

## OWNER/AGENT TO COMPLETE

Property Address: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_  a.m.  p.m. Move-in Date: \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_ # of units available of the type and in the area that are or within a reasonable future time will be available for rent.

\_\_\_\_\_ # of applications previously accepted and remaining under consideration for those units.

If left blank, at least one unit is available and no previously accepted applications currently under consideration have been accepted.

Examined picture identification?  Yes  No Type of identification? \_\_\_\_\_

## RENT, DEPOSIT, AND FEE DISCLOSURE (Amounts listed below are subject to change before the rental agreement is executed)

Monthly Rent: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_ Other Deposit: \$ \_\_\_\_\_

Deposits may increase depending on screening and other factors.

### Landlord may charge the following:

Late Charge of \$ \_\_\_\_\_

Smoke alarm and carbon monoxide alarm tampering fee of \$ \_\_\_\_\_

Dishonored check fee of \$25.00 plus amounts charged by bank \$ \_\_\_\_\_

Early lease termination fee of \$ \_\_\_\_\_ (may not exceed 1½ times the monthly rent).

Late payment of utility fee of \$50.00 per occurrence.

Failure to clean up pet waste, garbage, rubbish or other waste fee of \$50.00 per occurrence.

Parking violation or other improper use of vehicle fee of \$50.00 per occurrence.

## PERSONAL INFORMATION

Applicant Name: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_  
First Middle Last

Email Address: \_\_\_\_\_ Cellular Number: ( ) \_\_\_\_\_ - \_\_\_\_\_

S.S. #: \_\_\_\_\_ Birth Date: \_\_\_/\_\_\_/\_\_\_ Driver's License, State and #: \_\_\_\_\_

1) **Current Address:** \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Since: \_\_\_/\_\_\_/\_\_\_ Why are you moving? \_\_\_\_\_

Current Landlord: \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

2) **Previous Address:** \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Why did you move? \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

3) **Previous Address:** \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Why did you move? \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

**Have you ever:** Been Evicted?  Yes  No; Been sued by Landlord?  Yes  No; Filed Bankruptcy?  Yes  No; Been convicted, or pleaded guilty or no contest, to a crime?  Yes  No; If yes to any of these, please explain: \_\_\_\_\_

## EMPLOYMENT/INCOME

1) **Current Employer:** \_\_\_\_\_ How Long? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Job Title: \_\_\_\_\_ Take home pay (per month): \$ \_\_\_\_\_  Full-time  Part-time

2) **Previous Employer:** \_\_\_\_\_ How Long? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Job Title: \_\_\_\_\_ Take home pay (per month): \$ \_\_\_\_\_  Full-time  Part-time

3) **Previous Employer:** \_\_\_\_\_ How Long? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Job Title: \_\_\_\_\_ Take home pay (per month): \$ \_\_\_\_\_  Full-time  Part-time

Other Income (per month) \$ \_\_\_\_\_ Source: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Other Income (per month): \$ \_\_\_\_\_ Source: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

**BANK**

- 1) Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ Checking Account #: \_\_\_\_\_  
 2) Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ Savings Account #: \_\_\_\_\_  
 2) Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ Type/Account #: \_\_\_\_\_

**REFERENCES**

- 1) Next of Kin: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_  
 Name Address Relationship  
 2) Emergency Contact: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_  
 Name Address Relationship  
 3) Personal Reference: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_  
 Name Address Relationship  
 4) Personal Reference: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_  
 Name Address Relationship

**PERSONAL PROPERTY**

- 1) Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_  
 2) Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_  
 3) Other Vehicles/Boats \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Do you own the following: Piano/Organ?  Yes  No Water-filled furniture?  Yes  No Fish Tank or Aquarium?  Yes  No

<b>PET # 1</b> Type: _____ Size _____ Weight _____ Has Pet ever injured anyone or damaged anything? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>PET #2</b> Type: _____ Size _____ Weight _____ Has Pet ever injured anyone or damaged anything? <input type="checkbox"/> Yes <input type="checkbox"/> No
--	---

**APPLICANT'S COMMENTS & EXPLANATIONS:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**MEMBERS OF HOUSEHOLD**

For purposes of identification only, please list names and either ages or dates of birth of other persons to occupy unit:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPLICANT SCREENING CHARGE DISCLOSURE(S)**

- 1) Owner/Agent may obtain a credit report, or a tenant screening report which generally consists of:  
 a) Credit history including credit standing;  
 b) Public records, including but not limited to judgments, liens, evictions and status of collection accounts;  
 c) Information verification;  
 d) Current obligations and credit ratings; and  
 e) Criminal records.
- 2) Owner/Agent is requiring payment of an Applicant Screening Charge \$ \_\_\_\_\_ none of which is refundable unless the Owner/Agent does not screen the applicant. Application valid for up to two weeks from date of receipt by Owner/Agent.

I understand I have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit reporting agency. I am aware that an incomplete application may cause delays or result in denial of tenancy. I certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing (including, but not limited to credit checks). If Owner/Agent is requiring payment of an applicant screening charge, applicant acknowledges receiving a copy of or reading Owner/Agent's Screening Guidelines.

\_\_\_\_\_  
 Applicant

\_\_\_\_\_  
 Date

