

Rental Application Guidelines

APPLICANTS – All applicants must complete an application and credit authorization form. The application processing fee is \$_____ **per applicant. This fee must be paid in cash or certified funds.** This fee is non-refundable. We will accept co-signers, if needed. Co signers must complete a separate application and will be required to sign the rental agreement along with the residents of the property.

CREDIT CRITERIA – The landlord or landlord’s management may obtain a consumer credit report for each applicant. This report must be generated by Experian credit Services and not the applicant.

INCOME CRITERIA – Proof of income: Please attach copies of your last 2 paycheck stubs or a letter on company letterhead from your employer to verify income. If you are unemployed or self employed, please attach a copy of last year’s income tax return and your most recent bank statement.

IDENTIFICATION – Photo identification is **required**. Please attach a copy of your driver’s license, military ID, state ID or passport to your application.

RENT PRORATION: All rents are prorated to become due on the first (1st) day of each month.

WHEN YOUR APPLICATION IS COMPLETE – Please submit it (along with the application fee) to our office: _____.

Thank you for considering renting from us.

Rental Application

Applicant Information

Property Address:

Name:

Date of birth:

SSN:

Phone:

Current address:

City:

State:

ZIP Code:

Own Rent (Please circle)

Monthly payment or rent:

How long?

Landlord Name:

Phone:

Previous address:

City:

State:

ZIP Code:

Owned Rented (Please circle)

Monthly payment or rent:

How long?

Landlord Name:

Phone:

E-Mail:

Employment Information

Current employer:

Employer address:

How long?

Phone:

E-mail:

Fax:

City:

State:

ZIP Code:

Position:

Hourly Salary (Please circle)

Annual income:

Emergency Contact

Name of a person not residing with you:

Address:

City:

State:

ZIP Code:

Phone:

Relationship:

Personal Information

Other Occupants:

Names

Relationship

Age

Pets: Yes No (Please Circle) How Many:

Type:

Breed:

Weight:

Car Make:

Model:

Year:

License Plate:

Car Make:

Model:

Year:

License Plate:

Co-applicant Information

Name:

Date of birth:

SSN:

Phone:

Current employer:

How long?

Phone:

E-mail:

Fax:

City:

State:

ZIP Code:

Position:

Hourly Salary (Please circle)

Annual income:

References

Name:

Address:

Phone:

Signature of applicant:

Date:

Credit Report Authorization Form

Tenant Information:

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
SSN: _____ - _____ - _____ DOB: _____

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
SSN: _____ - _____ - _____ DOB: _____

Tenant Signature: _____

Tenant Signature: _____

I authorize _____ to run a credit report and I understand that the report will be used only for the purpose of tenant screening. In the event of an adverse action based on the credit report, the applicant may request a copy of the credit report from Experian Credit Services at online at www.experian.com/reportaccess, or by calling 1 866 200 6020.

Report Run by Staff: _____ Date: _____