

## APPLICATION PROCESS

- ◆ We offer an application form to everyone.
- ◆ We review completed applications in the order in which we receive them.
- ◆ We may require up to 5 business days to verify information on an application.
- ◆ If we are unable to verify information on an application, the application may be denied.

## SCREENING GUIDELINES

### Complete Application

- ◆ Each applicant over the age of 18 must submit an individual application.
- ◆ We will not review incomplete applications. Applications must be signed and dated.
- ◆ We will accept the first qualified applicant(s).

### Identification

- ◆ Applicants must show two pieces of government issued identification. One must include a photograph.

### Prior Rental History

- ◆ Rental history of 5 years must be verifiable from unbiased and unrelated sources.
- ◆ Applicants must provide the information necessary to contact past landlords. We reserve the right to deny an application if, after making a good faith effort, we are unable to verify rental history.

### Sufficient Income/Resources

- ◆ Net household income shall be at least 3 times the rent (excluding utilities).
- ◆ Income resources must be verifiable through pay stubs, employer contact, current tax records and/or bank statements.

Credit/Criminal/Public Records Check – Any crime that would adversely affect the property, or the health, safety or right to peaceful enjoyment of others may result in denial of application.

- ◆ Negative reports from the last 5 years may result in denial of application.
- ◆ Arrests that did not result in a conviction will not be considered.
- ◆ Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance.

### Exceptions

- ◆ Exceptions may be made for applicants with increased deposits or qualified co-signers.

## SCREENING PROCESS

- ◆ We determine, based on the application, whether the applicant meets our screening guidelines.
- ◆ We verify income and financial resources.
- ◆ We verify current and previous landlords.
- ◆ We obtain a credit report. We may also request a criminal records report and public records report.





# APPLICATION TO RENT

1

## 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 will be available for rent in the near future by this owner.

\_\_\_\_ # 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 may be subject to change before the rental agreement is executed)

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

Deposits may increase depending on screening and other factors.

Owner/Agent may charge the following:

Renter's Insurance is required

Late Charge of \$ 50.00

Smoke alarm and carbon monoxide alarm tampering fee of \$ 250.00 per occurrence.

Dishonored check fee of \$35.00 plus amounts charged by bank \$ 35.00

Early lease termination fee of \$ \_\_\_\_\_ (may not exceed 1 1/2 times the monthly rent)

Owner/Agent may charge the following non-compliance fees after giving a written warning notice of initial violation if non-compliance occurs within one year, \$50.00 for 2<sup>nd</sup> violation, and \$50.00 plus 5% of current rent for subsequent violations.

Late payment of utility fee of \$50.00

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

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

Smoking in a clearly designated non-smoking unit or area of the premises fee of \$50.00

Unauthorized pet capable of causing damage to persons or property fee of \$50.00

## 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: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

3) Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Why did you move? \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ 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 in the last 5 years?  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

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

**BANK**

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

**REFERENCES**

1) Relative: \_\_\_\_\_ 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: Trampoline?  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
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**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 report;
  - b) Public records, including but not limited to judgments, liens, evictions and status of collection accounts;
  - c) Current obligations and credit ratings; and/or
  - d) Criminal records or other information verification.
- 2) Owner/Agent is requiring payment of an Applicant Screening Charge \$ 35.00 none of which is refundable unless the Owner/Agent does not screen the applicant. This application is 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 the Owner/Agent to make any inquiries the Owner/Agent feels necessary to evaluate my tenancy and credit standing (including, but not limited to credit reports). If Owner/Agent is requiring payment of an applicant screening charge, I acknowledge receiving a copy of or reading Owner/Agent's Screening Guidelines.

*No marijuana, medical or otherwise, may be grown, stored or consumed on the premises without the prior written consent of Owner/Agent.*

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