

## APPLICATION FOR TENANCY

Each adult applicant must provide photo "ID", fully complete an application **AFTER** reading/agreeing to follow our Rules of Tenancy. We accept as many applications as possible. We check references for **ALL** applicants. We do not rent to anyone whose references we cannot contact. We must have **ONE** personal reference who has known you for at least 3 years and who is **NOT** a relative. We do not automatically rent to the first applicant, we do rent to the first applicant who meets our criteria. We make our decision based on personal history you can control. We may require a co-signer.

How did you learn of this vacancy? Ad in Paper \_\_\_\_\_ For Rent Sign \_\_\_\_\_ Referred By \_\_\_\_\_ Other \_\_\_\_\_

Application for Vacancy at \_\_\_\_\_ Rent \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Possession Date \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Present Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Are you at least 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_

### List the Names and Relationships of Anyone Who Will Occupy the Unit

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Are you on Section 8 Housing? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how long have you been on the program \_\_\_\_\_

SOCIAL SECURITY \_\_\_\_\_ DRIVER'S LICENSE \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_ PRESENT LANDLORD \_\_\_\_\_

HOW LONG AT THIS ADDRESS \_\_\_\_\_ RENT \$ \_\_\_\_\_ LANDLORD ADDRESS \_\_\_\_\_

List all rental addresses for the last three years, Landlord names, addresses, phone numbers.

**EMPLOYER** \_\_\_\_\_ **ADDRESS** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_ **LENGTH OF EMPLOYMENT** \_\_\_\_\_ **POSITION** \_\_\_\_\_

List information regarding all employers for the past 3 years:

List any other source of income for the family and the monthly amount received:

List any outstanding debts and the monthly amounts for payments:

Have you ever paid rent payments late? Yes \_\_\_ No \_\_\_ Have you ever been evicted? Yes \_\_\_ No \_\_\_

Have you ever been or are you presently an illegal user/abuser of a controlled substance? Yes \_\_\_ No \_\_\_

Have you ever been convicted of illegal manufacture/distribution of a controlled substance? Yes \_\_\_ No \_\_\_

If the answer to any of the above questions is "yes" please explain:

Are you able to meet the occupancy standards as stated in the Lease/Rules of Tenancy? Yes \_\_\_ No \_\_\_

Do you have a pet? Yes \_\_\_ No \_\_\_ Do you have a water bed? Yes \_\_\_ No \_\_\_

Do you plan in-residence business activities? Yes \_\_\_ No \_\_\_ If yes, please explain:

**Two on -site parking areas per unit. Guests and other vehicles must park off-site.**

Number of Cars \_\_\_ Number of Licensed Drivers \_\_\_ List the make/model/license plate number for all vehicles:

Non-relative Reference \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Contact for Emergency \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Nearest Living Relative \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**No persons other than those specifically named on this application will be permitted to occupy the dwelling without the written permission of the Landlord. Acceptance of this application by the Landlord is the Applicant's notice to the Landlord of the Applicant's interest in renting the dwelling, and gives the Landlord permission to check the Applicant's references and to obtain a credit report and shall not constitute a completed agreement to rent the premises. A Rental Agreement must be signed prior to occupancy. In the event the applicant is offered the unit and if the applicant refuses to sign the Rental Agreement promptly, for any reason whatsoever, it is understood and agreed that any deposit required for processing this application or any deposit to hold the unit shall be forfeited to the Landlord.**

**I certify information on this application is correct and complete to the best of my knowledge.**

**I understand the information on this application will be checked for accuracy.**

**I authorize the Landlord/Landlord's agent to verify information I have given**

**I authorize the Landlord to request and receive a credit report in my name.**

**I understand no criminal activity or disturbances of any kind are allowed on rental premises.**

**I understand I paid the application/credit check fee to have my references checked.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Paid \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Paid \_\_\_\_\_

# *Housing Reference Form*

Name of Reference \_\_\_\_\_ Address \_\_\_\_\_

Applicant \_\_\_\_\_

The applicant named above has applied for admittance to one of our rental properties. Before we can approve the applicant we need your cooperation in answering some questions regarding the tenant's occupancy at your rental property.

