OKLAHOMA REAL ESTATE COMMISSION

RESIDENTIAL
LEASE APPLICATION

Section 1. Rental Property/Lease Information

Property Address: _____

Lease Start Date: _____   Lease End Date: _____

Rent Amount $ _____   payable in certified funds before or at time of possession.

Security Deposit $_____ ☐ payable in certified funds upon approval of application or ☐ to be prepaid in advance by certified funds, shall not be refunded if application is approved and applicant fails to execute a lease and take possession of the subject property. Prepaid security deposit shall be refunded if application is not approved.

_____ Deposit $_____ payable in certified funds upon approval of application.

Processing Fee. The Application and Credit Check Processing Fee is $ _____ for each credit report, payable in cash, certified funds at time of application. Employment, personal references, credit records, public records, current and previous property landlords' references and criminal records may be checked as part of the processing of the application. **This Processing Fee is NOT REFUNDABLE.**

Upon approval of application, applicant has the right to receive a copy of the lease for review for _____ days (3 days if left blank) before they are required to sign.

NOTICE: The above Property is offered for lease without regard to sex, race, religion, color, handicap, familial status, age or national origin.

Section 2. Applicant Information (A copy of photo identification for all applicants must be submitted with this application)

Applicant

Name: _____
(First, Middle, Last)

Soc. Sec. #:_____ - _____ - _____   Date of Birth: _____

Best Phone #: _____   Work#:_____   Cell #: _____

Email: _____   Drivers Lic. #: _____   Photo ID: _____ Yes _____ No

In Case of Emergency or Death (pursuant to Title 41 O.S. §130.1A) notification is to be made to:

Name: _____   Phone: _____   Alt. Phone: _____
Must not be a co-applicant or someone who will be residing in the residence with you.

Address: _____   Relationship: _____

Present Address Information

Is present Landlord related to you?_____

Address: _____

City: _____ State: ____ Zip: _____

How long? Years ____ Months _____ Rent/Mortgage Pmt._____

Present Landlord/Mortgage Co: _____

Phone:_____

Reason for Leaving: _____

Previous Address Information

Was Landlord related to you?_____

Address: _____

City: _____ State: ____ Zip: _____

How long? Years ____ Months_____ Rent/Mortgage Pmt. _____

Present Landlord/Mortgage Co: _____

Phone:_____

Reason for Leaving: _____

This form was created by the Oklahoma Real Estate Contract Form Committee and approved by the Oklahoma Real Estate Commission

Employment History

Current Employer:	Previous Employer:
Position:	Position:
Address:	Address:
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
How Long: _____ Gross Monthly Income: _____	How Long: _____ Gross Monthly Income: _____
Supervisor: _____ Phone #: _____	Supervisor: _____ Phone #: _____

Other Income: _____ Source: _____

Do you have a checking/savings account? ___No ___Yes, if yes what bank? _____

Have you ever:

Filed for bankruptcy? ___No ___Yes, if yes date of discharge? _____

Been evicted? ___No ___Yes, please explain _____

Broken a lease? ___No ___Yes, please explain _____

Been convicted of a felony/misdemeanor? ___No ___Yes, for _____

Been sued for nonpayment of rent? ___No ___Yes, please explain _____

Been sued for damage to rental property? ___No ___Yes, please explain _____

Section 3. Co-Applicant Information (A copy of photo identification for all applicants must be submitted with this application)

Applicant

Name: _____
(First, Middle, Last)

Soc. Sec. #: _____ - _____ - _____   Date of Birth: _____

Best Phone #: _____   Work#: _____ Cell #: _____

Email: _____   Drivers Lic. #: _____ Photo ID: _____ Yes _____ No

In Case of Emergency or Death (pursuant to Title 41 O.S. §130.1A) notification is to be made to:

Name: _____ Phone: _____ Alt. Phone: _____
Must not be a co-applicant or someone who will be residing in the residence with you.

