



RENTAL APPLICATION

APPLICATION STANDARDS

All applicants pass through a screening process:

1. **Income Level** – A gross income of at least 3 times the monthly rent amount is required. Submit a paystub from your current employer. If self-employed, submit tax returns for the past two years.
2. **Credit History** – To determine satisfactory credit, we run a report through a credit report agency. Credit history from the past two years will be evaluated.
3. **Rental History** – Will verify your past and current rental history. Prior evictions will result in a denial.
4. **Criminal History** – To determine a successful background check, criminal history will be processed. Prior felonies will result in a denial.
5. **Pets** – **Breeds of dogs not accepted at any of our properties include: Chow, Pit Bull, Doberman, and Rottweiler.** We charge a \$150 non-refundable pet fee and a pet rent of \$20 per month for all normal pet situations.
6. **Smoking** – We do not allow smoking inside any of our homes.
7. **Identification** – We require you to show a valid driver's license prior to completing the application and require a copy of your license or government issued ID upon approval, prior to signing the lease.
8. **Occupancy Standard** – We follow the suggested occupancy standard of two people per bedroom. In excess of that are grounds for denial.

****ONCE APPROVED, THE HOLDING/EARNEST DEPOSIT WILL BE DUE WITHIN 48 HOURS IN ORDER TO TAKE THE HOME OFF THE MARKET AND HOLD IT FOR YOU UNTIL THE MOVE-IN DATE.***

FAIR HOUSING POLICY

It is unlawful and a violation of company policy to discriminate against any person based on race, color, religion, sex, national origin, handicap, or familial status, or to refuse to show, rent, negotiate, or otherwise make unavailable any rental unit.

APPLICATION & ADMIN FEE

An application fee of \$35.00 per applicant over the age of 18 is required. Once submitted, your credit and background screening is completed. **Your Application is 100% NON-REFUNDABLE.**

ACKNOWLEDGEMENT

Applicant acknowledges that the previous information is understood, and has been informed:

1. The Application Fee is non-refundable.
2. Copy of paystub and driver's license are required to apply.

SIGNED:

Received on:

Date:

Time:



RENTAL APPLICATION

Property Address Applying for: _____

Monthly Rent: _____ Security Deposit: _____

Desired Length of Lease: _____ Desired Move-in Date: _____

PERSONAL INFORMATION

Applicant's Name (first, middle, last): _____

Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced

Email Address: _____ Home Phone: _____

Date of Birth: _____ SSN: _____ Cell Phone: _____

Gender: _____ Driver's License #, State: _____

Total Household Income: _____

RESIDENCE HISTORY

Current Address: _____

City: _____ State: _____ ZIP Code: _____

Housing Type: _____ Reason for Moving: _____

Current Rent/Mortgage Payment: _____ Years/Months at Current Address: _____

If you have lived at your current residence less than one year, please complete the following:

Previous Address: _____

City: _____ State: _____ ZIP Code: _____

Housing Type: _____ Reason for Moving: _____

Previous Rent/Mortgage Payment: _____ Years/Months at Previous Address: _____

EMPLOYMENT REFERENCES

Current Employer: _____

Address: _____ City: _____ State: _____ ZIP Code: _____

Telephone: _____ Start date: _____

Position: _____ Years/Months at Current Employer: _____

Approx. Monthly Gross Income: _____

DEPENDENTS/ADDITIONAL OCCUPANTS

EACH PERSON 18 & OLDER AND MUST ALSO PROVIDE A COMPLETED APPLICATION.

Name: _____ Relationship: _____ D.O.B.: _____

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EMERGENCY CONTACT

Name: _____ Relationship: _____ Phone: _____

Address: _____ City: _____ State: _____ ZIP Code: _____

PETS/SERVICE ANIMALS

Will you have pets? ☐ Yes ☐ No (assistive and service animals are not considered "pets")

Breed: _____ Age: _____ Gender: _____ Weight: _____

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Will you have an assistive or service animal? ☐ Yes ☐ No (accommodation request required with application)

Received on:

Date:

Time:

VEHICLE INFORMATION

Total Number of Vehicles (including company vehicles): _____

Make: _____ Model: _____ Year: _____ Color: _____ Lic. Plate #: _____

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Description of any other vehicles (boat, trailer, truck, recreational vehicle, etc.) you would like to keep on property: _____

CREDIT AND BACKGROUND HISTORY

Have you ever been evicted? ☐ Yes ☐ No

Has a notice of eviction ever been filed against you? ☐ Yes ☐ No If so, when: _____

Have you ever declared bankruptcy? ☐ Yes ☐ No If so, when: _____ Discharge Date: _____

Have you had two or more late rental payments in the past year? ☐ Yes ☐ No

Have you ever willfully or intentionally refused to pay rent when due? ☐ Yes ☐ No

Do you currently owe any monies to an apartment community or landlord? ☐ Yes ☐ No

Have you ever been convicted, arrested or charged with any crime, including drug related crimes? ☐ Yes ☐ No

Please give detailed explanation(s), date(s), and names for any question answered 'Yes' above:

Do you have any outstanding warrants or anticipate any warrants for arrest? ☐ Yes ☐ No

FALSIFYING INFORMATION ON THIS APPLICATION IS GROUNDS FOR REJECTION

I hereby authorize and instruct Owner/Broker/Property Manager to investigate the information supplied by me and to conduct inquiries concerning my income, credit and character for the purpose of verifying and qualifying for this rental and any renewals thereof. I further authorize the release of any and all information available from any reference, former owners and credit reporting services, department of motor vehicles and governmental agencies. I hereby release and hold harmless all parties from liability for any damages that may result from furnishing this information to its owners, its agents, and others. NOTE: Copy of actual credit report will not be provided to applicant by Owner/Broker/Property Manager.

Applicant Print Name

Signature

Agent/Broker Print Name

Signature

FOR OFFICE USE ONLY

Referred by: _____ At: _____

☐ ACCEPTED Date of Written Notification: _____

☐ REJECTED Date Denial Letter Was Sent: _____