



### RENTAL APPLICATION

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_  
 Social Security # \_\_\_\_\_ TDL #/exp. Date \_\_\_\_\_  
 Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_  
 Work Phone # \_\_\_\_\_ email address \_\_\_\_\_

*Please give five years previous rental or mortgage history.*

**Current Address** \_\_\_\_\_ Apt. # \_\_\_\_\_ Dates \_\_\_\_\_ to \_\_\_\_\_  
 Owner /Manager \_\_\_\_\_ Phone # \_\_\_\_\_ Rent \$ \_\_\_\_\_  
 Reason for Moving \_\_\_\_\_

**Previous Address** \_\_\_\_\_ Apt. # \_\_\_\_\_ Dates \_\_\_\_\_ to \_\_\_\_\_  
 Owner /Manager \_\_\_\_\_ Phone # \_\_\_\_\_ Rent \$ \_\_\_\_\_  
 Reason for Moving \_\_\_\_\_

**Previous Address** \_\_\_\_\_ Apt. # \_\_\_\_\_ Dates \_\_\_\_\_ to \_\_\_\_\_  
 Owner /Manager \_\_\_\_\_ Phone # \_\_\_\_\_ Rent \$ \_\_\_\_\_  
 Reason for Moving \_\_\_\_\_

**Previous Address** \_\_\_\_\_ Apt. # \_\_\_\_\_ Dates \_\_\_\_\_ to \_\_\_\_\_  
 Owner /Manager \_\_\_\_\_ Phone # \_\_\_\_\_ Rent \$ \_\_\_\_\_  
 Reason for Moving \_\_\_\_\_

*Please give five years previous employment history.*

**Current Employer** \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_  
 Job Title \_\_\_\_\_ Years on Job \_\_\_\_\_ Monthly Salary \$ \_\_\_\_\_

**Previous Employer** \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_  
 Job Title \_\_\_\_\_ Years on Job \_\_\_\_\_ Monthly Salary \$ \_\_\_\_\_

**Previous Employer** \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_  
 Job Title \_\_\_\_\_ Years on Job \_\_\_\_\_ Monthly Salary \$ \_\_\_\_\_

*Please give type and source of other income.*

**Other Income** \_\_\_\_\_ Amount \$ \_\_\_\_\_ Monthly Alimony or Child Support \$ \_\_\_\_\_

**Spouse's Employer** \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_  
 Job Title \_\_\_\_\_ Years on Job \_\_\_\_\_ Monthly Salary \$ \_\_\_\_\_

*Please list all vehicles to be kept at residence.*

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate # \_\_\_\_\_  
 Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate # \_\_\_\_\_

*Please list all persons who will be living with you.*

Name/Relationship \_\_\_\_\_ Age \_\_\_\_\_  
 Name/Relationship \_\_\_\_\_ Age \_\_\_\_\_  
 Name/Relationship \_\_\_\_\_ Age \_\_\_\_\_  
 Name/Relationship \_\_\_\_\_ Age \_\_\_\_\_



**Outstanding loans/debt (auto, credit cards, personal, student, mortgages, recreational vehicle, other debt not reported on credit report).**

Type of Loan \_\_\_\_\_ Name of Creditor \_\_\_\_\_ Amount Owed \$ \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Type of Loan \_\_\_\_\_ Name of Creditor \_\_\_\_\_ Amount Owed \$ \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Type of Loan \_\_\_\_\_ Name of Creditor \_\_\_\_\_ Amount Owed \$ \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Type of Loan \_\_\_\_\_ Name of Creditor \_\_\_\_\_ Amount Owed \$ \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Type of Loan \_\_\_\_\_ Name of Creditor \_\_\_\_\_ Amount Owed \$ \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

**Emergency Contact Info:**

Name/Relation \_\_\_\_\_ Home/Cell # \_\_\_\_\_

Name/Relation \_\_\_\_\_ Home/Cell # \_\_\_\_\_

**Personal References:**

Name/Relation \_\_\_\_\_ Home/Cell # \_\_\_\_\_

Name/Relation \_\_\_\_\_ Home/Cell # \_\_\_\_\_

**List all pets to be kept on the Property (dogs, cats, birds, reptiles, fish and other pets).**

1. Type/Breed/Size (lbs) \_\_\_\_\_ Name \_\_\_\_\_ Indoor/Outdoor Pet? \_\_\_\_\_  
 Gender: \_\_\_\_\_ Age \_\_\_\_\_ Neutered? \_\_\_\_\_ Declawed? \_\_\_\_\_ Shots Current? \_\_\_\_\_

2. Type/Breed/Size (lbs) \_\_\_\_\_ Name \_\_\_\_\_ Indoor/Outdoor Pet? \_\_\_\_\_  
 Gender: \_\_\_\_\_ Age \_\_\_\_\_ Neutered? \_\_\_\_\_ Declawed? \_\_\_\_\_ Shots Current? \_\_\_\_\_

