

## RESIDENTIAL LEASE APPLICATION

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### THIS SECTION FOR LANDLORD USE ONLY

Rental Property Address: \_\_\_\_\_

**THIS APPLICATION:     Is Approved                       Is Not Approved**

Term of Rental:     month to month                       lease from \_\_\_\_\_ to \_\_\_\_\_

<u>Date</u>	<u>Tenant Financial Obligation Prior to Occupancy</u>	<u>CONTACT CHECKLIST</u>
		Driver's License/ID Verified:
		<input type="checkbox"/> Yes <input type="checkbox"/> No
	First Month's Rent:    \$	Current Landlord Contacted - Timely Remittance
	Security Deposit:       \$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Pet Deposit:            \$	Applicant Current Employer Verified:
	Application Fee: <b>\$50.00</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Credit Report Fee:     \$	Co-Applicant Current Employer Verified:
	Background Check     \$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Other (specify):	Credit Report Determination:
		<input type="checkbox"/> Yes <input type="checkbox"/> No
TOTAL:    \$		Income Verified (pay stub, employer, etc.)
		<input type="checkbox"/> Yes <input type="checkbox"/> No

DESIRED DATE OF MOVE-IN:                      \_\_\_\_/\_\_\_\_/20\_\_\_\_

UNIT TYPE:     1 BR             2 BR             3 BR             Other (Specify): \_\_\_\_\_

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**1. APPLICANT INFORMATION:**

Name (full legal name): \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Home Phone: \_\_\_\_\_    Work Phone: \_\_\_\_\_  
 Driver's License / ID Number: \_\_\_\_\_    State: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**NAME OF OCCUPANTS AND RELATIONSHIP TO APPLICANT:**

Name \_\_\_\_\_                      Relationship: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_                      Relationship: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_                      Relationship: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_                      Relationship: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

APPLICANT / OCCUPANT VEHICLE(S):

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag#: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag#: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag#: \_\_\_\_\_

EMPLOYMENT HISTORY:

Current Employer:

Name and Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Length of Employment: Begin \_\_\_\_\_ Still employed? (check one) \_\_\_\_\_yes \_\_\_\_\_no

Previous Employer

Name and Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Length of Employment: Begin \_\_\_\_\_ End \_\_\_\_\_

RENTAL HISTORY:

Current Address: \_\_\_\_\_  
Dates Lived at This Address: From \_\_\_\_\_ to \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Landlord/Manager: \_\_\_\_\_ Landlord/Manager's Phone: \_\_\_\_\_

Previous Address: \_\_\_\_\_  
Dates Lived at This Address: From \_\_\_\_\_ to \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Landlord/Manager: \_\_\_\_\_ Landlord/Manager's Phone: \_\_\_\_\_

INCOME:

Gross Monthly Employment Income Before Deductions: \$ \_\_\_\_\_  
Gross Monthly Income From Other Sources (average): \$ \_\_\_\_\_  
TOTAL GROSS MONTHLY INCOME: \$ \_\_\_\_\_

CREDIT and FINANCIAL INFORMATION:

Bank and Financial Accounts

Checking:  
Institution Name \_\_\_\_\_ Branch \_\_\_\_\_ Acct # \_\_\_\_\_

MISCELLANEOUS: (check appropriate answer)

Do you have pets? \_\_\_\_\_yes \_\_\_\_\_no If yes, describe \_\_\_\_\_

NOTE: There may be additional fees and/or deposits required for pets housed on premises. In addition, specific rules and regulations regarding pets may apply.

Do you smoke? \_\_\_\_\_yes \_\_\_\_\_no  
Have you ever been evicted? \_\_\_\_\_yes \_\_\_\_\_no If yes, explain below.  
Have you ever been convicted of a felony? \_\_\_\_\_yes \_\_\_\_\_no If yes, explain below.  
Have you ever filed for bankruptcy? \_\_\_\_\_yes \_\_\_\_\_no If yes, explain below

Explanation: \_\_\_\_\_

How were you referred to us? \_\_\_\_\_ Newspaper (name) \_\_\_\_\_  
\_\_\_\_\_ Realtor (Name) \_\_\_\_\_ Other \_\_\_\_\_

APPLICANT PERSONAL REFERENCES:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Known this reference how long? \_\_\_\_\_

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APPLICANT EMERGENCY CONTACT INFORMATION:

Contact in Emergency (Name): \_\_\_\_\_ Relationship: \_\_\_\_\_  
Emergency Contact Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2. CO-APPLICANT INFORMATION:

Name (full legal name): \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Driver's License / ID Number: \_\_\_\_\_ State: \_\_\_\_\_  
Email Address: \_\_\_\_\_

NAME OF OCCUPANTS AND RELATIONSHIP TO APPLICANT:

Name \_\_\_\_\_ Relationship: \_\_\_\_\_  
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Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

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Landlord/Manager: \_\_\_\_\_ Landlord/Manager's Phone: \_\_\_\_\_

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**Bank and Financial Accounts**

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Have you ever filed for bankruptcy? \_\_\_\_\_yes \_\_\_\_\_no If yes, explain below.

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CO-APPLICANT PERSONAL REFERENCES:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
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