

**RENTAL APPLICATION**

Application fee is \$25.00. Application fee is non-refundable. Application will not be processed unless accompanied by required fee.

Be sure to read the Application carefully before signing and fill in all blanks. Each person 18 years of age and over must complete a separate application. Return completed application (s) to our office along with photo I.D. and current, original pay stubs or other proof of income (originals will be returned). \*If self-employed, please provide income tax returns.

Approval takes 2-3 business days. Upon approval, you will be required to come into our office to sign the lease and pay one month's rent. Additional move-in balances are due on or before the move-in date by **CERTIFIED CHECK OR MONEY ORDER ONLY!**  
**NO REFUNDS ON MOVE-IN MONEY!**

Rental Unit Address \_\_\_\_\_ Unit# \_\_\_\_\_  
Monthly Rent Understood To Be \$ \_\_\_\_\_ Desired Move-In Date \_\_\_\_\_

**PERSONAL INFORMATION:** (Date of birth required by credit bureaus)

Applicant Name: \_\_\_\_\_  
Date Of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

**APPLICANT'S HOUSEHOLD** – List all household members who will live in the rental premises:

	NAME/AGE	RELATIONSHIP	OCCUPATION/SCHOOL
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____

Present Address \_\_\_\_\_  
Street City/Zip Telephone  
\_\_\_\_ Own Home \_\_\_\_\_ Parent's Home \_\_\_\_\_ Renting Home  
\_\_\_\_\_ Renting Apt. \_\_\_\_\_ Student Housing

Reason for Moving \_\_\_\_\_

IF YOU PRESENT ADDRESS IS A RENTAL PROPERTY, COMPLETE THE FOLLOWING:

Monthly Rent \$ \_\_\_\_\_ How Long ? \_\_\_\_\_ Breaking Lease ? \_\_\_\_\_  
Owner or Agent \_\_\_\_\_ Agent's Address \_\_\_\_\_  
Agent's Telephone # \_\_\_\_\_

PREVIOUS ADDRESS (Last three (3) years)

Street address/City/State	From/To	Agent Name & Phone #
Street address/City/State	From/To	Agent Name & Phone #

**FINANCIAL INFORMATION:**

Present Employer: \_\_\_\_\_ How Long? \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation \_\_\_\_\_ Salary \_\_\_\_\_  
Telephone \_\_\_\_\_ Supervisor/Telephone \_\_\_\_\_

IF AT CURRENT JOB LESS THAN 2 YEARS, LIST PREVIOUS EMPLOYERS:

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

Other Source of Income: \_\_\_\_\_  
Checking Account (Bank) \_\_\_\_\_ Acct# \_\_\_\_\_  
Savings Account (Bank) \_\_\_\_\_ Acct# \_\_\_\_\_  
Vehicle Info: Make/Model/Year \_\_\_\_\_  
License Plate # \_\_\_\_\_ State \_\_\_\_\_  
Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Personal Reference \_\_\_\_\_ Telephone \_\_\_\_\_  
Emergency Contact \_\_\_\_\_ Telephone \_\_\_\_\_  
Relationship To You \_\_\_\_\_

HAVE YOU EVER:  
A. Been Evicted? YES NO  
B. Taken To Court By Current Or Prior Landlord? YES NO  
C. Failed To Pay Rent Timely? YES NO  
D. Filed Bankruptcy? YES NO

*IF YES TO ANY OF THE ABOVE, PLEASE EXPLAIN. ANY FALSE OR MISLEADING STATEMENT ON THIS APPLICATION SHALL BE CONSIDERED GROUNDS FOR LEASE TERMINATION.*

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

Authorization to obtain information: Applicant hereby authorizes Lessor to verify accuracy of all statements in the application and also authorizes all employers, previous landlords, mortgage holders, all banks and any other creditors listed on the application, to release all information concerning me or my accounts, my rental history or payments, my employment history, including the likelihood of future employment, for the purpose of verifying this application and determining my ability to afford the contractual obligations of the lease.  
The above authorization entitles Lessor to check applicant's credit at the credit bureau.

A PHOTOCOPY OF THE ABOVE AUTHORIZATION SHALL BE THE EQUIVALENT OF THE ORIGINAL.

This authorization shall be continuing during the term of the lease or any renewal of the lease; to update or otherwise verify new information including, but not limited to Lessor's rights, to inquire from time to time, from banking institutions, whether there are sufficient funds to pay check (s) delivered by Lessee to Lessor.

Applicant releases all such persons delivering said and all other information, from any inadvertent error, whether communicated either orally, in writing, or over the telephone. Applicant understands that the provider of information may communicate adverse information.

By signing my signature to this application, I hereby verify that I am the person whom I represent myself to be, I am the person who will occupy the premises and I am not falsely making application on behalf of another party/parties who would be considered illegal occupants of said premises. Applying for this apartment/home on behalf of another person is fraudulent and will be considered grounds for rejection and/or eviction, if applicable. All the information, which I have provided, is true and accurate.

AGENT'S DISCLOSURE

I/We understand that \_\_\_\_\_ is an agent of the owner and is a paid representative of the owner. I/We acknowledge that this written notice was received before I/We received a lease agreement.  
No pets/animals are permitted to be on the premises at any time for any reason. No waterbeds are permitted.

How did you hear about the property?

\_\_\_\_ Newspaper ad – which paper? \_\_\_\_\_  
\_\_\_\_ Sign at property \_\_\_\_\_ Referral – Who? \_\_\_\_\_  
\_\_\_\_ Other \_\_\_\_\_

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If approved for this or any rental unit which was built prior to 1978, I agree to sign an acknowledgement that the Lessor and/or Lessor's agent has provided me with recommendations stipulations regarding lead paint hazard.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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