



# RESIDENTIAL RENTAL APPLICATION

## RENTAL PROPERTY

ADDRESS: 512 Coleman Avenue, Fairmont, WV 26554  
 DATE AVAILABLE: TBD  
 TYPE OF LEASE: Fixed Term  
 LEASE MINIMUM TERM: One (1) Year  
 MONTHLY RENT PAYMENT: \$1,200.00  
 INITIAL SECURITY DEPOSIT: \$1,200.00  
 APPLICATION FEE: \$35.00 **NOT DUE AT THIS TIME**

COLLECTED AT TIME OF CRIMINAL/CREDIT CHECK(S)  
 You will be notified if you proceed to that step

## 1. APPLICANT'S PERSONAL INFORMATION

NAME: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_  
 HOME PHONE: \_\_\_\_\_  
 CELL PHONE: \_\_\_\_\_  
 WORK PHONE: \_\_\_\_\_  
 OTHER PHONE: \_\_\_\_\_  
 DATE OF BIRTH: \_\_\_\_\_  
 DESIRED MOVE IN DATE: \_\_\_\_\_  
 HAVE YOU **EVER** BEEN CONVICTED OF A CRIME? YES \_\_\_\_\_ NO \_\_\_\_\_  
 IF YES, DESCRIBE: \_\_\_\_\_

## 2. CO-APPLICANT'S PERSONAL INFORMATION

NAME: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_  
 HOME PHONE: \_\_\_\_\_  
 CELL PHONE: \_\_\_\_\_  
 WORK PHONE: \_\_\_\_\_  
 OTHER PHONE: \_\_\_\_\_  
 DATE OF BIRTH: \_\_\_\_\_  
 HAVE YOU **EVER** BEEN CONVICTED OF A CRIME? YES \_\_\_\_\_ NO \_\_\_\_\_  
 IF YES, DESCRIBE: \_\_\_\_\_

DO YOU INTEND TO PAY FOR THIS PROPERTY'S RENT WITH A HUD/SECTION 8 VOUCHER? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, LIST YOUR HUD CONTACT BELOW

NAME \_\_\_\_\_  
 EMAIL \_\_\_\_\_  
 PHONE \_\_\_\_\_

PREAPPROVED RENT AMOUNT \_\_\_\_\_

IF YOU INTEND TO USE HUD/SECTION 8 FOR PAYMENT YOU **MUST** PROVIDE LANDLORD WITH **ALL** APPLICABLE **COMPLETED** AND **SIGNED** PAPERWORK FOR THE LANDLORD TO SUBMIT TO THE HOUSING AUTHORITY. FAILURE TO PROVIDE COMPLETE, LEGIBLE PAPERWORK WILL DELAY THE PROCESS AND MAY BE CAUSE FOR DENIAL OF APPLICATION.

**APPLICANT RENTAL HISTORY**

**PROVIDE AT LEAST 5 YEARS RESIDENCE RECORDS**

**1. APPLICANT CURRENT ADDRESS:**

HOW LONG HAVE YOU BEEN AT THIS ADDRESS: \_\_\_\_\_  
MONTHLY RENT: \_\_\_\_\_  
LANDLORD'S NAME: \_\_\_\_\_  
LANDLORD'S CONTACT NUMBER: \_\_\_\_\_  
REASON(S) FOR LEAVING THIS PROPERTY: \_\_\_\_\_

DID YOU USE A HUD/SECTION 8 VOUCHER AS PAYMENT? \_\_\_\_\_  
IF YES, LIST AMOUNT: \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_

**1. APPLICANT PREVIOUS ADDRESS:**

HOW LONG DID YOU RESIDE AT THIS ADDRESS: \_\_\_\_\_  
MONTHLY RENT: \_\_\_\_\_  
LANDLORD'S NAME: \_\_\_\_\_  
LANDLORD'S CONTACT NUMBER: \_\_\_\_\_  
REASON(S) FOR LEAVING THIS PROPERTY: \_\_\_\_\_

