

## Rental Application Instructions

*We appreciate your interest in the rental dwelling we currently have available. Because we want to rent this dwelling to people who are considerate of their neighbors, clean in their living habits, capable of paying rent, and prompt in paying their bills, we use a rental application to help us determine whether our applicants meet these qualifications.*

*In order for you to rent from us, you must complete a rental application. Please fill in all of the blanks (use "not applicable" if necessary). Please use another sheet to provide us with more information if needed.*

*Make sure that you read the declaration just above the signature line and agree to it before signing. It states that the information you have provided is true and correct, and it authorizes us to verify your references and your credit as they relate to your tenancy now and your ability to pay rent in the future.*

*Once we receive your application, we will verify all of the information. At the same time, we will order a credit report and a criminal check. This will tell us whether you pay your bills on time, whether you have been evicted, or if you have written bad checks. In addition, we will verify your source of income and call your personal references.*

*Please let us know if you have any "skeletons in your closet" so that we can discuss it now and there will be no surprises while running the above verifications. We look forward to working with you!*

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### Rental Application

Applicant's Full Name: \_\_\_\_\_

Applicant's Current Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### RESIDENTIAL HISTORY

Landlord's Name: \_\_\_\_\_ Landlord's Phone: \_\_\_\_\_

How long at this address? \_\_\_\_\_ Monthly Rent: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Prev Landlord Name: \_\_\_\_\_ Landlord's Phone: \_\_\_\_\_

How long at this address? \_\_\_\_\_ Monthly Rent: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

### WORK HISTORY

Occupation: \_\_\_\_\_ Company: \_\_\_\_\_

How long at this job? \_\_\_\_\_ Monthly Take Home Pay: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Previous Occupation: \_\_\_\_\_ How long? \_\_\_\_\_  
Other Income and Amount: \_\_\_\_\_

### FINANCIAL INFORMATION

Savings Account: Bank: \_\_\_\_\_ Account # \_\_\_\_\_  
Checking Account: Bank: \_\_\_\_\_ Account #: \_\_\_\_\_  
Credit Card? \_\_\_\_\_ Account #: \_\_\_\_\_  
Alimony? \_\_\_\_\_ Child Support? \_\_\_\_\_ Student Loan? \_\_\_\_\_  
Total monthly payments on all financial obligations (car payment, insurance, credit cards, alimony, etc.)  
excluding rent? \_\_\_\_\_

### AUTOMOBILES

Make and Models \_\_\_\_\_ Year \_\_\_\_\_ Plate: \_\_\_\_\_  
Monthly Payment? \_\_\_\_\_ Amount: \_\_\_\_\_

### PERSONAL INFORMATION

SSN# \_\_\_\_\_ Driver's Lic# \_\_\_\_\_ D.O.B. \_\_\_\_\_  
Nearest Living Relative/Phone Number: \_\_\_\_\_  
Other Persons who will live with you: \_\_\_\_\_  
Have you ever filed bankruptcy? \_\_\_\_\_ When? \_\_\_\_\_  
Pets? \_\_\_\_\_ Type, Weight and Name: \_\_\_\_\_  
Have you ever refused to pay rent? \_\_\_\_\_ Why? \_\_\_\_\_  
Have you ever been evicted? \_\_\_\_\_ When? \_\_\_\_\_

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I declare that the statements above are true and correct, and I hereby authorize verification of references and a consumer credit/criminal check. I agree to pay a NON-REFUNDABLE processing and credit check fee of \$35.00. I also authorize the landlord, \_\_\_\_\_, to obtain information about me from current and previous landlords and employers, criminal background checks and personal character references. I authorize my credit resources, current and previous landlords and employers, and personal references to disclose to \_\_\_\_\_ such information about me as they may request. I understand that pursuant to Federal law, I may request in writing the name and address of the credit reporting agency used by the landlord. I understand that I may not receive a copy of the credit report from the landlord, but may request a copy directly from the credit bureaus.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date