

RESIDENTIAL LEASE APPLICATION 3/30/2023

Each occupant and co-applicant 18 years or older must submit a separate application.

Property Address: _____

Anticipated: Move-in Date: _____ Monthly Rent: \$ _____ Security Deposit: \$ _____

Initial Lease Term Requested: _____ (months)

Property Condition: **Applicant is strongly encouraged to view the Property prior to submitting any application.** Landlord makes no express or implied warranties as to the Property's condition. Applicant requests Landlord consider the following repairs or treatments should Applicant and Landlord enter into a lease: as is condition _____

Applicant was referred to Landlord by:

Real Estate Agent: (name) _____ (phone) _____ (email) _____

Newspaper Sign Internet Other: _____

Applicant's name (first, middle, last) _____

Is there a co-applicant? yes no **If yes, co-applicant must submit a separate application.**

Applicant's former last name (maiden or married) _____

E-mail _____ Home Phone _____

Work Phone _____ Mobile/Pager _____

Soc. Sec. No. _____ Driver License No. _____ in (state) _____

Date of Birth: _____ Height: _____ Weight: _____ Eye Color: _____

Hair Color: _____ Marital Status: _____ Citizenship _____ (country)

Emergency Contact: (Do not insert the name of an occupant or co-applicant.)

Name: _____

Address: _____

Phone: _____ Email: _____

Name of nearest living relative: (Do not insert the name of an occupant or co-applicant.)

Name: _____

Address: _____

Phone: _____ Email: _____

Name all other persons who will occupy the Property:

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Applicant's Current Address: _____ Apt. No. _____

(city, state, zip)

Landlord or Property Manager's Name: _____ Email: _____

Phone: Day: _____ Nt: _____ Mb: _____

Fax: _____ Date Moved-In: _____ Move-Out Date: _____

Rent: \$ _____ Reason for move: _____

Applicant's Previous Address: _____ Apt. No. _____
 _____ (city, state, zip)

Applicant's Previous Address #2: _____ Apt. No. _____
 _____ (city, state, zip)

Landlord or Property Manager's Name: _____ Email: _____
 Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____
 Date Moved-In _____ Move-Out Date _____ Rent \$ _____
 Reason for move: _____

Applicant's Current Employer: _____
 Address: _____ (street, city, state, zip)
 Supervisor's Name: _____ Phone: _____ Fax: _____
 E-mail: _____
 Start Date: _____ Gross Monthly Income: \$ _____ Position: _____
 Note: If Applicant is self-employed, Landlord may require one or more previous year's tax return attested by a CPA, attorney, or other tax professional.

Applicant's Previous Employer: _____
 Address: _____ (street, city, state, zip)
 Supervisor's Name: _____ Phone: _____ Fax: _____
 E-mail: _____
 Employed from _____ to _____ Gross Monthly Income: \$ _____ Position: _____

Describe other income Applicant wants considered (include financial aid, social security, loans, mutual funds, stocks, bonds, family assistance, etc.)

1. _____ \$ _____ /Month
2. _____ \$ _____ /Month
3. _____ \$ _____ /Month
4. _____ \$ _____ /Month
5. _____ \$ _____ /Month

List all vehicles to be parked on the Property (Max Length 110 Inches front-to-back):

Type	Year	Make	Model	License Plate No./State	Mo.Pymnt.
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Will any pets (dogs, cats, birds, reptiles, fish, and other pets) be kept on the Property? yes no

If yes, list all pets to be kept on the Property:

Type & Breed	Name	Color	Weight	Age in Yrs.	Gender	Neutered?	Declawed?	Rabies Shots Current?	Bite History?
_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

- | | | |
|--------------------------|--------------------------|--|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | Will any waterbeds or water-filled furniture be on the Property? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does anyone who will occupy the Property smoke? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will Applicant maintain renter's insurance? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is Applicant or Applicant's spouse, even if separated, in military? |
| <input type="checkbox"/> | <input type="checkbox"/> | If yes, is the military person serving under orders limiting the military person's stay to |

one year or less?

Does anyone who will occupy the Property have any special needs /accommodations or requirements that we need to be aware of? If yes, please be specific: _____

Does anyone who will occupy property use illegal substances or have an addiction to illegal substances?

Has Applicant ever:

- been evicted?
- been asked to move out by a landlord?
- breached a lease or rental agreement?
- filed for bankruptcy?
- lost property in a foreclosure?
- had any credit problems, including any outstanding debt (e.g., student loans or medical bills), slow-pays or delinquencies?
- been convicted of a crime? If yes, provide the location, year, and type of conviction below.
- Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below.
- Is there additional information Applicant wants

considered? _____

CRIMINAL HISTORY:

1. Have you or any other intended, occupant, including minors, ever been charged (whether or not resulting in a conviction) or convicted, or pleaded guilty or "no contest" to a felony? **Yes / No**
2. Have you or any other intended occupant, including minors, ever been convicted of or pleaded guilty or "no contest" to a misdemeanor involving sexual misconduct or the manufacturing of drugs whether or not resulting in a conviction? **Yes / No**
3. Are you or any other intended occupant, including minors, required to register as a Violent or Sex Offender in any jurisdiction? **Yes / No**

Additional Comments: _____

List financial obligations (include student loans, credit cards, auto or home loans, child support, etc.)