DID YOU USE A HUD/SECTION 8 VOUCHER AS PAYMENT? \_\_\_\_\_  
IF YES, LIST AMOUNT: \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_

**1. APPLICANT PREVIOUS ADDRESS:**

HOW LONG DID YOU RESIDE AT THIS ADDRESS: \_\_\_\_\_  
MONTHLY RENT: \_\_\_\_\_  
LANDLORD'S NAME: \_\_\_\_\_  
LANDLORD'S CONTACT NUMBER: \_\_\_\_\_  
REASON(S) FOR LEAVING THIS PROPERTY: \_\_\_\_\_

DID YOU USE A HUD/SECTION 8 VOUCHER AS PAYMENT? \_\_\_\_\_  
IF YES, LIST AMOUNT: \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_

**1. APPLICANT PREVIOUS ADDRESS:**

HOW LONG DID YOU RESIDE AT THIS ADDRESS: \_\_\_\_\_  
MONTHLY RENT: \_\_\_\_\_  
LANDLORD'S NAME: \_\_\_\_\_  
LANDLORD'S CONTACT NUMBER: \_\_\_\_\_  
REASON(S) FOR LEAVING THIS PROPERTY: \_\_\_\_\_

DID YOU USE A HUD/SECTION 8 VOUCHER AS PAYMENT? \_\_\_\_\_  
IF YES, LIST AMOUNT: \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE YOU **EVER** BEEN EVICTED?  
REASON: \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE YOU **EVER** MISSED ANY RENT PAYMENTS?  
REASON: \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_

WERE MISSING **RENT** PAYMENTS DUE TO COVID-19?  
HAVE YOU EVER REFUSED TO PAY RENT WHEN DUE?  
REASON: \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_  
YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE YOU **EVER** WITHHELD RENT OR A PORTION OF RENT?  
REASON: \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_

**CO-APPLICANT RENTAL HISTORY**

**PROVIDE AT LEAST 5 YEARS RESIDENCE RECORDS**

**2. CO-APPLICANT CURRENT ADDRESS:**

HOW LONG HAVE YOU BEEN AT THIS ADDRESS: \_\_\_\_\_  
MONTHLY RENT: \_\_\_\_\_  
LANDLORD'S NAME: \_\_\_\_\_  
LANDLORD'S CONTACT NUMBER: \_\_\_\_\_  
REASON(S) FOR LEAVING THIS PROPERTY: \_\_\_\_\_

DID YOU USE A HUD/SECTION 8 VOUCHER AS PAYMENT? YES \_\_\_\_\_ NO \_\_\_\_\_  
IF YES, LIST AMOUNT: \_\_\_\_\_

**2. CO-APPLICANT PREVIOUS ADDRESS:**

HOW LONG DID YOU RESIDE AT THIS ADDRESS: \_\_\_\_\_  
MONTHLY RENT: \_\_\_\_\_  
LANDLORD'S NAME: \_\_\_\_\_  
LANDLORD'S CONTACT NUMBER: \_\_\_\_\_  
REASON(S) FOR LEAVING THIS PROPERTY: \_\_\_\_\_

DID YOU USE A HUD/SECTION 8 VOUCHER AS PAYMENT? YES \_\_\_\_\_ NO \_\_\_\_\_  
IF YES, LIST AMOUNT: \_\_\_\_\_

**2. CO-APPLICANT PREVIOUS ADDRESS:**

HOW LONG DID YOU RESIDE AT THIS ADDRESS: \_\_\_\_\_  
MONTHLY RENT: \_\_\_\_\_  
LANDLORD'S NAME: \_\_\_\_\_  
LANDLORD'S CONTACT NUMBER: \_\_\_\_\_  
REASON(S) FOR LEAVING THIS PROPERTY: \_\_\_\_\_

