

**RENTAL APPLICATION INFORMATION PAGE**

**Today's Date:** \_\_\_\_\_

INSTRUCTIONS: Once downloaded, Print, fill out, and sign the Rental Application, then call to make an appointment to meet and submit it in person. Please have the Application Fee of \$45.00 per person ready when meeting. Cash or Money order only, no checks! **Each Applicant must complete a separate form, even Married couples. ALL persons age 18 or older MUST complete an application**, even those that intend to be listed as occupant only. NO EXCEPTIONS

**INITIALS** \_\_\_\_\_

Each application is different, each person's situation is different, please make sure to have any documentation available for your situation. If using check stubs, we only need the latest one, with your Year to Date income listed. Some suggested items to bring with you: Driver's License, SS card, Last Check stub, award letters, any other items you feel may help your application. **Please make sure anything you provide is a COPY, we will not be able to return them.**

**INITIALS** \_\_\_\_\_

Many of our Policies are listed on our website, including Pet Policies, Deposit refund policies, lease terms, qualifications etc. Failure to properly disclose information on your application is grounds for automatic and immediate rejection. Please provide full, detailed and accurate information. All Tenants are required to carry Renters Insurance during the Lease term and any renewal periods .

**INITIALS** \_\_\_\_\_

We do NOT require hold deposit to be placed on the home selected to process your application, you are welcome to wait until approved. However, simply placing an application on the home does NOT hold it for you, nor does it remove the property from the market. We DO recommend that you submit the application, application fee, and holding deposit at the same time. The Holding Deposit is the only thing that "holds" the rental home for you, pending approval.

**INITIALS** \_\_\_\_\_

Prior to move in, The Holding Deposit, which becomes the security Deposit (at lease signing) must be paid in full. On Move in day, the First **FULL months rent** must be paid. If move in is 7 or less days until the 1<sup>st</sup> of the next month, the Prorated amount will also be due at move in. Otherwise, the Prorated rent will be due on or before the 1<sup>st</sup> of the next month. NO EXCEPTIONS

**INITIALS** \_\_\_\_\_

Section 8 or Housing Choice Voucher Program: It has become increasingly difficult to work with many of the Housing programs. Due to this, we typically simply state that we can not accept these vouchers. We are attempting to work directly with many of these programs to get the changes made that are needed, so that we can again accept their vouchers. One thing we MUST make clear is our policy about Deposit/inspection/approval. IF we are able to work with your particular voucher, it is on a limited basis. We must make you aware that ALL risk is yours. We will NOT process your voucher paperwork without a full holding deposit in place. The agreed monthly rent amount of \$\_\_\_\_\_ is the ONLY amount we will accept. ANY variation to that amount will be deemed as cancellation, and the holding deposit will be NON-REFUNDABLE, NO EXCEPTIONS! We have had a lot of issues with housing lately, attempting to drastically lower our agreed rent amount. We can NOT accept any amount lower than what was agreed to in advance.

**INITIALS** \_\_\_\_\_

**Holding Deposit is NON REFUNDABLE should you choose to cancel for any reason.** Failing to Sign a lease, Pay required rent and move in within 15 days of availability is deemed as **CANCELLATION by applicant, NO EXCEPTIONS**

**INITIALS** \_\_\_\_\_

By signing this page, you acknowledge acceptance of the policies within, and all policies listed on our site.

I have read and accept these policies:

X \_\_\_\_\_  
**SIGN** \_\_\_\_\_ **Print** \_\_\_\_\_ **Date** \_\_\_\_\_

# RENTAL APPLICATION

NAME: \_\_\_\_\_ PHONE \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
CURRENT ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
SOCIAL SECURITY# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DRIVERS LICENSE/IDENTIFICATION # (circle one) \_\_\_\_\_  
EMPLOYER \_\_\_\_\_ PHONE# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ JOB TITLE \_\_\_\_\_  
HOW LONG: \_\_\_\_\_ yrs. \_\_\_\_\_ Mos. GROSS MONTHLY INCOME: \_\_\_\_\_ SUPERVISOR NAME \_\_\_\_\_  
ADDITIONAL INCOME: \$ \_\_\_\_\_ SOURCE: \_\_\_\_\_