**Additional Information:**

	<u>Yes</u>	<u>No</u>	<u>Explanation</u>
1. Will any waterbeds or water-filled furniture be on the premises?	_____	_____	_____
2. Will the Applicant maintain renter's insurance?	_____	_____	_____
3. Has the Applicant ever:			
(a) Been evicted or had an eviction filed?	_____	_____	_____
(b) Willfully or intentionally refused to pay rent when due?	_____	_____	_____
(c) Been asked to move out by a landlord?	_____	_____	_____
(d) Breached a lease or rental agreement?	_____	_____	_____
(e) Ever filed for bankruptcy?	_____	_____	_____
(f) Ever had a foreclosure/repossession?	_____	_____	_____
(g) Had two or more late rental payments in the past year?	_____	_____	_____
(h) Been arrested or convicted of a felony or misdemeanor?	_____	_____	_____
4. Is there anything, which may interrupt your income or ability to pay rent?	_____	_____	_____
5. Are you or any occupant ever been registered as a sex offender?	_____	_____	_____
6. Are you a U.S. Citizen?	_____	_____	_____
7. Is there anything to prevent you from placing utilities or phone in your name?	_____	_____	_____
8. Are there any criminal matters pending against you or any occupant?	_____	_____	_____
9. Do you or anyone in your household smoke?	_____	_____	_____
10. Is there addition information the Applicant wants considered?	_____	_____	_____

**If there are any extenuating circumstances, which may underscore your credit report, or any additional information that might help evaluate this application please explain below.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Cont.*

## **Rental Applicant Qualifications & Agreements**

It is against the policy of the owner and property managers of this property to discriminate against any person in the terms, conditions or privileges of rental of any property, or otherwise make available or deny the provisions of services or facilities in connection therewith, because of race, color, religion, sex, national origin, familial status, sexual preference, handicap or national origin.

### **The following requirements are consistently applied to all individuals making application for residency:**

1. Applicant must remit to Lessor or Lessor's agent, at the time of application, an amount equal to the Security Deposit on the property being applied for, to be held by Lessor or Lessor's agent as an application deposit.
2. Upon Lessor's approval of applicant and all co-applicants, Lessor or Lessor's agent will notify Applicant of such approval, sign the lease, and then credit the application deposit towards the required security deposit. Applicant must not assume approval or non-approval until actual notice is received from Lessor or Lessor's agent. Lessor or Lessor's agent will make the final decision on approval within five (5) working days, unless it is agreed to by both parties to the transaction to extend the time period in an attempt to obtain needed information to approve the applicant.
3. If Applicant or any co-applicant is disapproved, Lessor or Lessor's agent shall promptly refund the application deposit to the Applicant.
4. The Applicant agrees to sign the lease within three (3) working days after receiving notice of Lessor or Lessor's agent approval of application. In the event Applicant fails to sign the lease agreement within the time period provided herein, the application deposit will be retained by the Lessor or Lessor's agent as liquidated damages; and the parties shall have no further obligation to each other. In the event applicant withdraws his or her application or notifies Lessor or Lessor's agent that he or she is no longer interested in leasing the property applied for, for any reason including Applicants inability to obtain utilities service in their name, the application deposit will be retained by Lessor or Lessor's agent as liquidated damages; and the parties shall have no further obligation to each other.
5. Applicant authorizes Lessor or Lessor's agent, at any time before, during, or after any tenancy, to: (1) obtain a copy of Applicant's credit report; The cost of \$25.00 for obtaining the credit report will be paid to the Lessor or the Lessor's agent, by the Applicant, at the time of the rental application, (2) obtain a criminal background check related to Applicant and any occupant; and (3) verify any rental, employment, or criminal history or verify any other information related to this application with persons knowledgeable of such information.
6. The Applicant's credit report must show good use of credit along with regular and timely repayment of all such accounts. Any poor credit ratings shown on the credit report should be explained in writing to the Lessor or Lessor's agent. Written explanations of the extenuating circumstances that caused these conditions will be considered and evaluated by the Lessor or Lessor's agent based on credit history before and after the extenuating circumstances.
7. The Applicant's employment must be satisfactorily verifiable by the Lessor or the Lessor's agent. Companies that refuse to verify employee's income or length of time on job could result in the rejection of Applicant's application on the grounds of non-verification.
8. Applicant must have a stable employment history, with at least 24 months of continuous employment with employer within the last five years preferable in his or her present job. Applicants must have a combined household income of at least 3.5 times the monthly rental rate of the property they are applying for.
9. At time of application Applicant will furnish to Lessor or Lessor's agent (5) years previous rental or mortgage history. Applicant will not be approved if any of the following situations exist:
  - a. Lessor or Lessor's agent cannot verify residences provided by the Applicant.
  - b. Applicant has been evicted either forcefully or by demand to vacate a previous residence.
  - c. Applicant has failed to fulfill the terms of a lease agreement regarding the payment of rent, terms, or rules and regulations, unless such breach of the lease agreement was mutually agreed to by all parties to the agreement.
  - d. Applicant has not given current landlord required notice of plans to terminate tenancy and vacate premises.