DID YOU USE A HUD/SECTION 8 VOUCHER AS PAYMENT? YES \_\_\_\_\_ NO \_\_\_\_\_  
IF YES, LIST AMOUNT: \_\_\_\_\_

**2. CO-APPLICANT PREVIOUS ADDRESS:**

HOW LONG DID YOU RESIDE AT THIS ADDRESS: \_\_\_\_\_  
MONTHLY RENT: \_\_\_\_\_  
LANDLORD'S NAME: \_\_\_\_\_  
LANDLORD'S CONTACT NUMBER: \_\_\_\_\_  
REASON(S) FOR LEAVING THIS PROPERTY: \_\_\_\_\_

DID YOU USE A HUD/SECTION 8 VOUCHER AS PAYMENT? YES \_\_\_\_\_ NO \_\_\_\_\_  
IF YES, LIST AMOUNT: \_\_\_\_\_

HAVE YOU **EVER** BEEN EVICTED?

REASON: \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE YOU **EVER** MISSED ANY RENT PAYMENTS?

REASON: \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_

WERE MISSING RENT PAYMENTS DUE TO COVID-19?

HAVE YOU **EVER** REFUSED TO PAY RENT WHEN DUE?

REASON: \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE YOU **EVER** WITHHELD RENT OR A PORTION OF RENT?

REASON: \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_

**EMPLOYMENT DETAILS**

**PROOF OF INCOME**

All applicants are required to attach proof of their income to this rental application form. Acceptable documentation includes pay stubs, employer's letter/certificate from Human Resources own company letterhead, bank statements, or copies of your previous year's tax returns. Employment verification is require for a minimum period of three (3) years.

**1. APPLICANT CURRENT EMPLOYMENT**

**PROVIDE AT LEAST 5 YEARS EMPLOYMENT RECORDS**

EMPLOYMENT STATUS: \_\_\_\_\_  
CURRENT EMPLOYER: \_\_\_\_\_  
TITLE/POSITION: \_\_\_\_\_  
HOURLY OR SALARY RATE: \$ \_\_\_\_\_ PER \_\_\_\_\_  
SUPERVISOR'S NAME: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
DATE HIRED: \_\_\_\_\_  
PROOF OF INCOME ATTACHED? YES \_\_\_\_\_ NO \_\_\_\_\_

**1. APPLICANT PREVIOUS EMPLOYMENT**

EMPLOYMENT STATUS: \_\_\_\_\_  
CURRENT EMPLOYER: \_\_\_\_\_  
TITLE/POSITION: \_\_\_\_\_  
HOURLY OR SALARY RATE: \$ \_\_\_\_\_ PER \_\_\_\_\_  
SUPERVISOR'S NAME: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
DATE HIRED: \_\_\_\_\_  
DATE LEFT: \_\_\_\_\_  
REASON LEFT: \_\_\_\_\_  
PROOF OF INCOME ATTACHED? YES \_\_\_\_\_ NO \_\_\_\_\_

**1. APPLICANT PREVIOUS EMPLOYMENT**

EMPLOYMENT STATUS: \_\_\_\_\_  
CURRENT EMPLOYER: \_\_\_\_\_  
TITLE/POSITION: \_\_\_\_\_  
HOURLY OR SALARY RATE: \$ \_\_\_\_\_ PER \_\_\_\_\_  
SUPERVISOR'S NAME: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
DATE HIRED: \_\_\_\_\_  
DATE LEFT: \_\_\_\_\_  
REASON LEFT: \_\_\_\_\_  
PROOF OF INCOME ATTACHED? YES \_\_\_\_\_ NO \_\_\_\_\_

**1. APPLICANT PREVIOUS EMPLOYMENT**

EMPLOYMENT STATUS: \_\_\_\_\_  
CURRENT EMPLOYER: \_\_\_\_\_  
TITLE/POSITION: \_\_\_\_\_  
HOURLY OR SALARY RATE: \$ \_\_\_\_\_ PER \_\_\_\_\_  
SUPERVISOR'S NAME: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
DATE HIRED: \_\_\_\_\_  
DATE LEFT: \_\_\_\_\_  
REASON LEFT: \_\_\_\_\_  
PROOF OF INCOME ATTACHED? YES \_\_\_\_\_ NO \_\_\_\_\_

