

DATE: _____

ADDRESS DESIRED: _____

MOVE IN DATE: _____

How did you hear of us? (Please circle one)

Facebook Website Craigslist Sign Current Tenant (name:) Word of Mouth Other

APPLICANT #1

1. **NAME:** _____ **HOME PHONE:** _____

WORK PHONE: _____ **CELL PHONE:** _____ **EMAIL:** _____

SSN: _____ - _____ - _____ **BIRTH DATE:** _____ / _____ / _____ **DRIVER LIC #** _____

2. **CURRENT ADDRESS:** _____

CITY: _____ **STATE:** _____ **ZIP:** _____

RENT/MORTGAGE AMOUNT: _____ **HOW LONG AT ADDRESS:** FROM: _____ TO: _____

LANDLORD NAME & PHONE: _____

3. **PREVIOUS ADDRESS:** _____

CITY: _____ **STATE:** _____ **ZIP:** _____

RENT/MORTGAGE AMOUNT: _____ **HOW LONG AT ADDRESS:** FROM: _____ TO: _____

LANDLORD NAME & PHONE: _____

4. **PLACE OF EMPLOYMENT:** _____

EMPLOYMENT ADDRESS: _____

POSITION: _____ **EXACT START DATE** _____

SUPERVISOR'S NAME & PHONE: _____

MONTHLY SALARY (AFTER TAXES): _____

OTHER INCOME AMOUNT: _____ **SOURCE OF INCOME:** _____

5. **PREVIOUS OR 2ND EMPLOYMENT:** _____

EMPLOYMENT ADDRESS: _____

POSITION: _____ **DATES EMPLOYED** _____

Have you ever signed a lease? _____ **HOW MANY?** _____ **WHERE?** _____

Have you ever broken a lease? _____ **IF SO, WHERE AND WHY?** _____

Have you ever been evicted or asked to leave a rental unit? _____ **IF SO, WHERE AND WHY?** _____

Do you owe a balance to any current or previous landlords? _____

Have you ever filed for bankruptcy? _____ **When?** _____

Ever been convicted of a crime? _____ **When?** _____

NON REFUNDABLE APPLICATION FEE- \$60

APPLICANT #1 CONTINUES

6. MUST PROVIDE TWO (2) REFERENCES / POINTS OF CONTACT

NEAREST RELATIVE: _____ PHONE: _____

PLACE OF EMPLOYMENT _____ PHONE: _____

HOME ADDRESS: _____

RELATIONSHIP: _____

EMERGENCY CONTACT: _____ PHONE: _____

PLACE OF EMPLOYMENT _____ PHONE: _____

HOME ADDRESS: _____

RELATIONSHIP: _____

7. ALL VEHICLES TO BE AT PROPERTY MUST BE LISTED:

(1) MAKE OF AUTOMOBILE: _____ TAG #: _____ STATE: _____

COLOR: _____ YEAR: _____

(2) MAKE OF AUTOMOBILE: _____ TAG #: _____ STATE: _____

COLOR: _____ YEAR: _____

APPLICANTS 1 & 2

*******READ BEFORE CONTINUING*******

ONLY PERSON(S) LISTED ON APPLICATION ARE AUTHORIZED TO RESIDE IN THIS RENTAL UNIT. ALL ADULTS NEED TO BE LISTED AND PLACED ON THE LEASE. FAILURE TO ABIDE BY THIS AGREEMENT CAN BE TERMS FOR DENIAL OF APPLICATION OR TERMINATION OF THE LEASE.

