



**A SEPARATE APPLICATION "PACKET" IS REQUIRED FOR EACH PERSON OVER THE AGE OF 18.**  
IN ORDER TO PROCESS YOUR APPLICATION, THE FOLLOWING INFORMATION IS REQUIRED.

All applications are processed on a first-come, first-served basis. Completion of the application and providing the below information is not guaranteed or promised to Rent/Lease to you. All references will be verified. Providing false or incorrect information will result in denial of application. For your convenience, copies can be made at our office.

- 1.) Application to Rent - Completed, Signed, and Dated.
- 2.) Authorization to Run Credit and Employment Verification Form - Signed and Dated.
- 3.) Current Driver's License or I.D. Card (copy).
- 4.) Social Security Card (copy).
- 5.) Minimum of two (2) most recent pay stubs or source of income (copy).
- 6.) **A credit check fee of \$30.00 with signed application.** The credit check fee includes the cost of running a credit report, verification of employment, income, current and past rental history. This includes **BACKGROUND** check, also. If you shall have any questions or concerns, please let us know. Credit check fees are NON-REFUNDABLE. By signing below you authorize us to run credit.

**RENTAL INCOME QUALIFICATIONS ARE AS FOLLOWS:**

- 1.) Monthly gross income must be a minimum of three (3) times the amount of one month rent of the property you are applying for.
- 2.) Employment application must be employed by the employer a minimum of six (6) months.

**OCCUPANCY LIMITATIONS ARE AS FOLLOWS:**

The number of occupants for the unit for which the application has been submitted must not exceed two (2) people per bedroom, plus one (1) additional person.

For example:

- A) One Bedroom Unit = Limited three (3) persons
- B) Two Bedroom Unit = Limited five (5) persons
- C) Three Bedroom Unit = Limited seven (7) persons
- D) Four Bedroom Unit = Limited nine (9) persons

All move-in money (holding /security deposit and first month's rent) must be paid in certified funds (cashier's check or money order). Cash payment will not be accepted.

Should your application be accepted, a "**Holding Deposit**" may be required. Upon move-in, you will be required to sign the rental/lease agreement and pay all other sums due (First Month Rent and Security if a Holding Deposit was not paid).

The maximum amount of time a property may be held off the "Market" with a paid Holding is seven (7) days. All terms and conditions of the Holding Deposit must be completed with.

Should your application be denied due to a negative credit report, we will gladly give you information to contact the credit bureau.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# APPLICATION TO RENT

Tenant  
 Guarantor

(All sections must be completed) **Individual applications required from each occupant 18 years of age or older.**

Last Name	First Name	Middle Name	Social Security Number or ITIN	
Other names used in last 10 years	Work phone number ( )		Home phone number ( )	
Date of birth	E-mail Address		Mobile/Cell phone number ( )	
Photo ID/Type	Number	Issuing Government	Exp. date	Other ID
1 Present Address	City		State	Zip
	Date in	Date out	Owner/Agent Name	Owner/Agent Phone Number ( )
	Reason for moving out			Current rent \$ /month
2 Previous Address	City		State	Zip
	Date in	Date out	Owner/Agent Name	Owner/Agent Phone Number ( )
	Reason for moving out			
3 Next Previous Address	City		State	Zip
	Date in	Date out	Owner/Agent Name	Owner/Agent Phone Number ( )
	Reason for moving out			
Proposed Occupants: List all in addition to yourself	Name		Name	
	Name		Name	
	Name		Name	
Do you have pets?	Describe		Do you have a waterbed?	Describe
How did you hear about this rental?				
A	Current Employer Name		Job Title or Position	Dates of Employment
	Employer Address		Employer/Human Resources Number ( )	
	City, State, Zip		Name of your Supervisor/Human Resource Manager	
Current Gross Income (Circle One) \$ per week month year				
B	Prior Employer Name		Job Title or Position	Dates of Employment
	Employer Address		Employer/Human Resources Number ( )	
	City, State, Zip		Name of your Supervisor/Human Resource Manager	
Other Income Source _____ Amount \$ _____ Frequency _____				
Other Income Source _____ Amount \$ _____ Frequency _____				

Name Your Bank	Branch Address	Account Number

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pymt. Amt.
		( )	
		( )	
		( )	
		( )	
		( )	
		( )	

In Case of Emergency, Notify:	Address: Street, City, State, Zip	Relationship	Phone
			( )
			( )

Personal References:	Address: St., City, State, Zip	Length of Acquaintance	Occupation	Phone
1				( )
2				( )

Automobile: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_

Automobile: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_

Other Motor Vehicles: \_\_\_\_\_

Have you ever filed for bankruptcy? \_\_\_\_\_ Have you ever been evicted or asked to move? \_\_\_\_\_

Have you ever been convicted of selling, distributing, or manufacturing illegal drugs? \_\_\_\_\_

**Applicant represents that all the above statements are true and correct, authorizes verification of the above items and agrees to furnish additional credit references upon request. Applicant authorizes the Owner/Agent to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Owner/Agent to disclose tenancy information to previous or subsequent Owners/Agents.**

Owner/Agent will require payment of \$ \_\_\_\_\_, which is to be used to screen applicant.

The amount charged is itemized as follows:

- Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ \_\_\_\_\_
- Cost to obtain, process, and verify screening information (may include staff time and other soft costs) \$ \_\_\_\_\_
- Total fee charged \$ \_\_\_\_\_

The undersigned is applying to rent the premises designated as:

Apt. No. \_\_\_\_\_ Located at \_\_\_\_\_

The rent for which is \$ \_\_\_\_\_ per \_\_\_\_\_. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due, including required security deposit of \$ \_\_\_\_\_ before occupancy.

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Applicant* (signature required)