

# APPLICATION TO RENT

## BASIC INFORMATION

**Applicant Name** (First, Middle, Last): \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cellular Number: \_\_\_\_\_

SS #: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Driver's License, State and #: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_ Cellular Number: \_\_\_\_\_

SS #: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Driver's License, State and #: \_\_\_\_\_

## ADDRESS INFORMATION

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

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

Landlord: \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Since \_\_\_\_\_ Why did you move? \_\_\_\_\_

Landlord: \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Since \_\_\_\_\_ Why did you move? \_\_\_\_\_

Landlord: \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Since \_\_\_\_\_ Why did you move? \_\_\_\_\_

Landlord: \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Telephone: \_\_\_\_\_

**Have you ever(Y/N):** Been Evicted?  Filed Bankruptcy?  Been convicted, pleaded guilty, or no contest to a crime?

**If yes to any of these, please explain:**

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

## EMPLOYMENT

**1) Applicant's Employer:** \_\_\_\_\_ How long? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

**3) Co-applicant's Employer:** \_\_\_\_\_ How long? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

**4) Previous Employer:** \_\_\_\_\_ How long? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

**FINANCIAL INFO**

Other Income (per month) \$ \_\_\_\_\_ Source: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Other Income (per month) \$ \_\_\_\_\_ Source: \_\_\_\_\_ Telephone: \_\_\_\_\_  
1) Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ Checking Account #: \_\_\_\_\_  
2) Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ Savings Account #: \_\_\_\_\_  
3) Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ Type/Account #: \_\_\_\_\_

**REFERENCES**

(Provide name, address, relationship for each)

1.) Next of Kin: \_\_\_\_\_ Telephone: \_\_\_\_\_  
2.) Emergency Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_  
3.) Personal Reference: \_\_\_\_\_ Telephone: \_\_\_\_\_  
4.) Personal Reference: \_\_\_\_\_ Telephone: \_\_\_\_\_

**PERSONAL PROPERTY**

1) Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_  
Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_  
2) Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_  
Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_  
Other Vehicles/Boats Make \_\_\_\_\_ Model \_\_\_\_\_  
Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_  
PET #1  
Type: \_\_\_\_\_ Size \_\_\_\_\_ Weight \_\_\_\_\_ Has Pet ever injured anyone or damaged anything? \_\_\_\_\_  
PET #2  
Type: \_\_\_\_\_ Size \_\_\_\_\_ Weight \_\_\_\_\_ Has Pet ever injured anyone or damaged anything? \_\_\_\_\_

**MEMBERS OF HOUSEHOLD**

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

**SCREENING**

Tenant screening entails the following (check all that apply)

- \_\_\_ Tenant Screening Service
- \_\_\_ Credit Reporting
- \_\_\_ Public Records Search
- \_\_\_ Rental History
- \_\_\_ Employment Verification
- \_\_\_ Personal Reference Verification

Name/Address of Tenant Screening Service: \_\_\_\_\_

Name/Address of Credit Reporting Service: \_\_\_\_\_

You have the right to dispute the accuracy of information provided by the tenant screening service or credit reporting agency listed above who will be contacted for information concerning your application. By signing below applicant authorizes landlord to obtain a credit report on applicant.

Screening Fee: \$ \_\_\_\_\_ (If paid, applicant acknowledges receiving a copy of landlord's applicant screening guidelines, and has been told the number of units available or that will be available in the near future for rent in the area and of the type sought by the applicant and the number of applications accepted and under consideration for those units).

Applicant Initials \_\_\_\_\_ Co-Applicant Initials \_\_\_\_\_

**RENTAL CHARGES, FEES AND DEPOSITS DISCLOSURE**

Monthly Rent: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_ Last Month's Rent Deposit: \$ \_\_\_\_\_

Additional Security Deposit for Pet:

\*The above deposits may be increased in the rental agreement if applicant(s) does not meet all screening guidelines, but we agree to rent the dwelling upon payment of additional deposits.

**NON-REFUNDABLE FEES**

Late Charge of \$ \_\_\_\_\_ or \$ \_\_\_\_\_ per day (until the end of the month) or \$ \_\_\_\_\_ every five days (until the end of the month)

Smoke alarm, smoke detector or carbon monoxide alarm tampering fee of \$ \_\_\_\_\_

Dishonored check fee of \$25.00, plus \$ \_\_\_\_\_ which is charged to landlord by the landlord's bank

Early lease termination (May not exceed 1 1/2 times the monthly rent)

\$50.00 for late payment of a utility or service charge that is paid directly to the landlord

\$50.00 for failure to clean up pet waste, garbage, rubbish or other waste from outside of the dwelling unit (per occurrence)

\$50.00 for improper use of a vehicle within the premises (per occurrence)

\$50.00 for parking violations (per occurrence)

\_\_\_\_\_  
Applicant Date

\_\_\_\_\_  
Co-Applicant Date