

RENTAL APPLICATION

Today's Date: _____ Occupancy Date Desired: _____
Rental Price Range: _____ Type/Size Desired: _____
Rental Address Shown: _____

APPLICANT'S PERSONAL INFORMATION

Last Name: _____ First: _____ Middle: _____
Birth Date: _____ Driver's License/ID Number/State: _____
Social Security #: _____ Email address: _____

ADDITIONAL OCCUPANTS (List every occupant name including children)

Last Name: _____ First: _____ Middle: _____
Relationship to Applicant: _____ Birth Date: _____
Social Security #: _____ Driver's License/ID Number/State: _____
Employer: _____ Position: _____
How Long Employed There: _____ Work Phone: _____

Last Name: _____ First: _____ Middle: _____
Relationship to Applicant: _____ Birth Date: _____
Social Security #: _____ Driver's License/ID Number/State: _____
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Preferred Method of Payment

Check ___ Money Order ___ Credit or Debit Card ___ Automatic Bank Deposit ___

Preferred Rental Due Date:

Traditional Payment Method – Monthly (due on the 25th of each month) ___
Pay Day Plan - Bi-Weekly (due every other Tuesday since pay day is usually on Fridays) ___

Deposit Reimbursement After Moving Out: (less any repair or cleaning costs, unpaid rent, or legal costs)

- 100% Return after 12 months or more of renting
- 50% Return after 6 months or more of renting
- 0% Return for less than 6 months of renting

How long do you plan on living in the rental home that meets your needs? _____

Are you able to handle the minor maintenance/upkeep in the property?

Yes ___ No ___. Check the following items that you own -

Vacuum Cleaner ___ Mop ___ Broom ___ Plunger ___ Lawn Mower ___

Appliances (if so, which ones) _____

Check all professional level skills possessed: Electrical ___ Painting ___ Plumbing ___

Roofing ___ Appliance repair ___ Air Conditioning ___ Heating ___ Carpentry ___

Do you have renter's insurance? _____ Do you have any water-filled furniture? _____

Have you ever broken a lease? _____ Have you ever refused to pay rent for any reason? _____

Have you ever been evicted or asked to leave a rental unit? _____ Ever filed for bankruptcy? _____

Ever been convicted of a crime ____ Will you give us permission to do a criminal background check? ____
Currently have any utilities in your name? ____ Currently have phone service in your name? ____
Is there anything to prevent you from placing utilities or phone in your name? ____
Do you know of anything or any reason which may interrupt your ability to pay rent? ____

RESIDENCE HISTORY

Present Street Address _____
City _____ County _____ State _____ Zip _____
Dates lived at this address? _____ Own ____ Rent ____ Occupy ____
Current Phone _____ How many pets did you have? ____ Type _____
Name of present landlord/owner/mortgage company: _____
Address of present landlord/mortgage company: _____
Landlord's phone: _____ Monthly payment: _____
Reason for moving: _____ Is your rent/mortgage current? _____
Number of late payments? _____ Security Deposit Amount currently held by landlord? _____

Previous Residence Address: _____
Previous landlord: _____ Previous landlord's phone: _____
Dates at this address: _____ Reason for moving? _____
Was your Full Security Dep. Returned? ____ # of late payments? ____ Monthly payment? _____

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Was your Full Security Dep. Returned? ____ # of late payments? ____ Monthly payment? _____

INCOME HISTORY

Applicant's current employment status:
Full-time ____ Part-time (less than 32 hrs/wk) ____ Student ____ Retired ____ Self-employed ____
Unemployed ____ Other _____

Primary source of employment:
Applicant employed by: _____ Supervisor's name: _____
Average Weekly hours: _____ How long at the place of employment? _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Position: _____ Salary: _____
Please indicate Weekly, Bi-Weekly, Monthly, or Annual average take home pay: _____

Additional Employment
Employed by: _____ Supervisor's name: _____
Average Weekly hours: _____ How long at the place of employment? _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Position: _____ Salary: _____
Please indicate Weekly, Bi-Weekly, Monthly, or Annual average take home pay: _____

ADDITIONAL INCOME / PAYMENT INFORMATION

Do you currently have a savings account, line of credit, or charge card sufficient to cover one month's rent?

ADDITIONAL INCOME: (optional)

If there are additional, verifiable sources of income you would like considered, please list income source (i.e., self-employment, social security, disability benefit payments, etc.) and requested information below regarding each source. Applicant may be required to produce additional documentation or provide and sign release statements. Child support, alimony, or separate maintenance need NOT be disclosed unless you desire this additional income to be considered for qualification.