10. Applicant's application to lease will be denied if Applicant has been convicted of a felony, is or has been an illegal drug user or addict of a controlled substance or has been convicted of the illegal manufacture or distribution of a controlled substance. Applicant certifies that he or she is not manufacturing, using, storing, or selling dangerous controlled substances, and understands that the Applicant will immediately be required to vacate the premises if evidence of such is found on the premises, or if Applicant is convicted of any crimes related to possession and/or distribution of controlled, dangerous substances.
11. Applicant must be at least 18 years of age to legally enter into a contractual agreement.
12. Applicant agrees to pay for all utilities including electricity, gas, water/sewage, garbage, telephone, cable TV/internet and all other services desired by Applicant upon commencement date of lease agreement.
13. Unless agreed otherwise in writing, the property remains on the market until Applicant signs a lease and pays required deposit. Lessor or Lessor's agent may continue to show the property to other prospective tenants and accept another offer.
14. Lessor or Lessor's agent reserves the right to accept or deny acceptance of application based on Applicant's wish to keep pets at property being applied for.
15. Applicant shall not hold Lessor or Lessor's agent responsible for any allergic reactions to the premises, inside or outside, from Lessor or Lessor's agent, other occupants, or guests. At option of the Applicant he or she may test/check for allergic reactions at Applicant's expense before the signing of any lease agreement.

A non-refundable application fee of \$25.00 and an application deposit of \$ \_\_\_\_\_ are required for processing this application, and is being paid herewith. The undersigned expressly agrees that if this application is approved applicant herewith agrees to sign a lease agreement and rent this property. Applicant further agrees that if approved and accepted by Lessor or Lessor's agent and then decides not to move into the premises or Applicant withdraws his or her application or notifies Lessor or Lessor's agent, that he or she is no longer interested in leasing the property applied for, for any reason including Applicants inability to obtain utilities service in their name, then all monies paid herewith shall be retained as liquidated damages; and the parties shall have no further obligation to each other.

Processing of application shall be as timely as possible and the results may be delivered via phone, mail, fax, or in person. Once approved, Applicant agrees to pay the balance of funds and sign the lease agreement within (3) working days, otherwise Lessor or Lessor's agent will assume that Applicant has decided to forfeit the application deposit made herewith and will begin re-marketing the property. If Applicant is not approved, all monies given herewith, less application fee shown above shall be returned to the applicant.

Applicant represents and certifies that the information and statements in this application are true and complete. Applicant understands that providing false or inaccurate information or incomplete statements is grounds for rejection and constitutes a breach of any lease agreement, which may be terminated by Lessor or Lessor's agent, and loss of application deposit. Applicant hereby waives any claim for damages if my application is not accepted. Applicant herewith gives permission for anyone contacted to release the credit or personal information of the undersigned Applicant to Lessor or Lessor's agent, at any time, for the purposes of entering into and continuing to offer or collect on any agreement and/or credit extended. Applicant further authorize Lessor or Lessor's agent to verify the application information including but not limited to obtaining criminal records, contacting creditors, current and previous landlords, employers and personal references, whether listed or not, at the time of the application and at any time in the future, with regard to any agreement entered into with Lessor or Lessor's agent. Any false information will constitute ground for rejection of the application, or Lessor or Lessor's agent may at any time immediately terminate any agreement entered into with Applicant in reliance upon misinformation given on this application.

*If Applicant suspects any negative information may surface as a result of information verification from this application or any extenuating circumstances, it is strongly recommended that Applicant explain or discuss and clear up any such information before submitting application.*

## Rental Application

Address of Property to Be Rented: \_\_\_\_\_

Rental Term: lease from \_\_\_\_\_ to \_\_\_\_\_

Move-in Date: \_\_\_\_\_

**Amounts Due Prior to Occupancy:**

First month's rent	\$ _____
Prorated rent amount	\$ _____
Security deposit	\$ _____
Credit check fee	\$ _____
Non Refundable Pet deposit	\$ <u>400.00 per pet</u>
Other (specify):	\$ _____

I certify that all the information given above in this Rental Application is true and correct and understand that my Rental Lease Agreement may be terminated if I have made any false or incomplete statements in this Rental Application. For the purpose of evaluating this Rental Application and for the collection and recovery of any financial obligations relating to my tenancy, I authorize Arcus Property Group, LLC verification of the information provided herein from current and previous landlords, employers (including salary verification), schools, and personal references.

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

Print Name \_\_\_\_\_

Arcus Property Group, LLC (Landlord) \_\_\_\_\_ Date \_\_\_\_\_

For Landlord and property managers Use:

On \_\_\_\_\_, Applicant was notified by  Phone  Mail  Fax  In Person that Applicant was  Approved  Not Approved.

Verified: SSN \_\_\_\_\_ DL/ID \_\_\_\_\_ Cur. Tenancy \_\_\_\_\_ Prev. Tenancy \_\_\_\_\_ Credit \_\_\_\_\_ Income \_\_\_\_\_ Employ \_\_\_\_\_ Criminal \_\_\_\_\_ Upd

Oct-13