1. Dates of occupancy: \_\_\_\_\_
2. Why is the applicant leaving? \_\_\_\_\_
3. Has the applicant fulfilled the lease term or is the lease being broken with just cause? \_\_\_\_\_  
\_\_\_\_\_
4. Have you received a 30 day move out notice? \_\_\_\_\_
5. Has the rent been paid on time? \_\_\_\_\_ If not, how often was the payment late? \_\_\_\_\_  
Is any rent now due? \_\_\_\_\_
6. Did the applicant disturb other tenants or neighbors? \_\_\_\_\_
7. Are you aware of any criminal activities or criminal history related to this tenant? \_\_\_\_\_
8. Have you been in the residence recently? \_\_\_\_\_ If yes, does the apartment show signs of damage above normal wear and tear? \_\_\_\_\_ Is the apartment clean and orderly? \_\_\_\_\_
9. Have there been problems with the children? \_\_\_\_\_
10. Have there been problems with visitors, guests, or unauthorized persons in the apartment? \_\_\_\_\_
11. Are/were there pets in the household? \_\_\_\_\_
12. Are you evicting this tenant or would you rent to this tenant again? \_\_\_\_\_
13. Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Present/Former Landlord)

Landlord Representative \_\_\_\_\_ Date \_\_\_\_\_

## *Personal Reference Form*

Applicant \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

1. Reference Name \_\_\_\_\_

2. Address \_\_\_\_\_

3. Phone Number \_\_\_\_\_

4. Relationship to Applicant \_\_\_\_\_

5. How long have you known the applicant? \_\_\_\_\_

6. Is the applicant:

Dependable? \_\_\_\_\_

A good housekeeper? \_\_\_\_\_

Respectful of others property? \_\_\_\_\_

7. Does the applicant have problems with his/her children? \_\_\_\_\_

8. If you owned property would you be willing to rent to them? \_\_\_\_\_

9. Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## RENTAL REFERENCE CHECK GUIDE

Applicant Name \_\_\_\_\_

Address of Rental Unit \_\_\_\_\_

Landlord/Agent \_\_\_\_\_

Suggested Format: "Hello. May I speak to \_\_\_\_\_. My name is \_\_\_\_\_. I am checking references for \_\_\_\_\_. Would you answer a few questions for me please?"

## PREVIOUS RENTAL HISTORY

Landlord/Agent/Manager \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

1. Has (applicant) rented from you? Yes \_\_\_\_\_ No \_\_\_\_\_
2. At what address did (applicant) rent from you? \_\_\_\_\_
3. What were the approximate dates of occupancy? \_\_\_\_\_
4. Is (applicant) a relative? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Did (applicant) have any pets? Yes \_\_\_\_\_ No \_\_\_\_\_
6. What monthly rent did (applicant) pay? \_\_\_\_\_
7. Did (applicant) pay the rent on time? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Please comment on (applicant's) housekeeping. \_\_\_\_\_
9. Did (applicant) damage the unit? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_
10. Did (applicant) follow your Rules? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain: \_\_\_\_\_
11. Did (applicant) fulfill the occupancy term of the lease? Yes \_\_\_\_\_ No \_\_\_\_\_
12. Did (applicant) provide 30 day notice prior to moving? Yes \_\_\_\_\_ No \_\_\_\_\_
13. Does (applicant) have a delinquent account with you? Yes \_\_\_\_\_ No \_\_\_\_\_
14. WOULD YOU RENT TO (APPLICANT) AGAIN? Yes \_\_\_\_\_ No \_\_\_\_\_

**KEEP ALL RECORDS ON ALL APPLICANTS AND TENANTS  
FOR AT LEAST THREE (3) YEARS.**

## EMPLOYMENT HISTORY

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Employer/Supervisor \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

1. Is (applicant) employed by your company? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, for how long? \_\_\_\_\_
2. Is this full time employment? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain. \_\_\_\_\_
3. Is this position subject to transfer? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Is this position temporary? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Describe (applicant's) work habits. \_\_\_\_\_
6. Would you rehire (applicant)? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain. \_\_\_\_\_
7. Weekly/monthly income \_\_\_\_\_ Commissions/Bonus \_\_\_\_\_
8. (Applicant's) present address \_\_\_\_\_ Phone Number \_\_\_\_\_
9. Are you a relative of (applicant)? Yes \_\_\_\_\_ No \_\_\_\_\_
10. Would you rent property to (applicant)? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain. \_\_\_\_\_

## PERSONAL REFERENCE

Name _____ Date _____	Name _____ Date _____
<ol style="list-style-type: none"> <li>1. Are you related to (applicant)? Yes _____ No _____</li> <li>2. How long have you known (applicant)?</li> <li>3. What is your relationship with (applicant)?</li> <li>4. Would you recommend (applicant) as a prospective tenant?</li> <li>5. If you owned rental property would you rent to (applicant)?</li> </ol>	<ol style="list-style-type: none"> <li>1. Are you related to (applicant)? Yes _____ No _____</li> <li>2. How long have you known (applicant)?</li> <li>3. What is your relationship with (applicant)?</li> <li>4. Would you recommend (applicant) as a prospective tenant?</li> <li>5. If you owned rental property would you rent to (applicant)?</li> </ol>

## Automobile Information Form

Name \_\_\_\_\_

Address \_\_\_\_\_ Apt. # \_\_\_\_\_

Make	Model	Year	Color	License Plate #