

RESIDENTIAL RENTAL APPLICATION

512 Coleman Avenue, Fairmont, WV 26554

Property Summary

Date Available: TBD	Lease Type: Fixed Term
Lease Minimum Term: One (1) Year	Monthly Rent: \$1,495.00
Initial Security Deposit: \$1,495.00	Tenant Pays: All utilities
Application Fee: \$65.00	Fee Due: Only if selected for credit/background screening

The \$65 application/screening fee is not due with the initial application. It is due only if the applicant is selected to proceed to credit/background screening and is nonrefundable after paid.

Premises include the single-family residence only. Detached garage, garage apartment, and any separately designated owner/storage areas are not included unless specifically agreed in writing.

APPLICATION INSTRUCTIONS AND SCREENING CRITERIA

- All adults 18 or older who will live in the home must submit an application. Use an additional sheet if there are more applicants.
- Applications are reviewed using the same written screening criteria, including complete application, verifiable identity, ability to pay rent and tenant-paid utilities, rental history, landlord references, income documentation, credit/background screening when applicable, and occupancy suitability.
- Incomplete, inaccurate, illegible, or unverifiable information may delay processing and/or may result in denial. Submission of an application does not guarantee approval or create a lease.
- The landlord may contact current and previous landlords, employers, income sources, personal references, utility providers, and screening providers to verify the information supplied in this application.

1. APPLICANT PERSONAL INFORMATION

Full legal name: _____	Date of birth: _____
Email address: _____	Cell phone: _____
Home phone: _____	Work phone: _____
Current address: _____	Desired move-in date: _____
Driver license/state ID number: _____	State issued: _____

2. CO-APPLICANT PERSONAL INFORMATION

All adults 18 or older who will live in the property must complete an applicant or co-applicant section.

Full legal name: _____	Date of birth: _____
Email address: _____	Cell phone: _____
Home phone: _____	Work phone: _____
Current address: _____	Desired move-in date: _____
Driver license/state ID number: _____	State issued: _____

4. INCOME AND ABILITY TO PAY

All applicants are required to attach proof of income or lawful funds to this rental application. Acceptable documentation may include pay stubs, employer letter on company letterhead, benefit/award letter, child support/alimony documentation, tax return, bank statements, self-employment records, retirement/pension statement, or other reliable documentation.

Income sources, check all that apply: Employment Self-employment Retirement/Pension Social Security/Benefits Child support/Alimony Savings/Assets Other lawful income

Applicant Income Information

Current income source/employer: _____	Gross monthly income: \$ _____
Position/title or income type: _____	Start date/date income began: _____
Supervisor/contact name, if applicable: _____	Phone/email: _____
Proof of income attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	Additional income/funds: \$ _____

Co-Applicant Income Information

Current income source/employer: _____	Gross monthly income: \$ _____
Position/title or income type: _____	Start date/date income began: _____
Supervisor/contact name, if applicable: _____	Phone/email: _____
Proof of income attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	Additional income/funds: \$ _____

5. APPLICANT RENTAL HISTORY - PROVIDE AT LEAST 5 YEARS OF RESIDENCE RECORDS

1. Current address:

Street address: _____	City/State/ZIP: _____
Dates lived there: _____	Monthly rent: \$ _____
Landlord/property manager name: _____	Phone/email: _____
Reason for leaving: _____	_____

2. Previous address:

Street address: _____	City/State/ZIP: _____
Dates lived there: _____	Monthly rent: \$ _____
Landlord/property manager name: _____	Phone/email: _____
Reason for leaving: _____	_____

3. Previous address:

Street address: _____	City/State/ZIP: _____
Dates lived there: _____	Monthly rent: \$ _____

Landlord/property manager name: _____	Phone/email: _____
Reason for leaving: _____	_____ _____

4. Previous address:

Street address: _____	City/State/ZIP: _____
Dates lived there: _____	Monthly rent: \$ _____
Landlord/property manager name: _____	Phone/email: _____
Reason for leaving: _____	_____ _____

If more space is needed, attach an additional page.

6. APPLICANT RENTAL HISTORY QUESTIONS

- Have you ever been evicted or named in an eviction case? Yes No
- Do you currently owe money to any landlord, property manager, utility company, or housing authority? Yes No
- Have you ever left a rental owing unpaid rent, utilities, damages, or court costs? Yes No
- Have you ever had a lease terminated for violation of lease terms? Yes No
- Have you ever broken a lease before the lease term ended? Yes No
- If yes to any question above, explain: _____

7. CO-APPLICANT RENTAL HISTORY - PROVIDE AT LEAST 5 YEARS OF RESIDENCE RECORDS

1. Current address:

Street address: _____	City/State/ZIP: _____
Dates lived there: _____	Monthly rent: \$ _____
Landlord/property manager name: _____	Phone/email: _____
Reason for leaving: _____	_____

2. Previous address:

Street address: _____	City/State/ZIP: _____
Dates lived there: _____	Monthly rent: \$ _____
Landlord/property manager name: _____	Phone/email: _____
Reason for leaving: _____	_____

3. Previous address:

Street address: _____	City/State/ZIP: _____
Dates lived there: _____	Monthly rent: \$ _____
Landlord/property manager name: _____	Phone/email: _____
Reason for leaving: _____	_____

4. Previous address:

Street address: _____	City/State/ZIP: _____
Dates lived there: _____	Monthly rent: \$ _____
Landlord/property manager name: _____	Phone/email: _____
Reason for leaving: _____	_____

If more space is needed, attach an additional page.