LIST NAMES AND AGES OF ALL PERSONS WHO WILL OCCUPY THE HOME (NOT INCLUDING ACTUAL APPLICANT)

\_\_\_\_\_

VEHICLE INFO: YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_ INS. CO. \_\_\_\_\_  
YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_ INS. CO. \_\_\_\_\_

PLEASE LIST PRIOR THREE (3) FULL ADDRESSES OR ADDRESS(ES) FOR THE PAST FIVE YEAR PERIOD

ADDRESS \_\_\_\_\_ LANDLORD PNONE: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
ADDRESS \_\_\_\_\_ LANDLORD PNONE: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
ADDRESS \_\_\_\_\_ LANDLORD PNONE: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PLEASE GIVE THREE PERSONAL REFERENCES NOT RELATED TO YOU (NAMES AND PHONE NUMBERS)

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ KNOWN HOW LONG: \_\_\_\_\_  
NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ KNOWN HOW LONG: \_\_\_\_\_  
NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ KNOWN HOW LONG: \_\_\_\_\_

PETS? (please verify pet policy for the specific property selected) Yes or no? \_\_\_\_\_ IF YES, HOW MANY? \_\_\_\_\_

PLEASE LIST SPECIFIC PET TYPE, BREED, AGE, NAME \_\_\_\_\_

IF MORE THAN ONE EXISTS. PLEASE ANSWER ON BACK FOR EACH PET

BANK NAME: \_\_\_\_\_ CHECKING \_\_\_\_\_ SAVINGS \_\_\_\_\_ PHONE \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
MAIN ACCOUNT# \_\_\_\_\_ (Only provide last 4 digits and how many digits ex. XXXXXX1234)

EVER BEEN ARRESTED? \_\_\_\_\_ YES \_\_\_\_\_ NO CONVICTED OF \_\_\_\_\_ MISDIMENOR \_\_\_\_\_ FELONY. IF YES TO ANY

PLEASE EXPLAIN: \_\_\_\_\_

EVER BEEN EVICTED \_\_\_\_\_ YES \_\_\_\_\_ NO BROKEN LEASE \_\_\_\_\_ YES \_\_\_\_\_ NO. Explain: \_\_\_\_\_

EVER FILED BANKRUPTCY \_\_\_\_\_ YES \_\_\_\_\_ NO, WHEN \_\_\_\_\_, STATUS \_\_\_\_\_

I CERTIFY that the above information is correct and complete and hereby give authorization to make any inquiries necessary to verify and evaluate this rental application, including any criminal, credit, criminal and civil records, rental history or any other information provided on this form. I RELEASE all parties from liability of damages such inquiries may cause me.

I ACKNOWLEDE and AGREE that I have verified all policies prior to placing my holding deposit or application for the property selected and agree that by placing my holding deposit, I have been notified and agree that my HOLDING DEPOSIT will be **NON-REFUNDABLE** should I choose to **Cancel** my rental **FOR ANY REASON**. I AGREE that my HOLDING DEPOSIT will become my SECURITY DEPOSIT upon signing of the RESIDENTAIL LEASE AGREEMENT. I ACKNOWLEDGE AND AGREE that my Holding deposit in the amount of \$ \_\_\_\_\_, will only HOLD the rental selected for 15 days, First day being the date deposit was paid.

UNIT NUMBER \_\_\_\_\_ MOVE IN DEADLINE DATE \_\_\_\_\_ PREFERRED MOVE IN DATE \_\_\_\_\_  
(preferred move in date MUST be within 15 days from the date holding deposit was placed on the home)

APPLICANT SIGNATURE AND AGREEMENT \_\_\_\_\_ DATE: \_\_\_\_\_