1. _____ \$ _____/Month
2. _____ \$ _____/Month
3. _____ \$ _____/Month
4. _____ \$ _____/Month
5. _____ \$ _____/Month

What is your credit score? (please be ready to provide documentation when requested):

Authorization: Applicant authorizes Landlord and Landlord's agent, at any time before, during, or after any tenancy, to:

1. Obtain a copy of Applicant's credit report;
2. Obtain a criminal background check related to Applicant and any occupant; and
3. Verify any rental or employment history or verify any other information related to this application with

persons knowledgeable of such information.

Notice of Landlord’s Right to Continue to Show the Property: Unless Landlord and Applicant enter into a separate written agreement otherwise, the Property remains on the market until a lease is signed by all parties and Landlord may continue to show the Property to other prospective tenants and accept another offer.

Privacy Policy: Landlord’s agent or property manager maintains a privacy policy that is available upon request.

Fees: Applicant submits a non-refundable fee of \$_____ to _____ (entity or individual) for processing and reviewing this application. Applicant submits; will not submit an application deposit of \$_____ to be applied to the security deposit upon execution of a lease or returned to Applicant if a lease is not executed.

Acknowledgement & Representation:

- (1) Signing this application indicates that Applicant has had the opportunity to review Landlord’s tenant selection criteria, which is available upon request. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history.
- (2) Applicant understands that providing inaccurate or incomplete information is grounds for rejection of this application and forfeiture of any application fee and may be grounds to declare Applicant in breach of any lease the Applicant may sign.
- (3) Applicant represents that the statements in this application are true and complete.

Applicant's Signature _____ Date _____

FOR LANDLORD’S USE ONLY:

On _____, _____ (name/initials) notified Applicant
 _____ by phone mail email fax in person that Applicant was
 approved not approved. Reason for disapproval: _____

**AUTHORIZATION TO RELEASE INFORMATION
RELATED TO A RESIDENTIAL LEASE
APPLICANT**

I, _____ (Applicant), have submitted an application to lease a property located at
_____ (address, city, state, zip).

The landlord, broker, or landlord’s representative is:

_____ (name)
 _____ (address)

Received on _____ (date) at _____ (time)

_____ (city, state, zip)

_____ (phone) _____ (fax)

_____ (e-mail)

I give my permission:

- (1) to my current and former employers to release any information about my employment history and income history to the above-named person;
- (2) to my current and former landlords to release any information about my rental history to the above-named person;
- (3) to my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the above-named person;
- (4) to my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to the above-named person; and
- (5) to the above-named person to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain background information about me.

Applicant's Signature

Date

Note: Any broker gathering information about an applicant acts under specific instructions to verify some or all of the information described in this authorization. The broker maintains a privacy policy which is available upon request.

Please provide the following information in full for your application to be processed in a timely manner:

- **ID** - Provide a copy of a valid state or government issued picture identification for each applicant 18 years and older (Driver's license, State ID, Military ID, and/or Passport).
- **LANDLORD INFORMATION** - Include complete address of rentals, name and telephone number of landlords, amounts of rent paid, and dates of occupancy. P.O. Boxes are not acceptable. If applicant and co- applicant have the same present and previous address, one application may be submitted. If they have different addresses for either present or previous addresses, separate applications must be submitted. If there are more than two adult applicants, each applicant should submit a separate application.
- **INCOME INFORMATION** - Include name of supervisor, length of employment, telephone number and, if requested, a copy of one (1) month's most recent pay stub(s). Self-employed applicants may provide copies of their General Excise Tax returns, prior two years Federal Tax Returns, and/or two years of earning statements prepared by a Certified Public Accountant. Military applicants may provide a copy of their Leave and Earnings Statement (LES).
- **OTHER** - You may also include any other documentation that may support your application, such as

benefit statements, letter(s) of employment, letter(s) of recommendation, and bank statements.

APPLICATION DEPOSIT AGREEMENT:

I hereby apply to lease the above described premises for the term and upon the set conditions above set forth and agree that the rent is to payable the first day of the month in advance. As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements set forth above are true; however, should any statement made above be a misrepresentation or not a true statement of facts, all the deposits will be retained to offset the agent's cost, time, and effort in processing my application. Applicant has deposited the sum of \$_ (hereafter referred to as Application deposit) in consideration to Landlord taking the dwelling off the market while considering approval of this application. If applicant is approved by the Landlord and the contemplated lease entered into, the application deposit shall be credited to the required security deposit. If applicant notifies the landlord that the applicant wishes to withdraw the application for rental prior to approval, or if applicant is approved, but fails to promptly enter into the contemplated lease. the application deposit shall be forfeited to landlord. The application deposit will be refunded only if the applicant is NOT approved. Keys will be furnished only after contemplated lease and other rental documents have been properly executed by all parties, and only after applicable rentals and security deposits have been paid. This application is preliminary only and does not obligate landlord or their agent to execute a lease or deliver possession of the proposed premises.

I represent that the information provided in this application is true to my knowledge. You are hereby authorized to verify my credit, employment, and run a background check as well as visit my current residence between 8 am and 9 pm with the processing of this application.

Where may we reach you do discuss this application?

Day phone: _____ Night phone: _____ Email/text: _____

You are hereby authorized to verify my credit, contact current landlord, verify employment, and run background check as well as visit my current residence between 8 am and 9 pm with the processing of this application.

Applicant Signature: _____ Spouse's Signature: _____

Printed name (Applicant & Spouse): _____ Date: _____