

RENTAL ADDRESS _____ **RENT** _____ **DEPOSIT** _____ **DATE** _____

APPLICANT _____ **CELL #** _____ **AGE** _____

CO-APPLICANT _____ **CELL #** _____ **AGE** _____

CURRENT ADDRESS _____ **PHONE #** _____

CHILDRENS NAMES & AGE _____

OTHER DEPENDENTS & AGE _____

TOTAL # OF PERSONS TO OCCUPY PREMISES _____ **E-MAIL** _____

HIGHEST LEVEL OF EDUCATION COMP _____ **SCHOOL** _____ **DIPLOMA OR CERTIFICATION** _____

EMPLOYER COMPANY _____

ADDRESS _____

PHONE _____ **SUPERVISOR** _____

HOW LONG EMPLOYED _____ **POSITION** _____

PREVIOUS EMPLOYMENT _____ **HOW LONG** _____ **PHONE** _____

CO-APPLICANT EMPLMT _____ **HOW LONG** _____ **PHONE** _____

MONTHLY SALARY APPL\$ _____ **CO-APPL\$** _____

CHARACTER REF **NAME** _____ **ADDRESS** _____ **PHONE** _____

NAME _____ **ADDRESS** _____ **PHONE** _____

CREDIT REF **NAME** _____ **BALANCE** _____ **PAYMENT** _____

NAME _____ **BALANCE** _____ **PAYMENT** _____

BANK _____ **ACCT#** _____ **BANK** _____ **ACCT#** _____

VEHICLE _____ **PLATE#** _____ **YEAR** _____ **PAYMENT** _____

VEHICLE _____ **PLATE#** _____ **YEAR** _____ **PAYMENT** _____

NAMES OF NEAREST RELATIVE (EXCLUDING IMMEDIATE HOUSEHOLD)

1. _____ **ADDRESS** _____

HOW RELATED _____ **PHONES** _____

2. _____ **ADDRESS** _____

HOW RELATED _____ **PHONES** _____



PRESENT LANDLORD/LENDER _____ PHONES _____ RENT _____

HOW LONG _____ REASONS LEFT _____

PREVIOUS LANDLORD _____ PHONES _____ RENT _____

HOW LONG _____ REASONS LEFT _____

DO ANY IN HOUSEHOLD HAVE FELONY, MISDIMEANOR, OR SEXUAL CONVICTION YES NO DATE OF OFFENCE: _____ CITY: _____

TYPE OF OFFENCE & DESCRIPTION: _____

EXPLAIN CREDIT & LIST "SCORE" _____

LIST JUDGMENTS & LATES: _____

HAVE YOU EVER DECLARED BANKRUPTCY? YES NO REASON _____ DATE _____

HAVE YOU EVER BEEN REQUESTED TO VACATE A PROPERTY? YES NO DESIRED LEASE LENGTH _____

PETS (BREED, SIZE, AGE) _____ OCCUPY RENTAL ON _____ SMOKE YES NO

It is understood that the above statements are true and that consent is given to agent to verify the above facts, credit report, and criminal background, and applicant agrees to hold harmless the agent from any and all claims as a result of such inquiries. Any misrepresentation, falsification, or omission of facts is just cause for the lessor to void as null any lease pending in effect and require said lessee to vacate said premises on demand. This application is merely for consideration and is not to be construed as permission to occupy the premises. It is also understood that this office and its agents REPRESENT AND ARE AGENTS FOR THE OWNER of the rental property and not the applicant or lessee. ALL DEPOSITS & FEES PAID BY APPLICANT WILL BE FORFEITED IF APPLICANT RESCINDS THIS AGREEMENT AND DOES NOT LEASE & OCCUPY PREMISES. INITIAL _____

* _____ *
APPLICANT SIGNATURE _____ DATE _____ APPLICANT SIGNATURE _____ DATE _____

DO NOT WRITE BELOW THIS LINE

APPLICANT: SOC SEC # _____ BIRTH DATE _____ DRIVERS LICENSE # _____

CO-APPLICANT: SOC SEC # _____ BIRTH DATE _____ DRIVERS LICENSE # _____

RENT \$ _____ DEPOSIT \$ _____ OCCUPANCY DATE _____ LEASE TERM _____ FRIDGE YES NO

TENANT PAYS: GAS LIGHTS WATER PETS: YES NO SMOKING: YES NO COPY: DL

ALL DEPOSITS & FEES PAID BY APPLICANT WILL BE FORFEITED IF APPLICANT RESCINDS THIS AGREEMENT AND DOES NOT LEASE & OCCUPY PREMISES.

DEPOSIT PD \$ _____ DATE _____

SIGN TO AGREE WITH ABOVE TERMS: * _____ *

ATTENTION APPLICANTS!

A \$25 application fee (\$26 by credit/debit card) is due upon receipt of application to initiate processing. Please fill out application completely. If applicant is accepted, a credit & criminal report (\$15 per person), and a \$55 lease process fee is required. All deposits paid to hold properties, first month's rent, and monthly payments, MUST be paid by certified bank funds or money order. NO personal checks or cash are ever accepted. Pets are NOT permitted with most rentals, "if pets are allowed", an additional deposit of \$200 NON-REFUNDABLE per pet is required.



Rental Policies

A) Applications

1. Applicant must fill out the application forms with fee of \$25 (\$26 if using credit card).
2. If partially accepted:
 - a. Request credit report with a fee of \$15 per person.
 - b. Verify employment , landlord and references.
3. Applications will NOT be accepted on a “first come-first served” basis.
4. Applications are approved on several levels, including but not limited to: credit score, criminal background, employment history, previous landlord history, occupancy dates, available funds, other applications, and all other factors lesser deems viable.
5. A property is NEVER approved in full until the deposit is paid and pre-lease documents and addendums are signed and completed by all applicants. Upon receiving all of the above documents and deposits, lessor may, at lessor’s discretion, provide final approval of applicant.
 - a. Monthly rent may not exceed 40% of current income, 50% w debt, unless approved by lessor.

B) Showings

1. If occupied, applicants may contact current tenant directly for showings.
2. If vacant, the property may be left unlocked. If the property is locked, the applicant may check out a key from our office, contingent on leaving a driver’s license or \$50 cash deposit.

C) Subsidized Housing

1. Lessor reserves the right to approve or decline applications for subsidized housing.
2. Applicant is responsible to pay for all minor repairs or painting that is requirement by Housing Authority.
3. If utilities are required to be lit and/or turned on by Housing Authority, applicant is required, at their expense, to sign up for and meet the utility companies at the property. Applicant is responsible to pay any billings associated with these connections.
4. The property cannot be held until the deposit and fees are paid. If the home fails Housing Authority requirements for inspections, qualifying, or any reason, and applicant cannot complete contract, the deposit may be refunded and all fees will be forfeited and retained by lessor.