8. CHILDREN OR OTHER PERSONS SHARING OCCUPANCY:

(1) NAME: _____ SEX: _____

BIRTHDAY: _____ / _____ / _____ RELATIONSHIP: _____

(2) NAME: _____ SEX: _____

BIRTHDAY: _____ / _____ / _____ RELATIONSHIP: _____

(3) NAME: _____ SEX: _____

BIRTHDAY: _____ / _____ / _____ RELATIONSHIP: _____

(4) NAME: _____ SEX: _____

BIRTHDAY: _____ / _____ / _____ RELATIONSHIP: _____

9. PETS: Pets must be authorized and listed. \$200 pet fee per pet, adds \$25/month to rent. Breed restrictions apply.

(1) NAME: _____ AGE: _____ WEIGHT: _____ BREED: _____ FIXED: Y OR N

(2) NAME: _____ AGE: _____ WEIGHT: _____ BREED: _____ FIXED: Y OR N

(3) NAME: _____ AGE: _____ WEIGHT: _____ BREED: _____ FIXED: Y OR N

APPLICANT #2 RELATION TO APP #1 _____

1. **NAME:** _____ HOME PHONE: _____
WORK PHONE: _____ CELL PHONE: _____ EMAIL: _____
SSN: _____ - _____ - _____ BIRTH DATE: _____ / _____ / _____ DRIVER LIC # _____

2. **CURRENT ADDRESS:** _____
CITY: _____ STATE: _____ ZIP: _____
RENT/MORTGAGE AMOUNT: _____ HOW LONG AT ADDRESS: FROM: _____ TO: _____
LANDLORD NAME & PHONE: _____

3. **PREVIOUS ADDRESS:** _____
CITY: _____ STATE: _____ ZIP: _____
RENT/MORTGAGE AMOUNT: _____ HOW LONG AT ADDRESS: FROM: _____ TO: _____
LANDLORD NAME & PHONE: _____

4. **PLACE OF EMPLOYMENT:** _____
EMPLOYMENT ADDRESS: _____
POSITION: _____ EXACT START DATE _____
SUPERVISOR'S NAME & PHONE: _____
MONTHLY SALARY (AFTER TAXES): _____
OTHER INCOME AMOUNT: _____ SOURCE OF INCOME: _____

5. **PREVIOUS OR 2ND EMPLOYMENT:** _____
EMPLOYMENT ADDRESS: _____
POSITION: _____ DATES EMPLOYED _____

6. MUST PROVIDE TWO (2) REFERENCES / POINT OF CONTACTS

NEAREST RELATIVE: _____ PHONE: _____
PLACE OF EMPLOYMENT _____ PHONE: _____
HOME ADDRESS: _____
RELATIONSHIP: _____

EMERGENCY CONTACT: _____ PHONE: _____
PLACE OF EMPLOYMENT _____ PHONE: _____
HOME ADDRESS: _____
RELATIONSHIP: _____

7. ALL VEHICLES TO BE AT PROPERTY MUST BE LISTED:

(1) MAKE OF AUTOMOBILE: _____ TAG #: _____ STATE: _____
COLOR: _____ YEAR: _____

(2) MAKE OF AUTOMOBILE: _____ TAG #: _____ STATE: _____
COLOR: _____ YEAR: _____

Have you ever signed a lease? _____ HOW MANY? _____ WHERE? _____

Have you ever broken a lease? _____ IF SO, WHERE AND WHY? _____

Have you ever been evicted or asked to leave a rental unit? _____ IF SO, WHERE AND WHY? _____

Do you owe a balance to any current or previous landlords? _____

Have you ever filed for bankruptcy? _____ When? _____

Ever been convicted of a crime? _____ When? _____

LANDLORD REFERENCE

DATE: _____

ATTN: _____

*******TENANTS ONLY PRINT AND SIGN YOUR NAME!! DO NOT HAVE THE REST FILLED OUT
PRIOR TO TURNING IN APPLICATION!!!!*******

PRINT NAME: _____

TENANT NAME

SIGN NAME: _____

TENANT SIGNATURE

ADDRESS: _____

AUTHORIZES THE RELEASE OF THE FOLLOWING INFORMATION:

THE INFORMATION PROVIDED IS TO BE USED IN PROCESSING A RENTAL APPLICATION. PERMISSION WAS GIVEN BY APPLICANT WHEN APPLICATION WAS SUBMITTED. THIS INFORMATION WILL BE KEPT PRIVATE AND USED ONLY BY THIS OFFICE.

