

RENTAL APPLICATION

Each co-resident and occupant over 18 must fill out and submit their own separate application.

Date: _____

Personal Information			
Name:		Former Last Names (maiden and married):	
Date of birth:	SSN:	Phone:	
Driver's License # and state:		Govt. Photo ID card#:	
Height:	Weight:	Sex:	
Eye Color:	Hair Color:	Marital Status:	
Are you a US citizen? YES or NO (circle)		Do you or any occupant smoke? YES or NO (circle)	
Will you have a pet? YES or NO (circle)		What type?	
Current address:			
City:		State:	ZIP Code:
Own Rent (Please circle)	Monthly payment or rent:		How long?
Home/Cell Phone:		Email:	
Current Owner or Manager's Name:			
Their Phone:		Date Moved In:	
Why are you leaving your current residence?			
Previous address:			
City:		State:	ZIP Code:
Manager or Owner's Name:		Their Phone:	
Owned Rented (Please circle)	Monthly payment or rent:		How long?
Employment Information			
Current employer:			
Supervisor's Name and Phone:			
Start Date:		End Date:	
Employer Address:			
City:		State:	ZIP Code:
Phone:		Email:	Fax:
Position:		Hourly Salary (circle)	Annual Income:
Previous Employer:			
Supervisor's Name and Phone:			
Previous Employer Address:			
City:		State:	Zip Code:
Start Date:		End Date:	
Position:		Annual Income:	
Phone:		Email:	Fax:
Emergency Contact			
Name of a person not residing with you:			
Address:			
City:		State:	ZIP Code: Phone:
Relationship:			

Co-applicant Information, if Married			
Name:			
Former Last Names (maiden or married):			
Driver's License # and State:		Govt. Photo ID Card #:	
Date of birth:	SSN:	Phone:	
Height:	Weight:	Sex:	
Eye Color:		Hair Color:	
Are you a US citizen? YES or NO (circle)			
Current address:			
City:		State:	ZIP Code:
Own	Rent	(Please circle)	Monthly payment or rent: How long?
Current Employer:			
Supervisor Name and Phone:			
Employer Address:			
City:		State:	ZIP Code:
Work Phone:		Annual Income:	Position:
Other Occupants (name of all persons under 18 who will occupy the unit. Continue on separate page if more than			
Name:		Relationship:	
Sex:		Driver's License # or govt. ID #:	
Birthdate:		SSN:	
Name:		Relationship:	
Sex:		Driver's License # or govt. ID #:	
Birthdate:		SSN:	
Name:		Relationship:	
Sex:		Driver's License # or govt. ID #:	
Birthdate:		SSN:	
Credit History			
Bank's Name:			
City/State:			
List Major Credit Cards:			
Past Credit Problems: (please use a separate page to explain and attach to application if more space needed)			
Rental/Criminal History – Have you or your spouse or any other co-occupant listed ever:			
Been evicted or asked to move out?	YES	or	NO
Moved out without Owner's consent before the end of the lease?	YES	or	NO
Been sued for rent?	YES	or	NO
Declared bankruptcy?	YES	or	NO
Been sued for property damages?	YES	or	NO
Is any applicant or co-applicant a registered sex offender?	YES	or	NO
Been charged, detained, or arrested of a felony or sex crime?	YES	or	NO
If answer to the above is yes, please indicate the year, location, and type of each felony and sex crime below:			

Cont.
Vehicles (please list all vehicles owned by you, your spouse, or any co-occupant, continue on separate page if
Make and Color of Vehicle:
Year: License #: State:
Make and Color of Vehicle:
Year: License #: State:
Make and Color of Vehicle:
Year: License #: State:
Make and Color of Vehicle:
Year: License #: State:
Referral Information
Were you referred? YES or NO
By whom?
Did you find us on your own? YES or NO
If so, how?
References
Name:
Address: Phone:
Name:
Address: Phone:

AUTHORIZATION:

Applicant authorizes Owner and Owner’s agent at any time before, during, or after any tenancy to: 1) verify by all available means any employment, rental or criminal history and any other information relating to this application with any persons knowledgeable of such information including but not limited to former landlords, mortgage lenders, banks, employers, creditors, personal references, etc. , 2) obtain a copy of applicant’s credit report, 3) obtain a criminal background check on applicant or any co-occupants, and 4) share the above information with Owner’s electric provider. Applicant understands that the information provided may be used by Owner and Owner’s agent to determine whether to accept this application to lease an apartment. Applicant understands that if their names appear on the register of sex offenders, this application will be rejected.

Applicant’s Signature: _____ **Date:** _____

Spouse Signature: _____ **Date:** _____

Lease Contract Information (complete only if lease contract is not signed by applicant at time of application)
Name of occupants signing lease contract:
Name of owner/lessor:
Name of property: Unit type:
Unit Address:
Name of all occupants not signing the lease contract (under age 18):
Move-in date: Move-out date:
of days notice for termination:
Security deposit: Other deposits:
Monthly rent: Rent due on:
Rent to be paid at:
Prorated rent for _____ month \$
Late charges due if rent paid on or before:
Initial late charge: Daily late charge:

Returned check charge:	Animal violation charge:
Consent necessary for any guests staying longer than _____ days.	
# of keys/access devices for _____ unit,	mailbox, _____ other,

ACKNOWLEDGEMENT:

Applicant has read the foregoing and certifies the information herein is TRUE, CORRECT, and COMPLETE and that this application is being submitted for the purpose of inducing approval of this application to lease an apartment on applicant's behalf. Applicant understands that providing false or inaccurate information is a serious criminal offense and that false information, misrepresentation, or omission of any information on this application are grounds for rejection, eviction, and breach of any lease. Applicant understands that if this application is rejected for false information, misrepresentation or omission, Owner/Owner's agent may retain all application fees and deposits as liquidated damages.

Applicant understands that Owner and any agent for Owner reserve the right to reject this application.

Applicant understands that in any lawsuits relating to this application or lease contract, the prevailing party may recover from the non-prevailing party all attorney's fees and litigation costs.

Applicant understands that Owner or any agent of Owner may at any time furnish information to consumer reporting agencies and other rental housing owners regarding applicant's performance or applicant's legal obligations, including both favorable and unfavorable information about applicant's compliance with the lease contract, the rules, and any financial obligations.

Applicant hereby agrees, in the event of the approval of this application, to execute a lease in accordance with the terms set forth in the rental application. If applicant fails to cancel this application, fails to sign the lease or pay agreed rental, security deposit, or other required charges and fees shown in this rental application within _____ days from the date of this application, the deposit accompanying this application, and any monies subsequently paid, shall be forfeited to the Owner/owner's agent as fixed and liquidated damages and any obligations under this agreement will be terminated. Applicant understands that if he/she does not decide to sign a lease contract within _____ days from the approval date of this application, applicant will have to re-submit a rental application and pay another application fee if applicant later decides to enter into a lease contract.

Applicant understands that any notice given to applicant or any co-applicants will be considered to be notice to all.

Applicant understands that Owner/agent of Owner's signature is only consent to the following rental application and does NOT bind Owner or Owner's agent to accept this application or to sign a lease contract.

Applicant's Signature: _____ **Date:** _____

Signature of Spouse: _____ **Date:** _____

Signature of Owner/Owner's Agent: _____ **Date:** _____

For Office Use Only	
Unit address:	
Person accepting application:	Person processing application:
Applicant : rejected or accepted (circle)	Date of acceptance/rejection:
Applicant notified by: phone in person letter (circle)	
Name of applicant notified:	Date application was reviewed: