



## **APPLICATION SCREENING DISCLOSURE**

First off, thank you for considering application to one of our quality rental units. Please read below to learn about our application screening process and what you can expect.

### **Application Process:**

- We offer application forms to everyone who inquires about the rental.
- We review applications in the order they are received by us.
- We may require up to 5 business days to verify information on the application; however, most applications are processed in 2-3 days.
- If we are unable to verify information on the application, the application may be denied.

### **SCREENING GUIDELINES**

#### **Complete Application:**

- Each adult over the age of 18 must submit a separate application.
- Incomplete applications will not be reviewed.
- We will accept qualified applicant(s) approved by the owner of the property.

#### **Credit/Criminal/Public Records Check:**

- Negative reports may result in denial of application.
- Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance, or of a felony may be denied of tenancy.

#### **Screening Process:**

- We determine, based on the application, whether the applicant meets our screening guidelines.
- We obtain a credit report, criminal records report, and public records report.

# APPLICATION FOR RENT

This is a rental application only and does not constitute acceptance of the applicant as a tenant, nor a rental agreement or tenancy relationship between the parties. A separate rental application is to be completed by each adult 18 years of age and over. Inaccurate or falsified information will be grounds for denial of the application.

**Property Address** \_\_\_\_\_

**Requested Move In Date** \_\_\_\_\_

**APPLICANT NAME** (last) \_\_\_\_\_ (first) \_\_\_\_\_ (middle) \_\_\_\_\_

**NUMBER OF CHILDREN** \_\_\_\_\_ Ages \_\_\_\_\_ Adults \_\_\_\_\_

**PETS** \_\_\_\_\_ **Breed** \_\_\_\_\_ **Weight** \_\_\_\_\_

**PRESENT ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**RESIDENCE DURATION:** years: \_\_\_\_\_ months: \_\_\_\_\_ **MONTHLY PAYMENT** \_\_\_\_\_

**LANDLORD** \_\_\_\_\_ **TELEPHONE#** \_\_\_\_\_

**PREVIOUS ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**RESIDENCE DURATION** years \_\_\_\_\_ months \_\_\_\_\_ **MONTHLY PAYMENT** \_\_\_\_\_

**LANDLORD** \_\_\_\_\_ **TELEPHONE #** \_\_\_\_\_

**3. CREDIT REPORT:** A \$50.00 Credit and Background Check Fee May Apply

Our ability to rent and the amount of deposit we charge is determined by your credit report.

**4. APPLICANT INFORMATION:**

Why are you leaving your current residence? \_\_\_\_\_

How did you find out about our rental? Newspaper \_\_\_ drive-by \_\_\_ word of mouth \_\_\_ other \_\_\_\_\_

Do you intend to have house pets at this residence? Yes \_\_\_ No \_\_\_ Number & Type \_\_\_\_\_

**5. PLACE OF EMPLOYMENT** \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Supervisors Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Income \_\_\_\_\_ Address \_\_\_\_\_



**6. PREVIOUS PLACE OF EMPLOYMENT** \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Supervisors Name \_\_\_\_\_ Phone Number \_\_\_\_\_

**7. REFERENCES:** Name \_\_\_\_\_ Phone Number \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**8. REFERENCES:** Name \_\_\_\_\_ Phone Number \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Do you intend to use a waterbed at this residence? \_\_\_\_ Yes \_\_\_\_ No

**Have you been evicted in the last 5 years?** Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please explain the circumstances \_\_\_\_\_

Have you ever filed a petition in bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please explain the circumstances \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Last 4 Digits Social Security Number:** \_\_\_\_\_

**Drivers Lic #** \_\_\_\_\_ **State** \_\_\_\_\_

**License Tag:** \_\_\_\_\_ **Year Car Make & Model:** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Emergency Contact** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Relationship** \_\_\_\_\_

**Email address** \_\_\_\_\_



**PHOTO COPY OF DRIVERS LICENSE:**

**Pay Stub:**

We do business in accordance with the FEDERAL FAIR HOUSING LAW (The Fair Housing Amendments Act of 1988). It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin. Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination by calling the U.S. Department of Housing and Urban Development. 800-66 AUTHORITY FOR RELEASE OF INFORMATION

**AUTHORITY FOR RELEASE OF INFORMATION:**

This release will constitute my consent and authority to examine statements and information regarding my background and credit.

I understand that I acquire no rights in a rental unit until I sign a Rental Agreement on the rental unit (noted above) to be held in accordance with the Rental Agreement.

I declare the foregoing to be true under penalty of perjury. I agree that the Landlord may terminate any agreement entered into in reliance on any misstatement made above.

I understand that my rent will commence upon the date of approval of my rental application and the availability of the dwelling, whichever occurs later.

If I am submitting this form via email, I understand that typing my name on the signature line below constitutes an electronic signature.

**Signature of Broker:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**John J Povlitz III**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

