



APPLICATION TO RENT
(Please Print Clearly)

Each adult over the age of 18 must complete a separate application.

☐ Applicant ☐ Roommate w/ _____ ☐ Guarantor

(LEGAL) Last Name			First	Middle	Soc. Sec. #		Date of Birth		Drivers License # / State		Drivers License Exp:												
Other Names (Alias) Used:					Drivers License Address, If different than Present Address (below):																		
Daytime Phone:			Evening Phone:			Cell Phone:			Email Address:														
Other Proposed Occupants:	1	Full Name			Relationship	DOB		3	Full Name			Relationship	DOB										
	2	Full Name			Relationship	DOB		4	Full Name			Relationship	DOB										
Present Address												City	State	Zip	From _____ To _____		Monthly Pmt \$						
Landlord Name												<input type="checkbox"/> Mortgage Co		<input type="checkbox"/> Apartment Community		<input type="checkbox"/> Relative/Friend		<input type="checkbox"/> Employer/Corp Housing		<input type="checkbox"/> Independent Landlord		<input type="checkbox"/> Own <input type="checkbox"/> Rent	
Landlord Daytime Phone:												Landlord Evening Phone:											
Reason For Move:																							
Previous Address												City	State	Zip	From _____ To _____		Monthly Pmt \$						
Landlord Name												<input type="checkbox"/> Mortgage Co		<input type="checkbox"/> Apartment Community		<input type="checkbox"/> Relative/Friend		<input type="checkbox"/> Employer/Corp Housing		<input type="checkbox"/> Independent Landlord		<input type="checkbox"/> Own <input type="checkbox"/> Rent	
Landlord Daytime Phone:												Landlord Evening Phone:											
Reason For Move:																							
2nd Previous Address												City	State	Zip	From _____ To _____		Monthly Pmt \$						
Landlord Name												<input type="checkbox"/> Mortgage Co		<input type="checkbox"/> Apartment Community		<input type="checkbox"/> Relative/Friend		<input type="checkbox"/> Employer/Corp Housing		<input type="checkbox"/> Independent Landlord		<input type="checkbox"/> Own <input type="checkbox"/> Rent	
Landlord Daytime Phone:												Landlord Evening Phone:											
Reason For Move:																							
Current Employer and/or Source of Income												Monthly Salary \$		Supervisor's Name			How long? Yrs _____ Mos _____						
Address												City	State	Zip	Phone			Occupation/Department					
<input type="checkbox"/> Previous Employer <input type="checkbox"/> 2 nd job												Monthly Salary \$		Supervisor's Name			How long? Yrs _____ Mos _____						
Address												City	State	Zip	Phone			Occupation/Department					
ADDITIONAL INCOME such as child support, alimony or separate maintenance need not be disclosed unless such additional income is to be included for qualification hereunder: Amount \$ _____ per _____ Sources _____																							
List All Vehicles To Be Parked On Premises:		Make			Model			Year		License Number													
		Make			Model			Year		License Number													
Major Credit Card:		Account Number																					
Bank or Savings & Loan:		Branch			City/State					Account Number													
Bank or Savings & Loan:		Branch			City/State					Account Number													
Nearest Relative			Relationship			Address		City	State	Zip	Phone ()												
Emergency Contact			Relationship			Address		City	State	Zip	Phone ()												

HAVE YOU EVER BEEN A DEFENDANT IN AN UNLAWFUL DETAINER (EVICTION) LAWSUIT? ☐ Yes ☐ No

IF YES: APT NAME: _____ CITY _____ STATE _____

HAVE YOU EVER BEEN DELINQUENT IN PAYMENT OF RENT OR ANY OTHER FINANCIAL OBLIGATIONS? ☐ Yes ☐ No

IF YES, PLEASE EXPLAIN: _____

In compliance with state and federal consumer reporting law, you are hereby advised that a screening will be conducted regarding the information contained in this application. The report may contain information regarding your credit-worthiness, character, general reputation, personal characteristics and mode of living. . If the application is denied or approved conditionally based upon information contained in the report, you may request and obtain a copy of the report. You have the right to dispute the accuracy of information contained in the report. You may have additional rights under both state and federal law.

I certify that to the best of my knowledge all statements are true and complete. False, fraudulent or misleading information may be grounds for denial of tenancy or subsequent eviction. I am aware that an incomplete application causes a delay in processing and may result in denial of tenancy.

Signed _____
Applicant

Dated _____



OFFICE USE ONLY:

Date Revd	Time Revd	Community Contact	Community Name	Community Phone #

Client #	Unit #	Rental Rate \$	Move In Date	AD Source

RESIDENT SCREENING CRITERIA

I. OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a property. A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet space for clothing.
2. Two persons are allowed per bedroom plus an additional 1 person for the entire property.

II. APPLICATION PROCESS

1. Complete the application on the designated form.
2. Pay your non-refundable application-processing fee of not more than \$40.00 dollars, per adult applicant.
3. Be prepared to wait a minimum of one business day for the application process.
4. If the application is approved you will be required to a) sign a rental agreement in which you agree to the terms of the agreement and abide by all the rules and regulations; and b) pay 50 % of your security deposit.
5. The balance of the security deposit and a full months rent is due no later than the start date of the lease and/or move in date, whichever is earlier.

