re: _____, address

Date: _____

To: _____, current/former landlord

I authorize you to give the requested information below to my prospective landlord:

Signed _____

Date: _____

Dear Sir or Madam:

_____ has applied to rent one of our rentals and
has given your name as present or former landlord.

To verify the information he or she has given to us on the rental application can you
please supply us with the needed information below? I have enclosed a self-addressed
envelope for your convenience.

Thank you for your cooperation.

Sincerely,

Rental Manager

The applicant rented from you from when to when? _____

Rent Amount \$ _____ Always pay on time? _____

Payment record: Excellent _____ Fair _____ Poor _____

Did or will he/she receive full security deposit back? _____

If not, why not? _____

Did applicant break any rental violations or do damage? _____

Did you ever had to place notice to fill out court summons? _____

Evicted (Why) _____