



RENTAL APPLICATION INSTRUCTIONS

We appreciate your interest in the rental dwelling we currently have available. Because we want to rent this dwelling to people who are considerate of their neighbors, clean in their living habits, capable of paying the rent, in addition, prompt in paying their bills, we use a rental application to help us determine whether our applicants meet these qualifications. In order for you to rent from us, you must complete a rental application. We want you to know how to complete the application we use and we also want you to know what our company does with your application.

When filling out the application, put something in everything blank, even if you have to put "None" or "N/A". in some blanks. Try to write so that your entries fit in the spaces provided. If they do not, continue them on the backside. Take your time and look up any information called for on the application which you are uncertain about. Do not guess.

Make sure that you read the declaration just above the signature line and agree to it before you sign your name to the application. It states that the information on your application is true and correct, and it authorizes us to verify your references and your credit as they relate to your tenancy now and to your paying rent in the future.

When you have completed your application, read it over carefully to make sure that it is accurate, complete, and legible. Look especially for misspellings and transposed numbers. Once we receive your application, we verify as much of it as we can. If you look at the last line on the application itself, you will notice all of the things we verify. We verify your Social Security number, your driver's license or personal identification number your current tenancy, your previous tenancy, your credit, your income, and your personal references. When we have verified each of these items, we put a check mark next to its abbreviation.

We verify this information in a variety of ways. We look at your Social Security card or some other evidence of your Social Security number. We look at your actual driver's license or some other official picture identification, which you use whenever you cash a check. We call your current property owner or manager to ask whether the information you put on your application is correct about how and why you are moving. Then we call your previous property owner or manager and ask the same questions about your previous tenancy. At the same time that we order a credit report, we also order an eviction report and bad check report. The credit report tells us whether you pay your bills on time, The eviction report tells whether you have ever been evicted and why. The bad check report tells us whether you write bad checks.

Next, we call whoever can verify your source of income to determine how much you generally receive from that source every month and how long you have been receiving it. Finally, we call your personal references to verify that they know you and that we have their correct addresses and phone numbers so that we can contact them should anything happen to you.

Now, if you suspect we might discover a "skeleton in your closet" when we check your application and you want to tell us about it before we go to all the trouble of checking you out, please feel free to do so. We will be glad to talk with you about it. Otherwise, we will expect no surprises when we check you out and hope that we will soon be doing business together as property owner and tenant, Application Fee is \$20.00 per adult 18 years and over.

Signature _____ Date _____

Rental Application for (address) _____

Name _____ Home Phone _____ Work Phone _____
Social _____ Drivers _____ Date of _____
Sec. No. _____ License No. _____ Birth _____

Present Address _____
How long at _____ Reason for _____
this address? _____ Rent \$ _____ moving ↓ _____

Owner/Manager _____ Phone _____

Previous Address _____
How long at _____ Reason for _____
this address? _____ Rent \$ _____ moving _____

Owner/Manager _____ Phone _____

Name and relationship of every person to live with you, even if only temporarily
(include ages of minors):

Any pets? _____ Describe _____ Waterbed? _____

Present
Occupation _____ Employer _____ Phone _____
How long with this
employer? _____ Supervisor _____ Phone _____

Previous
Occupation _____ Employer _____ Phone _____
How long with this
employer? _____ Supervisor _____ Phone _____

Current Gross Income Per Month (before deductions) \$ _____

List sources and amounts of other income _____

Amount of alimony and/or child support you receive \$ _____ or pay \$ _____

Savings Account _____ Account Number _____
Checking Account _____ Account Number _____
Major Credit Card _____ Account Number _____ Average Balance _____ Expires _____
Credit Reference _____ Account Number _____ Balance Monthly _____
Credit Reference _____ Account Number _____ Owed Payment _____
Credit Reference _____ Account Number _____ Balance Monthly _____
Credit Reference _____ Account Number _____ Owed Payment _____

HAVE YOU
ever filed bankruptcy? _____ ever been evicted? _____ ever been convicted of a felony? _____

Vehicle(s)
Make(s) _____ Model(s) _____ Year(s) _____ License(s) _____

Personal
Reference _____ Address _____ Phone _____

Contact in
Emergency _____ Address _____ Phone _____

I declare that the statements above are true and correct. I authorize verification of
my references and credit as they relate to my tenancy and to future rent collections.

Date _____ Signed _____

Verified: SSN _____ DL/ID _____ CurTenancy _____ Prev _____ Credit _____ Inc _____ PersRefs _____ By _____