

Dan Cheney & Associates, Inc.

Office Use Only

Property 1. _____ 2. _____

Date received ' _____

Paid App Fee YES _____ NO _____

Thank you for your interest in Dan Cheney & Associates Inc. - Rentals.

For every application it may take up to seven business days to process. To make sure we process your application with time and hassle free please make sure you fill out all information needed and provide copies of the following:

- 1- Four most recent pay stubs
- 2- ID and Social Security Number
- 3- Signed rental Verification and credit authorization
- 4- Every person over the age of 18 yrs. Is required to fill out an application
- 5- **Application fee is \$ 50.00**

Incomplete applications will not be processed

(Application fee to be paid in money order only)

Screening Criteria as follows

1. Credit score Minimum of 680 -(if not credit history is established, you will require a cosigner for the term of your lease)
2. have no prior evictions withing the last 5 years
3. make three times the amount of the rent on the unit you are applying for
4. positive rental history—verifiable

Note: application fee is refundable only if you are approved and we have no unit or home available. How ever your application is valid for 2 months after submission, for any of our rentals If approved. (you must request to remain on file)

- Tenant
- Guarantor

Name of Applicant: _____

APPLICATION TO RENT

All sections must be completed. Individual applications are required from each occupant 18 years of age or older, unless instructed otherwise by Landlord. If any occupant over the age of 18 is not intended to be a signatory to the Rental/Lease Agreement, please contact Landlord regarding their policy prior to completing this Application.

(To be completed by Landlord) Applicant is applying to rent the premises designated as:

Unit. No. (if applicable) _____ Located at _____

PART 1 – PERSONAL INFORMATION & ADDRESS HISTORY					
Last Name		First Name		Middle Name	SSN or ITIN
Other names used in the last 10 yrs.		Work phone number ()		Home phone number ()	
Date of birth		E-mail address		Mobile/Cell phone number ()	
Photo ID/Type	Number	Issuing Gov.	Exp. date	Other ID	
Present address		City	State	Zip	
Date in	Date out	Landlord Name		Landlord phone number	
Landlord email address					
Reason for moving out				Current rent \$ /Month	
Previous address		City	State	Zip	
Date in	Date out	Landlord Name		Landlord phone number	
Landlord email address				Rent at move-out \$ /Month	
Reason for moving out					
Next previous address		City	State	Zip	
Date in	Date out	Landlord Name		Landlord phone number	
Landlord email address				Rent at move-out \$ /Month	
Reason for moving out					
(Landlord, check if included) <input type="checkbox"/> Rental Applicant Reference Form (CA-014) is attached and incorporated into this application. The applicant verification portion of the Rental Applicant Reference Form must be completed and signed by the applicant for this application to be considered complete.					



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- Tenant
- Guarantor

Name of Applicant: _____

PART 1 – PERSONAL INFORMATION & ADDRESS HISTORY (CONTINUED)

Proposed Occupants: List all in addition to yourself	Name	Name
	Name	Name
	Name	Name
	Name	Name

PART 2 – INCOME

Income from Employment (If no income is received from employment, write N/A)

Current Employer Name	Job Title or Position	Dates of Employment
Employer address	Employer/Human Resources phone number ()	
City, State, Zip	Name of supervisor/human resources manager	
Employer/Human Resources email		

Current gross employment income amount: \$ _____ (check one)
 Per Week Month Year

Prior Employer Name	Job Title or Position	Dates of Employment
Employer address	Employer/Human Resources phone number ()	
City, State, Zip	Name of supervisor/human resources manager	

(Landlord, check if included) Rental Applicant Employer Verification (CA-015) is attached and incorporated into this application. The applicant verification portion of the Rental Application Employer Verification form must be completed and signed by the applicant for this application to be considered complete.

Income from Other Sources

Other income source _____ Amount \$ _____ Frequency _____

Other income source _____ Amount \$ _____ Frequency _____

PART 3 – ASSETS & LIABILITIES

Name of your financial institution	Branch or address	Account Number	Type of Acct



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- Tenant
- Guarantor

Name of Applicant: _____

PART 6 – MISCELLANEOUS INFORMATION		
Vehicles		
Automobile #1	Make: Year:	Model: License #:
Automobile #2	Make: Year:	Model: License #:
Other motor vehicles (list all):		
Other Information		
Have you ever filed for bankruptcy? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, explain:		
Have you ever been evicted or asked to move? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, explain:		
Do you have pets? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe:		
Do you have a waterbed? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe:		
How did you hear about this rental?		

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EMPLOYMENT VERIFICATION FORM

- This form is used to obtain information regarding the employment history of Applicants for rental housing. The information provided by the current or former Employer may be used solely for the purpose of evaluating the application for rental housing.
- The Landlord requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 1. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. **Please mail, fax, or email this form to the person listed in section 2 as soon as possible (within 24-48 hours)**

TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

*I hereby authorize the release of the information requested on this Employment Verification Form to the Landlord listed below.
I hereby acknowledge that the Landlord can make copies of this executed page in order to obtain the information requested.*

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY LANDLORD

2. Person requesting the employment reference

Name of Landlord _____

Address _____ Unit # _____

City _____ State _____ Zip _____

Phone number (____) _____ Email _____ Fax number (____) _____

3. Applicant's employment information:

Present **OR** Prior Occupation (check one)

Employer Name _____

Employer Address _____

City _____ State _____ Zip _____

Supervisor's/HR Manager's Name _____ Employer/HR Phone number (____) _____

Employer/HR email _____

Beginning and Ending Dates of Employment _____

Current Gross Income (if applicable) \$ _____

TO BE VERIFIED BY CURRENT OR FORMER EMPLOYER

4. Employment information verification

Is the information provided in Section 3 above correct?

Employer Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer Address	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Supervisor's/HR Manager's Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer/HR Phone Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Beginning and Ending Dates of Employment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Gross Income (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If No, please explain: _____

Verification provided by:

Name: _____

Title: _____

Phone: (____) _____

Verification obtained by:

Phone Mail Fax Email



**Dan Cheney & Associates,
Inc.**

DRE LICENSE NO 00838109

Rental verification

The person signed below has filed an application to:

Dan Cheney & Associates Inc. Property Management , Please provide the information requested by: **Email**

propertymgt.dc@gmail.com

Name of Applicant _____

I hereby authorize release of the information requested for my rental
Application

Signature _____ **DATE** _____

To be verified only by Landlord

Date in of residency _____ Date Out _____

Amount of rent \$ _____ has lease expired? YES ____ NO ____

Number of late fees _____ any in the past 12 Months? _____

Has tenant complied with all policies _____ (Gated Community) ANY Violations ? _____

Did tenants have pets? _____ Any damages to the property by pets? _____

Eligible for Re- Rental ? _____

Comments: _____

Signature: _____ Date: _____

Dan Cheney & Associates, Inc.

DRE LICENSE NO. 00838109

I _____ HEREBY GIVE PERMISSION TO
DAN CHENEY & ASSOCIATES INC. TO RUN MY CREDIT FOR MY RENTAL APPLI-
CATION.

X _____ DATE _____