Address: _____ Relationship: _____

Present Address Information	**Previous Address Information**
Is present Landlord related to you? _____	Was Landlord related to you? _____
Address: _____	Address: _____
City: _____ State: ____ Zip: _____	City: _____ State: ____ Zip: _____
How long? Years____ Months____ Rent/Mortgage Pmt. ____	How long? Years____ Months____ Rent/Mortgage Pmt. ____
Present Landlord/Mortgage Co: _____	Present Landlord/Mortgage Co: _____
Phone: _____	Phone: _____
Reason for Leaving: _____	Reason for Leaving: _____

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RESIDENTIAL LEASE APPLICATION (continued)

Employment History

Current Employer: _____   Previous Employer: _____

Position: _____   Position: _____

Address: _____   Address: _____

City: _____ State: ____ Zip: _____   City: _____ State: ____ Zip: _____

How Long: _____ Gross Monthly Income: _____   How Long: _____ Gross Monthly Income: _____

Supervisor: _____ Phone #: _____   Supervisor: _____ Phone #: _____

Other Income:_____ Source: _____

Do you have a checking/savings account? ___No ___Yes, if yes what bank? _____

Have you ever:

    Filed for bankruptcy? ___No ___Yes, if yes date of discharge? _____

    Been evicted? ___No ___Yes, please explain _____

    Broken a lease? ___No ___Yes, please explain_____

    Been convicted of a felony/misdemeanor? ___No ___Yes, for _____

    Been sued for nonpayment of rent? ___No ___Yes, please explain _____

    Been sued for damage to rental property? ___No ___Yes, please explain _____

Section 4. Other Information

Occupant Information
List name, ages, and relationship of occupants other than Applicant(s):

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

No other individuals shall occupy the premises other than those named above.

Pet information:
List name, ages, breed, and other requested information for pet(s):

Name	Breed	Sex	Weight	Age	Neutered/Spayed	Indoor	Outdoor
_____	_____	_____	_____	_____	___No ___Yes	____	____
_____	_____	_____	_____	_____	___No ___Yes	____	____
_____	_____	_____	_____	_____	___No ___Yes	____	____

No other pets shall occupy the premises other than those named above.

General Information:
Will any smokers occupy the property? _____ No _____Yes
Do you have Tenant's Homeowners Insurance Coverage? _____ No _____ Yes, Insurance Company: _____

Vehicle Information: List automobiles trailers, boats, motorcycles, motor homes, or commercial vehicles be stored at the Property?

Make and Model: _____ License Plate #:_____

Make and Model: _____ License Plate #:_____

Make and Model: _____ License Plate #:_____

Make and Model: _____ License Plate #:_____

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Section 5. Acknowledgement, Agreement and Authorization

Applicant(s) represents that all of the above statements are true and complete and authorizes verification of all of the above information by all means available, including employment, personal references, credit records, public records, current and previous property owners and criminal records by the Owner and/or Property Manager. Applicant(s) acknowledges that false information may constitute a breach of the lease entitling the Property Owner, at the Property Owner's option, to repossess the Property. Further, Applicant(s) expressly authorizes Owner and/or Property Manager (including a collection agency) to obtain Applicant(s) consumer credit report, which Owner and/or Property Manager may use if attempting to collect past due rent payments, late fees, or other charges from Applicant(s) both during the term of the lease and thereafter.

Applicant(s) also understands and agrees that this application will be retained by the Owner and/or the Owner's Property Manager whether or not approved. Applicant(s) understands and agrees that, in the future upon request, the Owner and/or the Owner's Property Manager will release information concerning the Owner's experience with Applicant(s) as an Applicant/Tenant(s). Applicant(s) understand and agrees that this application will not be processed without the "Processing Fee" set out in Section 1. Applicant further agrees and understands that this Processing Fee will **NOT BE REFUNDED** regardless of whether or not the Owner accepts this application for residency and the Pre-paid Security Deposit shall **NOT BE REFUNDED** if application is approved and applicant fails to execute a lease and take possession of the subject Property.

_____   _____
Applicant's Signature   Applicant's Signature

_____   _____
Date   Date

The undersigned Broker acknowledges receipt of the non-refundable processing fee.

_____   _____
Broker's Signature   Date

Office Use Only:

Property Address being applied for: _____

Security Deposit received on _____ by _____   _____ Deposit received on _____ by _____

Processing Fee received on _____ by _____   _____ received on _____ by _____