

APPLICATION INSTRUCTIONS

Dear Applicant,

Thank you for choosing Gloire Realty Inc to assist you with your apartment search. In order for us to assist you promptly, please fill out the application and return it to us at your earliest convenience. The application allows us to prequalify you for an apartment and get you access to landlords and/or property managers.

To ensure your application is processed in a timely manner, please attach the following:

- Last two paystubs / Last four if paid weekly
- Last two months of bank statements if you are self-employed or receive cash from your employer
- Copy of ID
- \$50 Non-refundable application fee per adult 18yrs and above **(Do not send application if you have not paid the fee)**
- If you receive government assistance, please provide the letter explaining your monthly amount and time frame for how long you will receive the assistance
- If you are a voucher holder, please provide the letter explaining how much the assistance will pay the landlord. Usually you will have a Rent Burden sheet that gives this information.
- Some landlords and/or property managers require additional information such as a recent W2 and Federal 1040 form from your current tax filings. Please have this available if requested
- Income requirements are generally around 3x the rent amount

After you submit the application and get pre-qualified, we then schedule a showing for a unit you are interested in. Gloire Realty Inc does not guarantee any units; we get you access to available units you prequalify for and pass your application to the landlord and/or property managers. The landlord and/or property manager makes all decisions on whether to accept or decline your application.

You can fax, scan and email, or bring your application to the office. Method of payment can be either money order or credit/debit card. To pay via credit/debit card visit <https://squareup.com/store/gloire-realty-inc> or our website under the services tab. If you should want to drop your application at the office, give us a call or send an email so we can schedule a time for your drop off.

We thank you again for choosing Gloire Realty Inc to assist you with your apartment search. Best endeavors!

Regards,
Gloire Realty Inc
Real Estate Brokerage
E: Info@GloireRealtyInc.com
www.GloireRealtyInc.com



GLOIRE REALTY INC

Make Real Property Your New Investment

www.GloireRealtyInc.com

Info@GloireRealtyInc.com

For Office Use Only	
Approved Address	
Move-In Date	
Rent Amount	
Agent	

Address Applying for: _____ Unit #: _____

Rent Amount: _____ Move in Date: _____

Applicant Name: _____ SS#: _____ DOB: _____

Phone#: _____ DL#: _____ Email: _____

Current

Address: _____

Unit

City

State

Zip

Current Rent: _____ How Long: _____ Did you inform the owner of your move?: _____

Current Landlord: _____ Phone #: _____

Reason for Moving: _____

Previous

Address: _____

City

State

Zip

Current Employer: _____ Position/Title: _____

Supervisor Name: _____ Phone #: _____

Hourly/Salary Rate: _____ Start Date: _____ End Date: _____

Address: _____

Unit

City

State

Zip

Additional Income: _____

Additional Applicants 18yrs and over: _____ Occupants 17yrs and under: _____ Pets: _____

Have you ever been evicted? If yes provide a date: _____

Have a landlord ever took you to court?: _____ When and Why: _____

Do you owe utility bills?: _____ Have you ever filed Bankruptcy?: _____

By signing below, you acknowledge the following: Gloire Realty Inc is a listing agent for the management company/owner and Gloire Realty Inc does not approve or deny any applications. Gloire Realty Inc does not discriminate on source of income or any legally protected class. There is a \$50.00 non-refundable application fee per person 18yrs and older. You are agreeing to allow Gloire Realty Inc to run a credit, background, and eviction check as well as verify employment and previous landlord information. The application expires 30 days after it is processed. Your application will not be processed without the fee being paid.

You further acknowledge that you have provided true, accurate, and complete information to process this application to the best of your knowledge. The owner/management company may do further investigation to process your application.

Applicant Signature

Date



**GLOIRE
REALTY INC**

Make Real Property Your New Investment

www.GloireRealtyInc.com

Info@GloireRealtyInc.com

Landlord Verification

Please fax this form back to: 708-667-1446

OR

Scan and email to: Info@GloireRealtyInc.com

Applicant Name: _____ Phone#: _____

Current

Address: _____

Unit

City

State

Zip

Current Landlord: _____ Phone #: _____

I have applied for an apartment through Gloire Realty Inc. My signature below gives permission for my information to be released. Please fill in the below required information so my application can be processed. I thank you for your prompt attention.

Applicant Signature

Date

Landlord/Management Company Please Complete the Following

Name(s) on lease: _____

Date of Occupancy: From _____ To _____ Monthly Rent: _____

Has he/she ever paid late?: _____ How Late?: _____ #Of Late Payments: _____

Have you ever had to begin the eviction process? If yes, why?: _____

Is the applicant's account in good standing?: _____ If not, how much do they owe?: _____

Any complaints from other tenants?: _____

Did he/she give you proper notice of intent to move?: _____ Would you rent to them again?: _____

Other Comments: _____

Signature: _____ Title: _____

Print Name: _____ Date: _____

For Office Use Only:

How was this form verified? Circle One: Phone / Fax / Email

Verified By (Agent): _____ Title: _____

Date: _____



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Employment Verification

Please fax this form back to: 708-667-1446

OR

Scan and email to: Info@GloireRealtyInc.com

Applicant Name: _____ Phone#: _____

Current Employer: _____ Title: _____

Supervisor Name: _____ Phone #: _____

Employment

Address: _____

Unit

City

State

Zip

I have applied for an apartment through Gloire Realty Inc. My signature below gives permission for my information to be released. Please fill in the below required information so my application can be processed. I thank you for your prompt attention.

Applicant Signature

Date

Employer Please Complete the Following

What is the applicant's position/title?: _____

Employment Dates: Start _____ End _____ Full or Part Time: _____

Present Salary/Pay Rate: _____ Per _____ Commission/Bonus: _____

Is the applicant on the verge of being terminated? If yes, when?: _____

Other Comments: _____

Signature: _____ Title: _____

Print Name: _____ Date: _____

For Office Use Only:

How was this form verified? Circle One: Phone / Fax / Email

Verified By (Agent): _____ Title: _____

Date: _____



CREDIT/DEBIT CARD PAYMENT FORM

www.GloireRealtyInc.com
Info@GloireRealtyInc.com

Applicant Name: _____ Phone#: _____

Address

Applying For: _____

Unit

City

State

Zip

Additional Applicant 18yrs & Above: _____

Additional Applicant 18yrs & Above: _____

Additional Applicant 18yrs & Above: _____

To pay your application fee via debit or credit card, follow the below instructions:

1. Visit our website at www.GloireRealtyInc.com and click on the services tab. There you will find a link for you to pay the application fee. You can also visit <https://squareup.com/store/gloire-realty-inc>
2. Once you access the payment site, click on the item that says Application Fee. A window should pop up and click Add to basket then click Go to basket.
3. Enter how many application fees you want to process. Then in the note section enter your name, phone number, and the address for the unit you are applying for.
4. Click checkout, enter your card information, then click place order.

By signing below, you agree to the following:

I agree to pay the total amount according to card issuer agreement. There is a \$50.00 application fee for each person 18yrs old and above. Also, there is a 4% transaction fee. Application & credit/debit card fees are NON-REFUNDABLE.

Applicant Signature

Date

For Office Use Only:

When was the application fee processed? _____ Circle one: On Line / Money Order

Verified By (Agent): _____ Title: _____

Date: _____