8. CO-APPLICANT RENTAL HISTORY QUESTIONS

Have you ever been evicted or named in an eviction case? Yes No

Do you currently owe money to any landlord, property manager, utility company, or housing authority? Yes No

Have you ever left a rental owing unpaid rent, utilities, damages, or court costs? Yes No

Have you ever had a lease terminated for violation of lease terms? Yes No

Have you ever broken a lease before the lease term ended? Yes No

If yes to any question above, explain: _____

9. CRIMINAL BACKGROUND AND SCREENING AUTHORIZATION

Applicant understands that a criminal background check may be required if the application proceeds to screening. Criminal history, if any, will be reviewed based on the nature, severity, recency, and relevance to resident/property safety and legal housing requirements. Applicant may provide any explanation or mitigating information.

Applicant consents to criminal background check if selected to proceed: Yes No

Applicant comments/explanation, if any: _____

Co-applicant consents to criminal background check if selected to proceed: Yes No

Co-applicant comments/explanation, if any: _____

10. PERSONAL REFERENCES

List at least three (3) people, not related to you, who can provide a personal reference.

Name	Relationship/How Known	Phone	Email	Years Known

11. VEHICLES

List all vehicles that will be kept at the property.

Owner/Driver	Year/Make/Model	Color	Plate Number	State

12. EMERGENCY CONTACT

Name: _____	Relationship: _____
Phone: _____	Email: _____
Address: _____	City/State/ZIP: _____

13. PETS, ANIMALS, AND ACCOMMODATION REQUESTS

Pets are considered case by case and require written approval before move-in. Pet approval may depend on number, type, size, age, behavior history, vaccination status, insurance limitations, and landlord approval.

No animal may be chained, tied, or tethered outside. No animal with a known history of aggression, biting, attacking, menacing behavior, or significant property damage will be approved as a pet.

Animals required as a reasonable accommodation under applicable disability law are not treated as pets and are not subject to pet deposits or pet fees. Requests will be reviewed individually. Online registrations, certificates, ID cards, or vests alone are not sufficient to establish a legal accommodation.

Do you request approval to keep any pet or animal at the property? Yes No

Name	Type/Breed	Age	Weight	Spayed/Neutered?	Behavior/vaccination notes

14. SMOKING, VAPING, WATERBEDS, UTILITIES, AND INSURANCE

- Smoking, vaping, tobacco use of any kind, marijuana/THC/Delta-8 smoking or vaping, drug manufacturing, drug distribution, illegal drug activity, and controlled substances in violation of law are prohibited in or on the property.
- Waterbeds and water-filled furniture are not permitted on the property.
- Tenant must place all required utilities in Tenant's name before possession is delivered and must keep utilities active throughout the lease term. Failure to maintain active utilities may be treated as a material lease violation.
- Renter's insurance is required by the lease. Applicant agrees to obtain and maintain renter's insurance if approved.

Applicant can place required utilities in applicant's name before possession: Yes No

Applicant agrees to obtain and maintain renter's insurance if approved: Yes No

Applicant consents to communication by text message and email regarding this application and tenancy: Yes No

Co-applicant consents to communication by text message and email regarding this application and tenancy: Yes No

15. ADDITIONAL INFORMATION

Use this space to provide any additional information that may help evaluate the application.

16. APPLICANT AUTHORIZATION AND CERTIFICATION

By signing below, I declare that the information I have provided is true and correct and contains no misrepresentations. I understand that misrepresentations, omissions, incomplete information, or unverifiable information may result in denial of the application or, if discovered after lease signing, may result in remedies available under the lease and applicable law.

I authorize the Landlord to verify all references and facts provided in this application, including current and previous landlords, employers, income sources, personal references, utility providers, and other sources reasonably related to the screening of this application.

If I am selected to proceed to screening and pay the screening fee, I authorize the Landlord and/or a tenant-screening provider to obtain credit, criminal, eviction, rental-history, and other consumer reports for tenant-screening purposes. I understand that the application/screening fee is nonrefundable after paid.

I understand that approval is not final until the lease is signed by all required parties and all required move-in amounts are paid in cleared funds.

Applicant printed name: _____ **Date:** _____

Applicant signature: _____

Co-applicant printed name: _____ **Date:** _____

Co-applicant signature: _____

LANDLORD USE ONLY

Application received date/time: _____	Complete application received? <input type="checkbox"/> Yes <input type="checkbox"/> No
Selected to proceed to screening? <input type="checkbox"/> Yes <input type="checkbox"/> No	Screening fee paid date: _____
Credit/background completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Waitlist
Notes: _____ —	_____ _____