**2. CO-APPLICANT CURRENT EMPLOYMENT**

**PROVIDE AT LEAST 5 YEARS EMPLOYMENT RECORDS**

EMPLOYMENT STATUS:

\_\_\_\_\_

CURRENT EMPLOYER:

\_\_\_\_\_

TITLE/POSITION:

\_\_\_\_\_

HOURLY OR SALARY RATE:

\$ \_\_\_\_\_ PER \_\_\_\_\_

SUPERVISOR'S NAME:

\_\_\_\_\_

PHONE:

\_\_\_\_\_

EMAIL:

\_\_\_\_\_

DATE HIRED:

\_\_\_\_\_

PROOF OF INCOME ATTACHED?

YES \_\_\_\_\_

NO \_\_\_\_\_

**2. CO-APPLICANT PREVIOUS EMPLOYMENT**

EMPLOYMENT STATUS:

\_\_\_\_\_

CURRENT EMPLOYER:

\_\_\_\_\_

TITLE/POSITION:

\_\_\_\_\_

HOURLY OR SALARY RATE:

\$ \_\_\_\_\_ PER \_\_\_\_\_

SUPERVISOR'S NAME:

\_\_\_\_\_

PHONE:

\_\_\_\_\_

EMAIL:

\_\_\_\_\_

DATE HIRED:

\_\_\_\_\_

DATE LEFT:

\_\_\_\_\_

REASON LEFT:

\_\_\_\_\_

PROOF OF INCOME ATTACHED?

YES \_\_\_\_\_

NO \_\_\_\_\_

**2. CO-APPLICANT PREVIOUS EMPLOYMENT**

EMPLOYMENT STATUS:

\_\_\_\_\_

CURRENT EMPLOYER:

\_\_\_\_\_

TITLE/POSITION:

\_\_\_\_\_

HOURLY OR SALARY RATE:

\$ \_\_\_\_\_ PER \_\_\_\_\_

SUPERVISOR'S NAME:

\_\_\_\_\_

PHONE:

\_\_\_\_\_

EMAIL:

\_\_\_\_\_

DATE HIRED:

\_\_\_\_\_

DATE LEFT:

\_\_\_\_\_

REASON LEFT:

\_\_\_\_\_

PROOF OF INCOME ATTACHED?

YES \_\_\_\_\_

NO \_\_\_\_\_

**2. CO-APPLICANT PREVIOUS EMPLOYMENT**

EMPLOYMENT STATUS:

\_\_\_\_\_

CURRENT EMPLOYER:

\_\_\_\_\_

TITLE/POSITION:

\_\_\_\_\_

HOURLY OR SALARY RATE:

\$ \_\_\_\_\_ PER \_\_\_\_\_

SUPERVISOR'S NAME:

\_\_\_\_\_

PHONE:

\_\_\_\_\_

EMAIL:

\_\_\_\_\_

DATE HIRED:

\_\_\_\_\_

DATE LEFT:

\_\_\_\_\_

REASON LEFT:

\_\_\_\_\_

PROOF OF INCOME ATTACHED?

YES \_\_\_\_\_

NO \_\_\_\_\_

**REFERENCES**

LIST AT LEAST THREE (3) PEOPLE, NOT RELATED TO YOU, WHO CAN PROVIDE A PERSONAL REFERENCE.

**APPLICANT REFERENCE 1**

NAME: \_\_\_\_\_  
CURRENT EMPLOYER: \_\_\_\_\_  
TITLE/POSITION: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
YEARS KNOWN: \_\_\_\_\_

**APPLICANT REFERENCE 2**

NAME: \_\_\_\_\_  
CURRENT EMPLOYER: \_\_\_\_\_  
TITLE/POSITION: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
YEARS KNOWN: \_\_\_\_\_

**APPLICANT REFERENCE 3**

NAME: \_\_\_\_\_  
CURRENT EMPLOYER: \_\_\_\_\_  
TITLE/POSITION: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
YEARS KNOWN: \_\_\_\_\_

**CO-APPLICANT REFERENCE 1**

NAME: \_\_\_\_\_  
CURRENT EMPLOYER: \_\_\_\_\_  
TITLE/POSITION: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
YEARS KNOWN: \_\_\_\_\_