1. HOW LONG WAS THE ABOVE INDIVIDUAL A RESIDENT? _____
LEASE DATES: _____ TO _____ WAS THE LEASE TERM FUFILLED? _____
2. RENTAL RATE PAID: _____
3. DID/DO THE TENANTS HAVE PETS: _____
4. WAS AN EVICTION EVER FILED OR TENANT ASKED TO LEAVE? _____
5. IS / WAS INDIVIDUAL ONLY PERSON ON THE LEASE? _____
6. HAS TENANT TURNED IN NOTICE TO VACATE? _____
7. IS / WAS THEIR PAYMENT HISTORY SATISFACTORY? _____
8. HOW MANY LATE FEES IN THE LAST 12 MONTHS? _____
9. ANY NSF'S IN LAST 12 MONTHS? _____
10. ANY OVER 30 DAYS LATE ON RENT? _____
11. HOW WERE THEIR HOUSEKEEPING HABITS? _____
12. ANY NOISE OR DISTURBANCE COMPLAINTS? _____
13. DID THEY LEAVE IN GOOD STANDING OR OWE A BALANCE? _____
BALANCE AMOUNT IF OWED: _____
14. DID THEY RECEIVE THEIR DEPOSIT BACK? _____
15. WOULD YOU RENT TO THEM AGAIN? _____
16. ANY ADDITIONAL COMMENTS: _____

EMAIL TO BOWENREALTYMGT@GMAIL.COM THANK YOU.

SIGNATURE & TITLE

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EMPLOYMENT REFERENCE

DATE: _____

ATTN: _____

THIS IS A REQUEST FOR AN EMPLOYMENT REFERENCE OF:

EMPLOYEE NAME & SOCIAL SECURITY NUMBER

EMPLOYEE SIGNATURE

THE ABOVE INDIVIDUAL PLACED A RENTAL APPLICATION WITH OUR COMPANY AND
AGREED TO VERIFICATION OF REFERENCES (SEE SIGNATURE ABOVE)

1. HOW LONG HAVE THEY WORKED AT YOUR COMPANY? _____

START DATE: _____

2. WHAT IS THEIR APPROXIMATE MONTHLY NET SALARY? _____

3. IS EMPLOYMENT OUTLOOK GOOD? _____

4. REMARKS / COMMENTS: _____

PLEASE FILL OUT AS SOON AS POSSIBLE AND
EMAIL TO BOWENREALTYMGT@GMAIL.COM.

SIGNATURE & TITLE

THANKS IN ADVANCE FOR YOUR HELP!

PLEASE CHECK OVER YOUR APPLICATION AND ENSURE IT IS FILLED OUT COMPLETELY. READ CAREFULLY AND THEN SIGN.

TENANT IS ENCOURAGED TO OBTAIN RENTER'S INSURANCE UPON MOVING TO COVER COST OF PERSONAL ITEMS. BOWEN REALTY, INC IS NOT RESPONSIBLE FOR CONTENTS INSIDE DWELLINGS.

TENANT HAS THE RIGHT TO SUBMIT A "MOVE-IN LIST" NOTING DEFECTS WITHIN 14 DAYS AFTER MOVING IN THE PREMISES. UNTIL SUCH TIME, TENANT NOTES THAT PREMISES ARE IN GOOD CONDITION. LIST WILL BE PLACED IN PROPERTY FILE.

