

# APPLICATION AND OFFER TO RENT

A one time NON-REFUNDABLE application fee is required for each application \$25.00 for married applicants. If applicants are roommates the fee is \$25.00 per person.

**QUALIFICATIONS:**

1. Gross monthly income must be three (3) times the monthly rent amount and will be verified.
2. A copy of the driver's license(s) and Social Security card(s).
3. Copies of current paycheck stubs of if self-employed persons must provide 2 years tax return.

Upon approval of your application, acceptance in the form of a full Security Deposit must be received by this office within 24 hours of notification of approval. **SECURITY DEPOSIT AND FIRST MONTHS RENT MUST BE IN THE FORM OF A CASHIER'S CHECK OR MONEY ORDER NO CASH.**

NAME (Please Print)	FIRST, M.I. LAST	SOCIAL SECURITY NO.	DRIVERS LICENSE	BIRTH DATE
Applicant #1 _____	_____	_____	_____	_____
Applicant #2 _____	_____	_____	_____	_____
Pets Yes _____ No _____	Type/breed _____	Size _____	How Many _____	

APPLICANT #1	APPLICANT #2
Occupation _____	_____
Employer _____	_____
Empl. Address _____	_____
Empl. Phone # _____	_____
How Long? _____	_____
Gross Monthly Pay _____	_____

App #1	App #2
Current Address _____	Current Address _____
Move in/Move out _____ / _____	Move in/Move out _____ / _____
Landlord's Name _____ ( ) _____	Landlord's Name _____ ( ) _____
Telephone _____	Telephone _____
Previous Address _____	Previous Address _____
Move in/Move out _____ / _____	Move in/Move out _____ / _____
Landlord's Name _____ ( ) _____	Landlord's Name _____ ( ) _____
Telephone _____	Telephone _____

**OTHER PERSONS TO OCCUPY PROPERTY**

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>AGE</u>	<u>OCCUPATION</u>
_____	_____	_____	_____
_____	_____	_____	_____

**EMERGENCY CONTACT NAME**

1. Has either applicant ever been evicted from a rental property? \_\_\_\_\_
2. Is there a civil judgment and/or court ordered child support and/or alimony against either applicant in the past 10 years? \_\_\_\_\_
3. Has either applicant ever declared bankruptcy? \_\_\_\_\_ If yes what date \_\_\_\_\_.
4. What property are you applying for? \_\_\_\_\_.
5. When would you like to move in? \_\_\_\_\_ >
6. What type of lease are you looking for? Month-to-Month \_\_\_\_\_ < 6 Month \_\_\_\_\_ 1 Year \_\_\_\_\_
7. Reason for moving from current address? \_\_\_\_\_

Applicant#1 SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 CURRENT TELEPHONE (HOME) (\_\_\_\_\_) \_\_\_\_\_ (WORK) (\_\_\_\_\_) \_\_\_\_\_

Applicant#2 SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 CURRENT TELEPHONE (HOME) (\_\_\_\_\_) \_\_\_\_\_ (WORK) (\_\_\_\_\_) \_\_\_\_\_