III. GENERAL REQUIREMENTS

1. A recognized government photo identification, and social security number validation will be required.
2. A complete and accurate rental application listing a current and at least one previous rental reference is required. (Incomplete applications will be returned to the applicant).
3. All applicants must be eighteen years of age or older. Emancipated minors must show written legal proof.
4. Inaccurate or falsified information will be grounds for denial.
5. Any individual, who may constitute a direct threat to the health and safety of an individual, the community, or the property of others, will be denied.

IV. DISABLED ACCESSIBILITY

We allow the existing premises to be modified at the expense of the disabled person, if they agree to restore the premises at their own expense to the pre-modified condition. We require:

1. Written proposals detailing the extent of the work to be done.
2. Written assurances that the work be performed in a professional manner by a licensed & insured contractor.
3. Written approval from the landlord before modifications are made.
4. Appropriate building permits and required licenses made available for the landlord inspection.
5. A restoration deposit may be required per Fair Housing guidelines.

V. PET POLICY/ADDITIONAL DEPOSIT

1. If pets are allowed, our policy is a maximum of two pets per property with a \$200.00 increased deposit per pet. Pets must weigh no more than 25lbs at full growth and are subject to management approval. All residents with pets are required to have a pet agreement on file and must submit a veterinarian statement (no more than 12 months old) establishing the general health of the pet and the status of all required shots.
2. The only exception would be pets, which are designated as service animals to accompany a resident with a verifiable disability for the specific purpose of aiding that person or an animal in training for such duties.
3. Examples of pets are dogs, cats, birds, hamsters, rats, fish in a tank of two gallons or more, rabbits, iguanas etc...

VI CREDIT REQUIREMENTS

1. Good credit will be required. A minimum of two good standing accounts established for one year is required. (Co-signers must have same but for three years).
2. Outstanding bad debt (i.e. slow pay, collections, judgments etc.,) being reported on the credit report which is more than \$500.00 will require a co-signer.
3. Seven (7) or more unpaid accounts reported will result in denial. Medical accounts are excluded.
4. Bankruptcies discharged within less than one year from the date of application will be denied. If the bankruptcy is discharged for 12 months or more, applicant can not have any negative and/or derogatory newly established credit.

5. An applicant who has not established credit will be required to have a qualified guarantor or co-signer and/or pay an increased deposit. In order to qualify as a guarantor or co-signer the guarantor or co-signer must complete an application, pay the non-refundable application fee, meet all the criteria (Note: Income must be five times the amount of rent.) and must sign all required paperwork before the resident takes possession of the property.

VII. INCOME REQUIREMENTS

1. Monthly household income should be at least 3 times the stated monthly rent.
2. The last 2 current paycheck stubs will be required.
3. Verifiable income will be required for applicants who are unemployed. (*Verifiable income may mean, but is not limited to, bank accounts, alimony/child support, trust accounts, social security, unemployment, welfare, grants/loans*).
4. Self-employed applicants will be required to show proof of income through copies of the last two year's tax returns
5. If monthly household income does not meet the 3 times the stated monthly rent, a co-signer will be required.
6. You will be denied if your source of income cannot be verified.

VIII. RENTAL REQUIREMENTS

1. 1 year of positive contractual rental history from a third-party reference will be required within the past two years from the date of application.
2. Mortgage payments must be positive to reflect positive rental history.
3. 5 full years of eviction free, positive rental history will be required.
4. Rental history reflecting more than \$200 damage but less than \$500 will require a cosigner. (If the debt is settled)
5. Rental history reflecting more than \$500 damage will be denied. (Regardless of settled debt)
6. Rental history demonstrating two or more documented noise or otherwise disturbance complaints within twelve months will result in denial.
7. Rental history that is not third party will require a co-signer and/or additional security deposit.
8. Three or more NSF checks or three or more 'pay rent or quit' notices within one year of residency will result in denial
9. Rental history reflecting past due rent exceeding \$200 will result in denial, unless the debt is settled and the applicant(s) have no negative references concerning the past performance as a resident.

IX. REJECTION POLICY

If your application is denied due to negative and adverse information being reported you will be provided with a Prospective Resident Application Denial Letter explaining your rights under the law. You may request a copy of this letter at the time of application.

X. PLEASE BE ADVISED

1. Any incomplete, inaccurate or falsified information will be grounds for denial.
2. Any applicant that is a current drug abuser or addicted to a controlled substance or has been convicted by any court of competent jurisdiction of the illegal manufacture or distribution of a controlled substance shall be denied.

I (WE) HAVE READ THE ABOVE AND UNDERSTAND THE BASIS FOR CONSIDERATION OF MY (OUR) APPLICATION.

Agent/Owner's Representative

Date

Applicant's Signature

Date

Property: _____

Applicant's Signature

Date

Applicant's Signature

Date