- 1. CRITERIA STATEMENT:** BOWEN REALTY, INC DOES BUSINESS IN ACCORDANCE WITH THE FEDERAL FAIR HOUSING LAW. WE PROVIDE EQUAL OPPORTUNITY HOUSING. OUR APPLICATIONS ARE PROCESSED AND BASED ON THE FOLLOWING CRITERIA AND THREE (3) POINT SYSTEM:
 1. GOOD CREDIT HISTORY (INQUIRY WITH EQUIFAX)
 2. PREVIOUS LANDLORD REFERENCES (ON EACH APPLICANT)
 3. EMPLOYMENT INFORMATION (INCOME MINIMUM: 3x RENT AFTER TAXES).
 4. BACKGROUND CHECK

SECURITY DEPOSITS ARE THE SAME AS RENT UNLESS OTHERWISE INDICATED. FINAL APPROVAL OR DISAPPROVAL IS BASED ON THE ENTIRE APPLICATION AND OWNER'S REQUIREMENTS. PETS ARE ALLOWED ONLY AT CERTAIN PROPERTIES (AT OWNER'S DISCRETION). NON-REFUNDABLE PET FEES ARE SET BY OWNER AND/OR THEIR AGENT AND VARY ACCORDING TO PROPERTY & PET.

- 2. APPLICATION:** APPLICANTS REPRESENT THAT ALL OF THE ABOVE STATEMENTS ARE TRUE AND COMPLETE, AND HEREBY AUTHORIZES VERIFICATION OF ABOVE INFORMATION, REFERENCES AND CREDIT RECORDS. THIS AUTHORIZATION IS NOT LIMITED TO THE INITIAL APPLICATION PROCESS, PERMISSION IS GRANTED FOR RANDOM CHECKS AT ANY TIME. APPLICANT(S) ACKNOWLEDGE THAT FALSE INFORMATION HEREIN MAY CONSTITUTE GROUNDS FOR REJECTION OF THIS APPLICATION. FALSE INFORMATION MAY CONSTITUTE A CRIMINAL OFFENSE UNDER THE LAWS OF THE STATE OF ALABAMA. APPLICANTS AGREE TO THE TERMS OF THE APPLICATION FEE AGREEMENT BELOW.

- 3. APPLICATION FEE AGREEMENT:** APPLICANTS HAVE PAID A NON-REFUNDABLE APPLICATION FEE TO HELP DEFRAY THE COST OF RUNNING A CREDIT CHECK AND PROCESSING THE APPLICATION. THIS APPLICATION FEE IS NOT REFUNDABLE UNDER ANY CIRCUMSTANCES. IF APPLICANTS ARE APPROVED. THEY ARE TO TENDER A LEASE DEPOSIT IN THE AMOUNT INDICATED WITHIN TWENTY-FOUR (24) HOURS. APPLICANT HAS ONLY THREE (3) BUSINESS DAYS (72 HOURS) TO CANCEL AGREEMENT TO RENT AND HAVE THE DEPOSIT RETURNED. LEASE DEPOSITS TENDERED WITH APPLICATION WILL BE REFUNDED IF APPLICANTS ARE NOT APPROVED.

- 4. Pets are only allowed in some properties. If a pet is allowed, there is a non-refundable pet fee of \$200 per pet and makes the rent \$25 extra a month (flat fee). If a pet is illegally found in a unit, the tenant's lease will be terminated immediately WITH a fine. Dog's must always be on a leash, well behaved, and picked up after. If we receive complaints from other neighbors you will be asked to vacate and lease terminated. Proof of all vaccinations including rabies must be provided and submitted annually.**

THIS APPLICATION IS PRELIMINARY AND DOES NOT OBLIGATE OWNER OR OWNER'S AGENT TO EXECUTE LEASE OR DELIVER POSSESSION OF THE PROPOSED PREMISES. MOVE-IN DATES ARE APPROXIMATE. IF ANY DELAY IS EXPERIENCED THE APPLICANTS MUST MAKE OTHER ARRANGEMENTS AT THEIR OWN EXPENSE.

APPLICANT #1 SIGNATURE _____ DATE: _____

APPLICANT #2 SIGNATURE _____ DATE: _____