**CO-APPLICANT REFERENCE 2**

NAME: \_\_\_\_\_  
CURRENT EMPLOYER: \_\_\_\_\_  
TITLE/POSITION: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
YEARS KNOWN: \_\_\_\_\_

**CO-APPLICANT REFERENCE 3**

NAME: \_\_\_\_\_  
CURRENT EMPLOYER: \_\_\_\_\_  
TITLE/POSITION: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
YEARS KNOWN: \_\_\_\_\_

**CREDIT HISTORY AND BACKGROUND CHECK AUTHORIZATION**

DO YOU [APPLICANT] CONSENT TO A CRIMINAL BACKGROUND CHECK

YES \_\_\_\_\_

NO \_\_\_\_\_

IS THERE ANYTHING WE MAY FIND IN OUR CRIMINAL BACKGROUND CHECK THAT YOU WANT TO COMMENT ON?

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

DO YOU [CO-APPLICANT] CONSENT TO A CRIMINAL BACKGROUND CHECK

YES \_\_\_\_\_

NO \_\_\_\_\_

IS THERE ANYTHING WE MAY FIND IN OUR CRIMINAL BACKGROUND CHECK THAT YOU WANT TO COMMENT ON?

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

**ADDITIONAL INFORMATION**

**PETS**  
The Landlord allows some pets in the rental property with the following restrictions:  
The landlord requires a pet deposit in the amount of \$1200.00.  
City/State/Federal laws must be adhered to at all times.  
No pets shall be chained/tied up outside.  
Dog breeds typically deemed aggressive are prohibited.  
No aggressive or ill tempered pets are allowed.  
Pet deposit may increase or decrease at the sole discretion of the Landlord depending on the number, size, age, type, temper of any pet(s) and/or other criteria at the sole discretion of the Landlord.

DO YOU OWN ANY PET(S)?

YES \_\_\_\_\_

NO \_\_\_\_\_

IF YES, DESCRIBE THE PET(S):

- PET (1)
- PET (2)
- PET (3)
- PET (4)
- PET (5)
- PET (6)

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

**SMOKING**

The Landlord does not allow smoking, vaping, or tobacco use of any kind in the rental property.

DO ANY APPLICANTS SMOKE?

YES \_\_\_\_\_

NO \_\_\_\_\_

IF YES, LIST NAMES(S):

\_\_\_\_\_

DO ANY APPLICANTS VAPE?

YES \_\_\_\_\_

NO \_\_\_\_\_

IF YES, LIST NAMES(S):

\_\_\_\_\_

DO ANY APPLICANTS USE SMOKELESS TOBACCO?

YES \_\_\_\_\_

NO \_\_\_\_\_

IF YES, LIST NAMES(S):

\_\_\_\_\_

DO ANY APPLICANTS SMOKE OR OTHERWISE USE MARIJUANA/THC/DELTA 8?

YES \_\_\_\_\_

NO \_\_\_\_\_

IF YES, LIST NAMES(S):

\_\_\_\_\_

DO ANY APPLICANTS USE ANY CONTROLLED SUBSTANCES?

YES \_\_\_\_\_

NO \_\_\_\_\_

IF YES, LIST NAMES(S):

\_\_\_\_\_

**WATERBEDS**

The Landlord does not allow the use of waterbeds on the premises.

**OCCUPANTS**

LIST ALL PEOPLE WHO INTEND TO OCCUPY THE PROPERTY :

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

By my signature below, I declare that the information I have provided is true and correct and contains no misrepresentations. If misrepresentations are found after a residential lease agreement is entered into between the Landlord and Applicant(s), the Landlord shall have the option to terminate the residential lease agreement and seek all available remedies.

The Applicant(s) authorizes the Landlord to verify all references and facts, including but not limited to current and previous landlords, employers, and personal references. The Applicant(s) understands that incomplete or incorrect information provided in the application may cause a delay in processing and/or may result in the denial of application.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Co-Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_