



## APPLICATION FOR LEASE AND CREDIT CHECK AUTHORIZATION

Please complete all information on form. We require three (3) recent pay stubs for credit check. We require two (2) copies of recent income checks (ex. Child support, social security. Return along with a \$25 credit check fee. Fee must be received before application can be processed. ~ Thank you!

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

Monthly Rent: \$ \_\_\_\_\_ .00      **Cash/Cashiers Check/Money Order ONLY**

Security Deposit: \$ \_\_\_\_\_ .00      Section 8 Tenant: Yes / No

**Applicant's Full Name:** \_\_\_\_\_ **MI:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_

**Co-Applicant's Full Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

### **NUMBER OF PEOPLE TO OCCUPY PREMISES**

Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Pets: \_\_\_\_\_

<b>Full Name</b>	<b>Age</b>	<b>Relationship to You</b>	<b>Date of Birth</b>
1. _____			
2. _____			
3. _____			
4. _____			
-			

How many Pets Do You or Other Occupants Own? \_\_\_\_\_

Kind of Pets, Breed, Weight and Age: \_\_\_\_\_

How did you hear about our property? \_\_\_\_\_

**Residence History**

**Present Address:** \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Present Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_  
Present Landlord Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Number of Years At Above Address: \_\_\_\_\_  
Present Rent: \$ \_\_\_\_\_ When Due: \_\_\_\_\_ Lease Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Reason For Moving: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Previous Landlord Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Lease Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason For Moving: \_\_\_\_\_

**Employment Information**

**Present Employer:** \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Income: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisors Name: \_\_\_\_\_ Direct Line: \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Income: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisors Name: \_\_\_\_\_

**Co-Applicant's Present Employer:** \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Income: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisors Name: \_\_\_\_\_ Direct Line: \_\_\_\_\_

**Co-Applicant's Previous Employer:** \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Income: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisors Name: \_\_\_\_\_

**Other Income for Applicant or Co-Applicant:**

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Source: \_\_\_\_\_ Amount: \_\_\_\_\_ When received: \_\_\_\_\_ Telephone # \_\_\_\_\_  
Source: \_\_\_\_\_ Amount: \_\_\_\_\_ When received: \_\_\_\_\_ Telephone # \_\_\_\_\_

Comments: \_\_\_\_\_

Total Gross Monthly Household Income: \_\_\_\_\_

**Other Information**

Nearest Relative: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Have you or Co-Applicant Ever: Been sued for non-payment of rent?  Yes  No  
Been evicted or asked to move out?  Yes  No Broken a Rental Agreement or Lease?  Yes  No  
Been sued for damage to rental property?  Yes  No Declared Bankruptcy?  Yes  No  
Pay Child Support?  Yes  No Amount \$ \_\_\_\_\_/Month

Total number of Vehicles (including Company Vehicles) \_\_\_\_\_  
Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Tag No. /State: \_\_\_\_\_  
Make/Mode: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Tag No. /State: \_\_\_\_\_  
Other Car, Motorcycle, etc. \_\_\_\_\_

**Banking and Credit References**

Bank Name & Branch: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Checking Acct. No: \_\_\_\_\_ Saving Acct No: \_\_\_\_\_  
Loan Acct. No: \_\_\_\_\_ Monthly Payments: \_\_\_\_\_  
Credit Reference: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_ Account No \_\_\_\_\_

Credit Reference: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_ Account No \_\_\_\_\_

*I certify that I have read the above application: that the information contained therein is true and correct. I understand that this application shall be incorporated in and become a part of the lease of the premises sought and if incorrect or untrue shall be grounds for cancellation of the lease. I authorize an investigation and credit check to be made whereby information is obtained through interviews with my landlord(s), or others with whom I am acquainted. This inquiry may include information as to my character, general reputation, personal characteristics, and mode of living. I understand I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.*

***\$200.00 OF THE SECURITY DEPOSIT IS REQUIRED TO HOLD THE PROPERTY FOR THE TENANT. IF THE TENANT DECIDES AFTER THE DEPOSIT IS GIVEN THAT THEY NO LONGER WANT THE PROPERTY, THE \$200.00 WILL BE NON-REFUNDABLE.***

Signature: \_\_\_\_\_

Co-Applicant Signature \_\_\_\_\_

Date Signed: \_\_\_\_\_

FOR OFFICE USE ONLY

Date Application Received: \_\_\_\_\_ Received By \_\_\_\_\_

***Record of Payment:***

Date: \_\_\_\_\_ Description: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Received By: \_\_\_\_\_ Given to: \_\_\_\_\_ Date: \_\_\_\_\_  
Date: \_\_\_\_\_ Description: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Received By: \_\_\_\_\_ Given to: \_\_\_\_\_ Date: \_\_\_\_\_  
Date: \_\_\_\_\_ Description: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Received By: \_\_\_\_\_ Given to: \_\_\_\_\_ Date: \_\_\_\_\_

***Application:***

Approved: \_\_\_\_\_ By: \_\_\_\_\_ Rent Amt: \_\_\_\_\_ Anticipated Move - in Date: \_\_\_\_\_  
Not Approved \_\_\_\_\_ By: \_\_\_\_\_