



RENTAL APPLICATION

FOR OFFICE USE ONLY

DATE _____ AGENT _____
COMMUNITY _____
APT. NO. _____ RENT \$ _____

The undersigned hereby makes application to rent apartment number _____ located at _____
beginning on _____ ending on _____, at a monthly rental of \$ _____

PLEASE TELL US ABOUT YOURSELF

NAME OF APPLICANT _____ Phone () _____
Social Security No. _____ Driver’s Lic. No. & State _____ D.O.B. _____
NAME OF CO-APPLICANT _____ Phone () _____
Social Security No. _____ Driver’s Lic. No. & State _____ D.O.B. _____
List All Occupants and Date of Birth _____

PLEASE GIVE YOUR CURRENT RESIDENCE

APPLICANT CURRENT ADDRESS _____ Zip Code _____
Month & Year Moved In _____ Reason for Leaving _____
Owner or Agent _____ Phone () _____ Monthly Payment \$ _____
CO-APPLICANT CURRENT ADDRESS _____ Zip Code _____
Month & Year Moved In _____ Reason for Leaving _____
Owner or Agent _____ Phone () _____ Monthly Payment \$ _____

PLEASE GIVE YOUR EMPLOYMENT INFORMATION Income Verification Required

APPLICANT CURRENT EMPLOYER (Or Most Recent) _____
Address _____ Phone () _____
Date(s) Employed / From _____ To _____ Position _____
Supervisor _____ Your Net Monthly Salary \$ _____ Household Net Monthly Income \$ _____
APPLICANT PREVIOUS EMPLOYER _____ Phone () _____
Address _____
Date(s) Employed / From _____ To _____ Position _____ Supervisor _____
If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation.
You do NOT have to reveal alimony, child support or spouse’s annual income unless you want us to consider it in this application.
Amount \$ _____ Source _____

CO-APPLICANT CURRENT EMPLOYER (Or Most Recent) _____
Address _____ Phone () _____
Date(s) Employed / From _____ To _____ Position _____
Supervisor _____ Your Net Monthly Salary \$ _____ Household Net Monthly Income \$ _____
CO-APPLICANT PREVIOUS EMPLOYER _____ Phone () _____
Address _____
Date(s) Employed / From _____ To _____ Position _____ Supervisor _____
If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation.
You do NOT have to reveal alimony, child support or spouse’s annual income unless you want us to consider it in this application.
Amount \$ _____ Source _____

PLEASE LIST YOUR BANK AND CREDIT REFERENCES (APPLICANT/CO-APPLICANT)

YOUR BANK(S)	City-State/Branch		Telephone
1			
2			
YOUR CREDIT REFERENCES	City-State		Telephone
1			
2			
3			

TOTAL NUMBER OF VEHICLES (Including Company Vehicles)_____

Make/Model _____ Year _____ Color _____ Tag No./State _____

Make/Model _____ Year _____ Color _____ Tag No./State _____

Maximum of 2 vehicles allowed

HAVE YOU OR CO-APPLICANT EVER: Been sued for non-payment of rent? ☐ Yes ☐ No

Been evicted or asked to move out? ☐ Yes ☐ No Broken a Rental Agreement or Lease? ☐ Yes ☐ No

Been sued for damage to property? ☐ Yes ☐ No Declared Bankruptcy? ☐ Yes ☐ No

Indicate any additional information that might help management evaluate your application: _____

How did you hear about our property? _____

If management has any questions about your application, please give your contact information where you can be located:

APPLICANT

Day Phone: _____ Night Phone: _____

Cell Phone: _____ Email Address: _____

CO-APPLICANT

Day Phone: _____ Night Phone: _____

Cell Phone: _____ Email Address: _____

IN CASE OF PERSONAL EMERGENCY, NOTIFY: _____ Relationship: _____

Full Address: _____

Home Phone: _____ Work Phone: _____

I, (We) hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rental is to be payable the 1st day of each 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 above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of fact the owner or his agent may reject, without stating any reason for so doing, the applicant, thereby waiving any claim for damages by reason of non-acceptance. I hereby deposit a NON-REFUNDABLE application fee in the amount of \$20.00.

Upon acceptance of this application, I will have three (3) business days to submit a NON-REFUNDABLE “Holding Fee” in the amount of \$500.00 in the form of a money order, which will be applied towards the first month’s rent. If I fail to execute a twelve (12) or sixteen (16) month lease for the above described premises, the “Holding Fee” will be forfeited as liquidated damages in payment for the agent’s time and effort in processing my inquiry and application, including making necessary investigation of my credit, character, and reputation.

I recognize that as a part of your procedure for processing my application, an investigative consumer report and a criminal record background check may be prepared whereby information is obtained through personal interviews with my neighbors, friends, and others with whom i may be acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that i may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

The above information, to the best of my knowledge, is true and correct.

Signature of Applicant _____ Date Signed _____

Signature of Co-Applicant _____ Date Signed _____