



**DIRIGO  
MANAGEMENT  
COMPANY**

## **Rental Application**

Property: \_\_\_\_\_

Move-in Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Unit: \_\_\_\_\_

### ***TENANT INFORMATION:***

Full Name: \_\_\_\_\_

Social Security: \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Address: \_\_\_\_\_

How Long: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Phone (    ) \_\_\_\_\_ Work Phone (    ) \_\_\_\_\_ Cell Phone (    ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Vehicle Make/Model \_\_\_\_\_ Year \_\_\_\_\_ License/State \_\_\_\_\_

Are you or any member of your family a smoker?      Yes \_\_\_\_\_ No \_\_\_\_\_

**Co-Applicant Name:** \_\_\_\_\_

Social Security: \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Address: \_\_\_\_\_

How Long: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Phone (    ) \_\_\_\_\_ Work Phone (    ) \_\_\_\_\_ Cell Phone (    ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Vehicle Make/Model \_\_\_\_\_ Year \_\_\_\_\_ License/State \_\_\_\_\_

Are you or any member of your family a smoker?      Yes \_\_\_\_\_ No \_\_\_\_\_

Names of everyone who will live in the residence:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

List all pets and types: \_\_\_\_\_



*Individual Member*



ONE CITY CENTER, PORTLAND, MAINE 04101-4009  
TEL: (207) 871-1080 • FAX (207) 871-7189  
E-MAIL: [info@dirigomgmt.com](mailto:info@dirigomgmt.com)  
WEB SITE: [www.dirigomgmt.com](http://www.dirigomgmt.com)

## EMPLOYMENT INFORMATION:

**Applicant's** Employment Status: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Student \_\_\_\_\_ Unemployed

Employer \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Dates employed \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Monthly Gross Pay: \$ \_\_\_\_\_

If you would like us to consider other sources of income for this Rental Application, please list the amount and the person we may contact for confirmation. Please do not reveal alimony, child support, or anyone else's income unless you want us to consider it in this Rental Application.

Amount \$ \_\_\_\_\_ Contact Name and phone number: \_\_\_\_\_

**Co-Applicant's** Employment Status: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Student \_\_\_\_\_ Unemployed

Employer \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Dates employed \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Monthly Pay: \$ \_\_\_\_\_

If you would like us to consider other sources of income for this Rental Application, please list the amount and the person we may contact for confirmation. Please do not reveal alimony, child support, or anyone else's income unless you want us to consider it in this Rental Application.

Amount: \$ \_\_\_\_\_ Contact Name and phone number: \_\_\_\_\_

## RESIDENTIAL HISTORY FOR LAST 2 YEARS:

Current Address \_\_\_\_\_

Move-in Date \_\_\_\_\_ Rent \$ \_\_\_\_\_

Owner/Agent \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Previous Address \_\_\_\_\_

Move-in Date \_\_\_\_\_ Move Out Date \_\_\_\_\_ Rent \$ \_\_\_\_\_

Owner/Agent \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

## CREDIT HISTORY:

Have you ever filed bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been evicted from a rental residence? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever had a court order eviction? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a party to any lawsuits? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you had any late rental payments in the last year? Yes \_\_\_\_\_ No \_\_\_\_\_

Are there any judgments against you? Yes \_\_\_\_\_ No \_\_\_\_\_

In the last five years, have you been convicted of any crimes? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered yes to any of the above questions, please explain:

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

## OTHER REFERENCES:

Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_

## REFERRAL INFORMATION:

How did you hear about the apartment? (check one)

☐ Craigslist    ☐ DIRIGO Website    ☐ Zillow, Trulia – which one? \_\_\_\_\_  
☐ Sign    ☐ Current/Former Resident    ☐ Other – please explain \_\_\_\_\_

**A non-refundable application fee of \$30.00 per applicant payable to Dirigo Management must accompany this application.**

I further hereby deposit \$ \_\_\_\_\_ as earnest money to be refunded to me if this application is not accepted within \_\_\_\_\_ business days. Upon acceptance of this application, this deposit shall be retained as security deposit. When so approved and accepted I agree to execute a lease for \_\_\_\_\_ months before possession is given, or the deposit will be forfeited as liquidated damages in payment for the agent's time and effort in processing my inquiry and application, including making necessary investigation of my credit, character and reputation. If this application is not approved and accepted by the owner or agent, the deposit will be refunded, the applicant hereby waiving any claim for damages by reason of non-acceptance, which the owner or his agent may reject without stating any reason for so doing.

**I recognize that as part of your procedure for processing my rental application, an investigative consumer credit report and a criminal report may be prepared whereby information is obtained through current and/or previous Landlords.**

**By my signature below, I represent that all of the information that I have disclosed in this Rental Application is true, accurate, and complete. I acknowledge that all of the information I have disclosed is material and Landlord is relying on the information to decide whether to grant or deny this Application.**

**I authorize Dirigo Management Company to order and review my credit and criminal history and investigate the accuracy of all information contained in this Rental Application. I further authorize all banks, employers, and creditors to provide Dirigo Management Company any and all information concerning my credit.**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

**The completed Rental Application can be mailed, faxed, or dropped off at our office as noted below:**

**Dirigo Management Company  
One City Center, 4<sup>th</sup> Floor  
Portland, Maine 04101  
207-871-1080 (Office)  
207-871-7189 (Fax)**

### FOR OFFICE USE ONLY

Leasing Agent: \_\_\_\_\_

- ☐ Application Fee Received  
☐ Security Deposit Received

THIS APPLICATION:    ☐ APPROVED    ☐ NOT APPROVED    ☐ Tenant Notified?