

The Jones Company Real Estate, LLC

Office: 573-268-6628 \* Email: [group@TheJonesCompany.net](mailto:group@TheJonesCompany.net) \* Web Address: [www.TheJonesCompany.net](http://www.TheJonesCompany.net)

## **RENTAL APPLICATION (\*Black Ink Required)**

*(Submission and approval of this application does not finalize the rental of the property until lease documents are fully executed, and applicable fees have been received by the landlord)*

TODAY'S DATE: \_\_\_\_\_ ANTICIPATED LEASE START DATE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

**PERSONAL DETAILS:** *(All occupants 18 yrs and older must fill out separate applications)*

Name (First, MI, Last, Maiden) \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Driver's License Number & State Issued \_\_\_\_\_

Telephone (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

Email Address \_\_\_\_\_

Do you or any of your co-occupants smoke? \_\_\_\_\_ If YES, who? \_\_\_\_\_

Are you a student? \_\_\_\_\_ If YES, which school? \_\_\_\_\_ Level \_\_\_\_\_

### **TENANCY:**

Total Number Of Occupants Who Will Be Living In The Property: \_\_\_\_\_

Name \_\_\_\_\_ Gender \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Gender \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Gender \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

**VEHICLES:** *(List all occupants' vehicles that will be parked at the premises; indicate if any vehicle has body damage, defective paint or leaking fluids)*

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License# \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License# \_\_\_\_\_

**PETS:** YES \_\_\_\_\_ NO \_\_\_\_\_ *If yes, how long has it lived with you:* \_\_\_\_\_

*List any pet that would be at the premises for any period of time:*

Breed: \_\_\_\_\_ Sex: \_\_\_\_\_ Wt: \_\_\_\_\_ Age: \_\_\_\_\_ Color: \_\_\_\_\_ Neutered: \_\_\_\_\_ Declawed \_\_\_\_\_ Name: \_\_\_\_\_

Breed: \_\_\_\_\_ Sex: \_\_\_\_\_ Wt: \_\_\_\_\_ Age: \_\_\_\_\_ Color: \_\_\_\_\_ Neutered: \_\_\_\_\_ Declawed \_\_\_\_\_ Name: \_\_\_\_\_

**APPLICANT'S EMPLOYMENT:**

Employer at time of Lease Commencement: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Supervisor Name/Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Supervisor Name/Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Monthly Income: \_\_\_\_\_

**PLEASE LIST ALL OTHER SOURCES & AMOUNTS OF INCOME:**

\_\_\_\_\_

**#1 – PRESENT ADDRESS: Rent or Own (circle one)**

Street: \_\_\_\_\_ Apt # \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Move-In Date: \_\_\_\_\_ Move-Out Date: \_\_\_\_\_  
Landlord/Mortgage Company Name: \_\_\_\_\_  
Landlord/Mortgage Company Phone: \_\_\_\_\_  
Landlord/Mortgage Company Address: \_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_  
Monthly Rent/Mtg Amt: \$ \_\_\_\_\_ Lease Fulfilled? \_\_\_\_\_ Home Sold? \_\_\_\_\_

**#2 – PRIOR ADDRESS: Rent or Own (circle one)**

Street: \_\_\_\_\_ Apt # \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Move-In Date: \_\_\_\_\_ Move-Out Date: \_\_\_\_\_  
Landlord/Mortgage Company Name: \_\_\_\_\_  
Landlord/Mortgage Company Phone: \_\_\_\_\_  
Landlord/Mortgage Company Address: \_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_  
Monthly Rent/Mtg Amt: \$ \_\_\_\_\_ Lease Fulfilled? \_\_\_\_\_ Home Sold? \_\_\_\_\_

**PERSONAL REFERENCES:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

**EMERGENCY CONTACT:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**CREDIT HISTORY:**

Please list all credit obligations with minimum monthly payments:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

**CRIMINAL HISTORY:**

Have you or any of your co-occupants listed above ever: (1) been convicted of a felony? \_\_\_\_\_  
 (2) received deferred adjudication for a felony? \_\_\_\_\_ (3) declared bankruptcy? \_\_\_\_\_  
 (4) refused to pay rent when due? \_\_\_\_\_ (5) broken a lease? \_\_\_\_\_ (6) been evicted  
 or sued by a landlord or mortgage company? \_\_\_\_\_

**APPLICATION CHECKLIST:**

- ❖ Completed Application Form using Black Ink (one for each occupant 18 years and older)
- ❖ Non-Refundable Application Fee \$35/per applicant 18yrs and older (see instructions)
- ❖ Copy of Driver’s License

**INSTRUCTIONS:**

- *If additional space is needed to answer any question, attach extra page. No application will be processed unless all questions have been answered legibly and all above-listed items have been submitted.*
- *Completed form should be emailed to [group@TheJonesCompany.net](mailto:group@TheJonesCompany.net) (sensitive information may be transmitted via a phone call to 573-268-6628 if desired).*
- *Application processing fee of \$35.00 (plus 4% PayPal service fee) per applicant age 18 years and over, should be paid via the PayPal Link on the website, [www.TheJonesCompany.net](http://www.TheJonesCompany.net). Please call 573-268-6628 or email [group@TheJonesCompany.net](mailto:group@TheJonesCompany.net) when submitting application form and fee to ensure prompt attention.*
- *Upon receipt of all above-listed items, applicant will be notified of approval status within 1-2 business days.*
- *Upon approval, an on-site showing appointment may be scheduled.*
- *Once Lease documents are emailed to applicant for review/signature, applicant has 48 hours within which to return signed Lease documents, security deposit, and pet fee (if applicable).*

**AUTHORIZATION**

By signing below, the applicant declares that all statements made in this application are true and complete. Applicant hereby authorizes Landlord or their designee to verify all of the information in this application, including all information or opinions concerning credit worthiness and/or fitness as a tenant, including running a credit/criminal report. If any applicant has given any false information or found to be unworthy as a tenant in the opinion of the Landlord, the Landlord is entitled to reject the application, and retain all application fees as liquidated damages for Landlord’s time and expenses in processing this application. If you are accepted as a tenant, this application will become part of the lease.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**