Additional Source: _____ Amount:\$ _____ Per _____
Contact person: _____ Phone: _____
How long have you been receiving income from this source? ____ How long do you expect this income continue?
_____ Is there any reason it would stop? _____

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Contact person: _____ Phone: _____
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ASSETS / CREDITS / LOANS

Number of vehicles on property? _____ Valid registration & inspection? _____
Do you have any commercial vehicles, _____ RV, campers, boats or motorcycles? _____

Vehicle 1-make/model/color/year _____
Please note, only cars on application are authorized to be on premises.
Plate number _____ State _____
Financed/leased through _____
Contact and phone number _____
Acct. # _____ Monthly payment _____

Vehicle 2-make/model/color/year _____
Please note, only cars on application are authorized to be on premises.
Plate number _____ State _____
Financed/leased through _____
Contact and phone number _____
Acct. # _____ Monthly payment _____

CREDIT CARDS, LOANS (including banks, department store, gas cards, student loans)

Creditor: _____
Address _____
Phone: _____ Acct. #: _____
Total Amount owed: _____ Monthly payment: _____ Are your payments current? _____

Other Creditor: _____
Address _____
Phone: _____ Acct. #: _____
Total Amount owed: _____ Monthly payment: _____ Are your payments current? _____

List any other current monthly expenses?

Hospital payment _____ Health Insurance _____ Auto Insurance _____
Renter's Insurance _____ Child care _____ Tuition _____
Cable TV _____ Other _____ Amount _____

BANK REFERENCE

Name of bank and branch: _____ Phone: _____
Branch address: _____
Checking (C)Acct. #: _____
Savings (S) Acct#: _____
How long account active, (C) _____ (S) _____ Average monthly balance, (C) _____ (S) _____

PERSONAL/PROFESSIONAL REFERENCES/EMERGENCY CONTACT

Character/Personal reference:

Name _____
Address _____
City _____ State _____ Zip _____
Relationship? _____ How long? _____ Phone _____

Professional reference (i.e. attorney, accountant):

Name _____
Address _____
City _____ State _____ Zip _____
Relationship? _____ How long? _____ Phone _____

Name of Nearest Living Relative:

Name _____
Address _____
City _____ State _____ Zip _____
Relationship? _____ How long? _____ Phone _____

Name of Emergency Contact Person:

Name _____
Address _____
City _____ State _____ Zip _____
Relationship? _____ How long? _____ Phone _____

The Landlord reserves the right to contact references listed above both now and in the future for rental consideration or for collection purposes should they be deemed necessary.

If Landlord has a question regarding this application, please furnish the best contact phone number:

Day phone/contact person: _____
Night phone/contact person: _____

THANK YOU!

Thank you for completing an application to rent from us. Please sign below. Please note that a completed application requires submission of the following which will be copied and attached to this application:

- Driver's License or Sheriff's picture ID. 2 weeks of most current pay stubs of each income source listed
- Personal check (to verify bank) If self-employed, most current Schedule C tax return and proof of current income
- Most recent utility bill (electric, gas, water, or phone bill showing Applicant's name and current address)

A nonrefundable fee of \$35 is charged on all rental applications for the purpose of verifying the information furnished on this application. By signing below, applicant hereby represents all information on this application is true, complete, and hereby authorizes a credit and background check be done as part of the application process, annual verification of information, references, and credit history for continual rental consideration or for collection purposes should that become necessary.

The Landlord may find it necessary to request the Applicant to submit additional information as part of the rental application process. This Rental Application will be considered void if the Landlord does not receive the requested information within 24 hours of the request. Applicant acknowledges this application will become part of the lease or rental agreement when approved. If any information is found to be incorrect, the application will be rejected and any subsequent lease or rental agreement becomes void. False and misleading statements will be sufficient reason for immediate eviction and loss of security deposit.

RENTAL COMMITMENT DEPOSIT

A nonrefundable Rental Commitment Deposit (hereafter referred to as RCD) is due and payable by cash, cashier's check, or money order within 24 hours of the Landlord notifying the Applicant that this Application has been accepted, providing the Applicant wishes to proceed with renting the home. The RCD equals the first month's rent when the rent is less than \$1000 per month. The RCC is \$1000 for homes where the rent is \$1000 or more per month. Landlord will continue to advertise and show the home and potentially rent the home to another prospective Resident if Landlord does not receive the RCD. Receipt of the RCD within 24 hours of approval notification holds the home for that prospective Resident until the agreed upon move-in date. The RCD is applied to the security deposit at the time of monve-in.

Applicant's signature: _____ Date: _____