

Property Address you are applying for: _____

Time Period: _____ to _____

Application Requirements: All adult applicants 18 or older must submit a fully completed, dated and signed residency application and fee. Applicant must provide a state issued photo identification card or a driver's license, and a social security card. A non-refundable application fee of \$50.00 will be required for all adult applicants. **Income Requirements:** Applicants must have a combined income of at least three times the monthly rent. We reserve the right to require a co-signer. A minimum of two years residential history is required. Self-employed applicants are required to produce, upon request, bank statements and possibly two years of tax returns or 1099's. Non-employed individuals must provide proof of income or funds. All sources of other income must be verifiable if needed to qualify for a rental unit. **Employed individuals provide please provide last 2 paystubs and /or New Employer Offer Letter.**

Credit Reporting: Our company policy is to report all non-compliances with the terms of your rental agreement or failure to pay rent as agreed, or any amounts owed to any or all of the various credit reporting agencies. **Background Investigation Requirements:** Criminal records must contain no convictions for felonies within the past seven years and no sexual offenses ever. In the event a record comes back "adjudication withheld" further documentation may be required and applicant may be denied on this basis.

Rental/Mortgage Requirements: Previous rental history from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbance or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination. **Renters Insurance Policy:** You must have an insurance policy to cover the contents of your home. This is a standard policy your insurance agent can issue. If you have pets, your policy must cover them also.

Pet Policy: Non-refundable pet deposit and/or pet rents are established on a per property and per pet basis.

Holding or Good Faith Deposit Requirements: We require a holding or good faith deposit to be collected to hold a property off the market. In the event the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit. **Liquid Furniture:** Not allowed, no water beds.

Occupancy Requirements: The number of occupants must be in compliance with HUD standards and guidelines for the applied for unit. The standards are as follows: No more than 2 persons may occupy a 1 bedroom dwelling ... No more than 4 persons may occupy a 2 bedroom dwelling ... No more than 6 persons may occupy a 3 bedroom dwelling ... No more than 8 persons may occupy a 4 bedroom dwelling.

No Verbal Agreements: Any exceptions to our criteria must be submitted in writing to the landlord for consideration. If approval is then given for such exceptions, additional security, co-signers, and/or additional advance rent payments may be required. No verbal agreements will be executed or honored. Any agreements must be in writing and signed by both parties. **This signed page also serves as authorization for your previous landlord to comment on your tenancy and employer to verify your employment.** By signing below, I indicate that I have read the above rental agreements and fully agree to the rental agreements.

_____/_____/_____
Applicant Signature Printed Name Date

Contact info.(tel.# and email): _____/_____

RENTAL APPLICATION

APPLICANT NAME _____ **Sex** ____ **Marital Status** _____

Date of Birth __/__/__ **SSN** ____--____--____ **Drivers License** _____ **State** _____

Phone: _____ **Cell#:** _____ **Email:** _____

PRESENT ADDRESS _____

City _____ **State** __ **ZIP** _____ **Move In Date** __/__/__ **Moved out** __/__/__

Landlord _____ **Phone** _____ **Email:** _____ **Why Move?** _____

PREVIOUS ADDRESS _____

City _____ **State** __ **ZIP** _____ **Ph** _____ **Move In Date** __/__/__ **Moved out** __/__/__

Landlord _____ **Phone** _____ **Email:** _____ **Why Move?** _____

PREVIOUS ADDRESS _____

City _____ **State** __ **ZIP** _____ **Ph** _____ **Move In Date** __/__/__ **Moved out** __/__/__

Landlord _____ **Ph** _____ **Email:** _____ **Why Move?** _____

New Employer (if you are transferring here for new employment): _____

Human Resources Contact Person: _____ **Phone:** _____ **Email:** _____

Start Date _____ **Monthly Income/Salary \$** _____

Occupation _____ **Supervisor** _____ **Phone** _____

PRESENT EMPLOYER _____

Occupation _____ **Supervisor** _____ **Phone** _____ **Email:** _____

How long employed _____ **Monthly Income/Salary \$** _____

PREVIOUS EMPLOYER _____

Occupation _____ **Supervisor** _____ **Phone** _____ **Email:** _____

How long employed _____ **Monthly Income/Salary \$** _____

Have you ever been evicted?..... Yes No

Have you ever broken a rental or lease agreement?..... Yes No

Have you ever declared bankruptcy?..... Yes No

Have you ever been sued for nonpayment of rent?..... Yes No

Have you ever been sued for damages to rental property?..... Yes No

Have you ever been arrested?..... Yes No

Do you have any pets or do you plan to acquire any?..... Yes No

If yes, describe pets (specifically breeds of dogs): _____
