

RENTAL APPLICATION CHECKLIST

Required Information And/ Or Documents for each adult:

- Driver's License With Picture Identification
- Employment letter on a company letter head stating salary, position and length of employment
 - If self employed, A letter from your CPA stating previous and projected earning
- Social Security Card
- Current Pay Stubs For Last Thirty (60) Days
- W-2 Forms For Last Two (2) Years
- Bank Statements For Last Three (3) Months
- Letter of reference from previous landlord (if applicable)
- \$50 cash application fee per adult

Additional Information And/ Or Documents Required If Applicable:

- Information About All Real Estate Owned And Existing Mortgages
- Explanation And Verification Of Any Child Care Costs
- Proof Of Child Support/Alimony
- Social Security And/ Or Other Benefit Award Letters
- Tax Returns For Last Two (2) Years Plus Year To Date Profit And Loss Statement
- If Self Employed Or Commissioned

Requirements For Moving Into A Leased Property After Approval

First month Rent and 1 month security up front

Tenants must organize garbage recyclables in a separate bag for Monday& Thursday morning pick up

NO SMOKING IN THE BUILDING AT ALL- smell of smoke is cause for eviction.

No pets allowed.

All utilities must be put into Lessee's name by the agreed upon move-in date.

Lessee's Name &Signature:

X

****Please submit copies, not originals of required documents.***

RENTAL APPLICATION

- Each adult (18 or older) must fill out a separate application
- There is a non-refundable fee of \$100/adult to apply (If accepted, will be applied to rent)
- Annual income must be min 35 X monthly rent; credit score must be 750+

First	Middle	Last	Birth Date	Social Security #	Driver's License #
Any Other Names You've Used In The Past			Home Phone		Cell Phone
All Other Proposed Occupants				Birth Date	Relationship To Applicant

RENTAL/RESIDENCE HISTORY

	Current Residence	Previous Residence	Prior Residence
Street Address			
City			
State & Zip			
Last Rent Amount Paid			
Owner/Manager and Phone Number			
Reason for leaving			
Is/Was rent paid in full?			
Did you give notice?			
Were you asked to move?			
Name(s) in which your utilities are now billed:			
	From/To	From/To	From/To
Dates of Residency			

EMPLOYMENT HISTORY

	Current Employment	Previous Employment	Prior Employment
Employed By			
Address			
Employer's Phone			
Occupation			
Name of Supervisor			
Annual income (before tax)			
Monthly Gross Pay			
	From/To	From/To	From/To
Dates of Employment			

CREDIT HISTORY

(Debt)

	Bank/Institution Name	Balance On Deposit or Balance Owed
Checking Account		
Credit Card		
Auto Loan		

VEHICLES (Only fill out if applying for a parking space)

Make	Model	Color	Year	License Plate

REFERENCES & EMERGENCY CONTACTS

	Doctor	Lawyer	Nearest Relative Living Elsewhere
Name			
Street Address			
City			
State & Zip			
Phone Number			

By signing the application you grant us permission to communicate with all the contacts listed in this section in the event we can't locate you. Furthermore, if you abandon the apartment for any reason then you grant us permission to allow your relative listed above to remove all contents of the dwelling on your behalf.

GENERAL INFORMATION

Have you ever been served a late rent notice?	Do any of the people who would be living in the apartment smoke?	How long do you think you would be renting from us?
Have you ever filed for bankruptcy? If so, when?	When would you be able to move in?	Have you ever been convicted of a felony?
Have you ever been served an eviction notice? If so, when?	How many pets do you have (list Type, Breed, approx Weight & Age)?	
Have you had any reoccurring problems with your current apartment or landlord? If yes, please explain:		
Why are you moving from your current address?		
List any verifiable sources and amounts of income you wish to have considered (optional):		
If you were to run into financial difficulty in the future and couldn't come up with the money to pay the rent, do you know someone that would loan you the money? If so, provide the person's name, address, & phone # so that we can use them as a reference for you.		
Have you ever been a party in a lawsuit in the past? If yes, please explain why: (include Auto claims, any accidents, evictions, family court, and all others.)		
We may run a credit check and a criminal background check. Is there anything negative we will find that you want to comment on?		
How did you hear about this apartment?	Do you have an e-mail address we can reach you at?	
Do you know of anybody else looking for an apartment? Please provide their name and number. If you refer a friend and you each end up renting separate apartments from us then we will pay you a referral reward.		

Agreement & Authorization Signature

I believe that the statements I have made are true and correct. I hereby authorize a credit and/or criminal check to be made, verification of information I provided and communication with any and all names listed on this application. I understand that any discrepancy or lack of information may result in the rejection of this application. I understand that this is an application for an apartment and does not constitute a rental or lease agreement in whole or part. I further understand that there is a **non-refundable** fee to cover the cost of processing my application and I am not entitled to a refund even if I don't get the apartment. Any questions regarding rejected applications must be submitted in writing and accompanied by a self-addressed stamped envelope.

Signature: _____

Date: _____