

# PROPERTY MANAGEMENT DIVISION



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## RESIDENTIAL RENTAL APPLICATION

**\$50.00 PROCESSING FEE / I.D. REQUIRED**  
**\$10 per additional applicant 18 years old and over**

### RENTAL INFORMATION

Date of application: \_\_\_\_\_  
Address of rental desired: \_\_\_\_\_  
Length of lease requested: \_\_\_\_\_  
Desired starting date of lease: \_\_\_\_\_  
Scheduled move-in date: \_\_\_\_\_

### AGENT INFORMATION

Referring Agent Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Agent ID: \_\_\_\_\_

### PERSONAL INFORMATION

Applicant's full name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Jr., Sr., I, II, III  
Date of Birth: \_\_\_\_\_ SS# \_\_\_\_\_ Marital Status: \_\_\_\_\_ (circle one)  
Applicant's Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_

Other Residents	Relationship	Age

### RESIDENCE HISTORY

(If all applicants are not currently residing together, co-residents to supply their residence history in the comments section on back page.)

**PRESENT ADDRESS** \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Present telephone \_\_\_\_\_ Length of time at present address \_\_\_\_\_  
Present landlord or mortgage holder \_\_\_\_\_ Telephone \_\_\_\_\_  
Amount of rent \$ \_\_\_\_\_ Reason for moving \_\_\_\_\_  
**PREVIOUS ADDRESS** \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Previous telephone \_\_\_\_\_ Length of time at previous address \_\_\_\_\_  
Previous landlord or mortgage holder \_\_\_\_\_ Telephone \_\_\_\_\_  
Amount of rent \$ \_\_\_\_\_ Reason for moving \_\_\_\_\_

## EMPLOYMENT INFORMATION

**PRESENT STATUS**  Employed Full-Time  Part-Time  Unemployed  Retired  Student

### CURRENT EM-

**EMPLOYER** \_\_\_\_\_ How long \_\_\_\_\_

Employer's Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position held \_\_\_\_\_ Department \_\_\_\_\_

Supervisor \_\_\_\_\_ Income \_\_\_\_\_

**PRIOR EMPLOYER** \_\_\_\_\_ How long \_\_\_\_\_

Employer's Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position held \_\_\_\_\_ Department \_\_\_\_\_

Supervisor \_\_\_\_\_ Income \_\_\_\_\_

**IF STUDENT LIST SCHOOL** \_\_\_\_\_

Course of study \_\_\_\_\_

## BANKING REFERENCES

**BANK 1** \_\_\_\_\_

Branch Address \_\_\_\_\_

Account No. \_\_\_\_\_  Checking  Savings  Loan

## CO-RESIDENT'S INFORMATION

Applicant's full name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Jr., Sr., I, II, III  
(circle one)

Date of Birth: \_\_\_\_\_ SS# \_\_\_\_\_ Marital Status: \_\_\_\_\_

Applicant's Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_

## EMPLOYMENT INFORMATION

**PRESENT STATUS**  Employed Full-Time  Part-Time  Unemployed  Retired  Student

### CURRENT EM-

**EMPLOYER** \_\_\_\_\_ How long \_\_\_\_\_

Employer's Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position held \_\_\_\_\_ Department \_\_\_\_\_

Supervisor \_\_\_\_\_ Income \_\_\_\_\_

**IF STUDENT LIST SCHOOL** \_\_\_\_\_

Course of study \_\_\_\_\_

## ADDITIONAL INFORMATION

NUMBER OF VEHICLES (Including company cars) \_\_\_\_\_

Make / Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License No. \_\_\_\_\_ State \_\_\_\_\_

Make / Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License No. \_\_\_\_\_ State \_\_\_\_\_

Make / Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License No. \_\_\_\_\_ State \_\_\_\_\_

**ADDITIONAL INFORMATION (cont.)**

Motorcycles / boats / trailers / other (describe) \_\_\_\_\_  
Does anyone in your family smoke tobacco products? \_\_\_\_\_  
Have you ever been sued for eviction from a rental property? \_\_\_\_\_  
Have you ever been convicted of a felony? \_\_\_\_\_ Describe \_\_\_\_\_  
Will you have pets? \_\_\_\_\_ Pet #1: Type \_\_\_\_\_ Breed \_\_\_\_\_ Size \_\_\_\_\_ Age \_\_\_\_\_  
Pet #2: Type \_\_\_\_\_ Breed \_\_\_\_\_ Size \_\_\_\_\_ Age \_\_\_\_\_  
Other: kind/size \_\_\_\_\_

**IN CASE OF EMERGENCY PLEASE NOTIFY**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**COMMENTS & REQUESTS**

Please tell us any other information about yourself that might help us evaluate your application:  
Please also tell us if there is anything at the property that you are requesting to be done prior to your move-in:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZATION**

Applicant understands that occupancy is limited to only those names on this application and occupancy is contingent upon approval of this application by the owner or his agent.

Applicant understands that the information herein is submitted as representation for the procurement of occupancy and recognized that if any information is discovered to be false, the application can be rejected, the lease can be voided and deposits forfeited, and all at the owner's option. Applicant authorizes verification of all information on this application, including credit checks, employment verifications and rental history reports by the management of the rental unit.

In the event applicant is accepted, the security deposit will be required to be paid within 24 hours by cash or cashier's check to hold the unit off the rental market. Applicant agrees to sign a lease agreement in the standard form required by management. In the event that applicant is accepted and has paid the security deposit but fails to enter into the rental agreement or fails to take occupancy on the date specified or changes their decision on occupancy for whatever reason, the deposit will be forfeited and retained by management as damages for holding the rental unit off the rental market.

The preparation and execution of this application does not create a tenancy between applicant and management nor any interest by applicant in the rental unit. Applicant accepts the rental unit in its current condition and no promises by landlord except those in writing shall be enforceable. CREDIT PROCESS COULD TAKE 1-3 DAYS DEPENDING ON YOUR CREDIT.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_