

## Rental Application

**PLEASE PRINT**

**ABOUT THE APPLICANT**

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Last Name \_\_\_\_\_

First \_\_\_\_\_ Middle \_\_\_\_\_

Date of Birth \_\_\_\_\_

Sex \_\_\_\_\_ Social Security # \_\_\_\_\_

**Present Address**

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Occupation \_\_\_\_\_

**OTHER PERSON TO RESIDE IN UNIT**

Name \_\_\_\_\_

Relationship to Head of Household \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Social Security # \_\_\_\_\_

Occupation \_\_\_\_\_

**EMERGENCY CONTACT**

In case of emergency notify: Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Relationship \_\_\_\_\_

**OFFICE USE ONLY**

Application Taken By \_\_\_\_\_ Approved By \_\_\_\_\_

Receipt Given For \$ \_\_\_\_\_ Application Deposit

\$ \_\_\_\_\_ Application Fee

Date \_\_\_\_\_ Time \_\_\_\_\_



# PRESENT HOUSING

Homeowner

Current Outstanding Mortgage \$ \_\_\_\_\_

Present Monthly Payments \$ \_\_\_\_\_

Annual Real Estate Taxes \$ \_\_\_\_\_

Rental

Numbers of Bedrooms \_\_\_\_\_ Monthly Rent or Carrying Charge \$ \_\_\_\_\_

Utilities \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Present Landlord:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Present Landlord Phone \_\_\_\_\_

Occupancy Since \_\_\_\_\_ Date Lease Expires \_\_\_\_\_

Previous Address:

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Length of Occupancy \_\_\_\_\_ years \_\_\_\_\_ months

Previous Landlord Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Other (Explain) \_\_\_\_\_

# TYPE OF AUTO

Make & Model \_\_\_\_\_

License Plate # \_\_\_\_\_

Applicant Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Co-Applicant Driver's License # \_\_\_\_\_ State \_\_\_\_\_

# PETS

Do you own a pet? \_\_\_\_\_ Type \_\_\_\_\_ Weight \_\_\_\_\_

**EMPLOYMENT  
INFORMATION**

**Applicant**

Employer's Name \_\_\_\_\_ Employer's Address \_\_\_\_\_

If receiving Social Security or pension, please state which \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Position occupied \_\_\_\_\_

Name & Title of Supervisor \_\_\_\_\_

\* Number of years in present employment \_\_\_\_\_

**Co-Applicant** (Name) \_\_\_\_\_

Employer's Name \_\_\_\_\_ Employer's Address \_\_\_\_\_

If receiving Social Security or pension, please state which \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Position occupied \_\_\_\_\_

Name & Title of Supervisor \_\_\_\_\_

\*Number of years in present employment \_\_\_\_\_

**\*NOTE: If less than 2 years, include same details with respect to prior employment.**

**PRIOR  
EMPLOYMENT  
INFORMATION**

**Applicant**

Employer's Name \_\_\_\_\_ Employer's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Position occupied \_\_\_\_\_

Name & Title of Supervisor \_\_\_\_\_

Number of years in present employment \_\_\_\_\_

**Co-Applicant** (Name) \_\_\_\_\_

Employer's Name \_\_\_\_\_ Employer's Address \_\_\_\_\_

If receiving Social Security or pension, please state which \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Position occupied \_\_\_\_\_

Name & Title of Supervisor \_\_\_\_\_

Number of years in present employment \_\_\_\_\_

# CREDIT AND INCOME INFORMATION

## ANNUAL INCOME

Base pay of Applicant (including commissions, fees, tips, estimated overtime or other employment earnings for the coming year) (a) \$ \_\_\_\_\_

Base pay of Co-applicant (including same as above) (b) \$ \_\_\_\_\_

Income From Other Sources (Include Social Security or Pension payments, unemployment insurance benefits, military allotments, bank interest, stock dividends, real estate income, income of all family members, child support, OR INCOME FROM ANY OTHER SOURCE.) (c) \$ \_\_\_\_\_

Social Security (d) \$ \_\_\_\_\_  
Pension (e) \$ \_\_\_\_\_  
Interest (f) \$ \_\_\_\_\_  
Dividends (g) \$ \_\_\_\_\_  
Other Benefits (h) \$ \_\_\_\_\_  
Other Income (i) \$ \_\_\_\_\_

**Total Income** \$ \_\_\_\_\_

## REFERENCES

### Personal

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

### Bank

Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_

Checking Account # \_\_\_\_\_ Savings Account # \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_

Checking Account # \_\_\_\_\_ Savings Account # \_\_\_\_\_

## AUTHORIZATION

I (WE) HEREBY MAKE APPLICATION FOR AN APARTMENT AND DEPOSIT HERewith THE SUM OF **\$35.00** AS A FEE FOR VERIFYING THE INFORMATION CONTAINED IN THIS APPLICATION AND PAYMENT OF **\$100.00** TO BE APPLIED TO THE APPLICATION DEPOSIT. IT IS FURTHER AGREED THAT THE FIRST MONTH'S RENT OF \$ \_\_\_\_\_ SHALL BE DUE AND PAYABLE UPON THE DATE WHEN POSSESSION OF THE LEASED PREMISES IS MADE AVAILABLE. THE APPLICATION DEPOSIT WILL BE APPLIED TO THE SECURITY DEPOSIT FOR UNIT # \_\_\_\_\_ \*

I HEREBY AUTHORIZE YOU OR ANY OTHER AGENCY EMPLOYED BY YOU TO VERIFY THE INFORMATION CONTAINED IN THIS APPLICATION INCLUDING MY REFERENCES AND TO INVESTIGATE ANY OTHER STATEMENT OR OTHER DATA OBTAINED FROM ME OR FROM ANY OTHER PERSON RELATING TO MY CREDIT, FINANCIAL RESPONSIBILITY, PERSONAL CHARACTERISTICS, BACKGROUND CHECK OR MODE OF LIVING.

THE DELIVERY OF THE LEASE TO THE UNDERSIGNED SHALL NOT BE CONSTRUED AS AN ACCEPTANCE OF THIS APPLICATION NOR SHALL SUCH LEASE BE BINDING UPON THE OWNER UNTIL SUCH LEASE BE BINDING UPON THE OWNER UNTIL IT HAS BEEN EXECUTED ON THE OWNER'S BEHALF AND DELIVERED TO THE UNDERSIGNED.

THE UNDERSIGNED APPLICANT(S) HAS EXAMINED THE STATEMENTS MADE ON THIS APPLICATION FORM AND HEREBY CERTIFIES THAT THEY ARE TRUE, CORRECT, COMPLETE AND THAT ALL FAMILY INCOME HAS BEEN LISTED ABOVE.

SIGNED \_\_\_\_\_ SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

THIS DATA AND ALL DATA RECEIVED BY THE MANAGEMENT RELATIVE TO INCOME OF APPLICANTS IS REGARDED AS BEING CONFIDENTIAL IN NATURE AND PROTECTED ACCORDINGLY TO THE EXTEND PERMITTED BY LAW.

\*APPLICANT AGREES THAT UPON WRITTEN NOTICE OF APPLICANT'S APPROVAL, IF APPLICANT WITHDRAWS APPLICATION, THE **\$100.00** DEPOSIT WILL BE FORFEITED.