|  |  |  |
| --- | --- | --- |
|  | **APPLICATION CHECKLIST**  ✓ Photo I.D.  ✓ Employment Verification  (2 most recent paystubs or offer letter)  ✓ Application Fee  ($55 for each applicant over 18 yrs. old)  *To ensure quicker processing time, please be sure that your application is complete. Former landlord and employer contact information is very important.* | **FOR OFFICE USE**  Date Received:  Time Received:  Received By:  Application Fee:  Property:  Deposit:  Move-In Date: |

**RENTAL APPLICATION**

***PLEASE NOTE: We will do our best to complete our screening as quickly as possible. Upon approval, you will have 24 hours in which to pay a deposit. The security deposit balance must be paid in full and a Lease Signed within 3 business days of application approval.***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICANT INFORMATION** | | | | | | | | | | | |
| **First Name:** | | | | **Middle Name:** | | | | **Last Name:** | | | |
| **SSN:** | | | | **Date of Birth:** | | | | **Desired Date:** | | | |
| Driver’s License State: | | | | Driver’s License Number: | | | | Email: | | | |
| Home Phone: | | | | Work Phone: | | | | Mobile Phone: | | | |
| **Current address:** | | | | | | | | | | | |
| City: | | | | State: | | | | ZIP Code: | | | |
| 🞏 Rent 🞏 Own | | Reason for Moving: | | | | | | | | | |
| Monthly Rent/Mortgage: $ | | | | Dates Lived There: | | | | | | | |
| Current Landlord’s Phone: | | | | Current Landlord: | | | | | | | |
| Previous address: | | | | | | | | | | | |
| City: | | | | State: | | | | ZIP Code: | | | |
| Reason for Moving: | | | | | | | |  | | | |
| Monthly Rent/Mortgage: $ | | | | Dates Lived There: | | | | | | | |
| Previous Landlord’s Phone: | | | | Previous Landlord: | | | | | | | |
| **EMLOYMENT INFORMATION** | | | | | | | | | | | |
| Current Employer: | | | | 🞏 Full-time 🞏 Part-time | | | | Hours Per Week: | | | |
| Employer Address: | | | | | | | | | | | |
| City: | | | | State: | | | | ZIP Code: | | | |
| Supervisor Name: | | | | Supervisor Phone: | | | | | | | |
| Position: | | | | | | | | How Long There: | | | |
| Salary: $ | | | | 🞏 Per Hour 🞏 Per Month 🞏 Per Year | | | | 🞏 Before Taxes 🞏 After Taxes | | | |
| Other Income: | | | | | | | | | | | |
| **SPOUSE OR BUSINESS PARTNER(S)** | | | | | | | | | | | |
| Spouse (if applicable): -- MUST FILL OUT A SEPARATE APPLICATION | | | | | | | | | | | |
| Partner (if applicable): -- MUST FILL OUT A SEPARATE APPLICATION | | | | | | | | | | | |
| Partner (if applicable): -- MUST FILL OUT A SEPARATE APPLICATION | | | | | | | | | | | |
| **BUSINESS ENTITY** | | | | | | | | | | | |
| Name: | | | | | | Address: | | | | | |
| Name: | | | | | | Address: | | | | | |
|  | | | | | |  | | | | | |
| **PETS – No Pets Allowed** | | | | | | | | | | | |
| Breed: | Age: | | | | Weight: | | Sex: | | Spayed/Neutered: | | |
| Breed: | Age: | | | | Weight: | | Sex: | | Spayed/Neutered: | | |
| **VEHICLES** | | | | | | | | | | | |
| Year: | Make: | | | | Model: | | Color: | | License Plate: | | |
| Year: | Make: | | | | Model: | | Color: | | License Plate: | | |
| **EMERGENCY CONTACT** | | | | | | | | | | | |
| Name: | | | Relationship: | | | Phone: | | | | Email: | |
| **OTHER INFORMATION** | | | | | | | | | | | |
| Do you or any proposed occupant smoke? 🞏 Yes 🞏 No | | | | | | | | | | | |
| Have you ever rented Real Estate before? 🞏 Yes 🞏 No | | | | | | | | | | | |
| If yes, please list property address and dates rented: | | | | | | | | | | | |
| Have you ever been evicted from a tenancy or left owing money? 🞏 Yes 🞏 No | | | | | | | | | | | |
| If yes, please explain: | | | | | | | | | | | |
| Have you ever failed to receive a full refund of your security deposit? 🞏 Yes 🞏 No | | | | | | | | | | | |
| If yes, please explain: | | | | | | | | | | | |
| Have you ever been convicted of, or pled guilty to, a felony or misdemeanor (other than minor traffic violations)? 🞏 Yes 🞏 No | | | | | | | | | | | |
| If yes, please explain: | | | | | | | | | | | |
| **NOTE: THE APPLICATION FEE IS $55.00 (NON-REFUNDABLE, NO PERSONAL CHECKS ALLOWED).**  **EVERY INDIVIDUAL 18 YEARS OLD OR OLDER MUST FILL OUT AN APPLICATION.** | | | | | | | | | | | |
| I hereby acknowledge that the information given herein is true and complete to the best of my knowledge, and that any misrepresentation shall be grounds for rejection of this application and forfeiture of any deposits paid, and that this application shall become part of my lease agreement. I also acknowledge that any deposit paid by me shall hold the premises for a period of not more than two (2) weeks, and that no deposit may be refunded under any condition should my application be approved and I fail to accept said premises. I hereby give permission for landlord representative to check the information given above in any legal manner they may deem appropriate, including checking the applicant’s credit or criminal history through any consumer reporting agency. | | | | | | | | | | | |
| **Signature of applicant:** | | | | | | | | | | | **Date:** |

PLEASE LET US KNOW HOW YOU HEARD ABOUT THIS PROPERTY:

🞏 Printed Advertising 🞏 Sign 🞏 Friend 🞏 Website 🞏 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_