

RENTAL APPLICATION WORKSHEET

Company	Agent	Referred By:	
Property Address:		Date to Occupy:	
Full Name of all occupants (list below please)	Social Security Number	Birth date	Relationship To Applicant
Applicant:			
Spouse:			
Other residents and children:	n/a for children		
RESIDENCE HISTORY			
PRESENT ADDRESS::		City:	St: Zip:
Present telephone:()		Length of time at present address:	
Present Landlord / mortgage holder:		Phone: ()	
Monthly Payment \$	Reason for moving:		
PREVIOUS ADDRESS:		City:	St. Zip:
Length of time at previous address:			
Previous Landlord / Mortgage holder:		Phone: ()	
Monthly Payment \$	Reason for moving:		
INCOME AND EMPLOYMENT VERIFICATION			
APPLICANT'S EMPLOYMENT:			
Company name:		How long?	
Employer's address:		City:	St: Telephone: ()
Position held:		Salary per month: \$	
Supervisor's name and phone #			
CO-APPLICANT'S EMPLOYMENT		How long?	
Employer's address:		City:	St: Telephone: ()
Position held:		Salary per month: \$	
Supervisor's name and phone #			
EXPLANATION OF ADDITIONAL INCOME:			
BANK AND CREDIT REFERENCES			
Bank:		Branch:	
Checking account #		Saving account #	
Do you have a legal right to be in the United States? <input type="checkbox"/> Yes, I am a U.S. Citizen <input type="checkbox"/> Yes, I have valid documentation from the Bureau of Citizenship and Immigration Service <input type="checkbox"/> No			
If you answered "YES" because you are a non-U.S. citizen with valid visa documentation, please provide: Reason you are in the U.S. _____ Visa Type _____ Visa Exp. Date _____			

Driver's license #: Applicant:	Co-applicant:
In case of emergency notify:	Phone: ()
Relationship:	
Personal reference: Name:	Phone: ()
OTHER INFORMATION - Number of Vehicles (including co. cars, boats, RVs , etc.):	
Make:	Year: Color:
Make:	Year: Color:
CONTINGENCIES OF THIS LEASE: Describe Pets (Breed, weight, name):	
Lease term ____ months.	
ITEMS TO REMAIN (circle) Refrigerator - Washer/Dryer - Window Treatments - Other	
Telephone where you can be reached once we have processed this application: ()	
RESIDENT FOUND OUT ABOUT US THROUGH:	

NON-REFUNDABLE CREDIT CHECK AND PROCESSING CHARGE

Applicant submits herewith a non-refundable payment in the amount of \$_____ for credit check and processing charge. I/We hereby authorize _____ (Agent) to contact Credit Services, personal and credit references given herein, plus my/our employers to verify the information I have given. I/We also authorize Agent to report to credit service organizations any information relevant to my/our unsatisfied obligations to Agent or Landlord after I/we vacate the property. I/We also authorize Agent to share the information on this application and related verification data to anyone Agent feels is part of the qualifying process including the owner of the property. I/We acknowledge this application is the property of the Agent.

AGENCY DISCLOSURE

I/We understand that _____ (Agent) is the Agent and representative for the owner and will be paid a fee by the owner. I also understand that this property is being leased "**AS IS**" in its present condition. Any stipulations, changes or modifications which I require of the property or the lease term are written on the back of this application and signed by me. If any stipulations cannot be met, or an acceptable compromise agreed to by all parties, I understand that my pre-paid rent fee will be returned to me. _____ (**Initial here if stipulations are listed on the back**).

RESERVATION AGREEMENT

It is my desire to have Agent take the property listed above "off the market." For consideration of \$_____, to be applied toward _____, Agent agrees to take the property "off the market" once the application is approved. If I do not qualify under Agent's standard underwriting requirements for residency, I understand that my payment will be refunded. I understand that if my application is approved my payment will not be refundable regardless of whether or not I move in to the property. **I understand that this payment is NOT the security deposit and that the security deposit will be collected after completing the "move-in" inspection (certified funds required, i.e. cashier's check, money orders, or traveler's checks). I understand that \$_____ of the security deposit will be a non-refundable administrative fee to offset Agent's expenses of performing the "Move In" and "Move Out" inspections. I understand that I will be expected to pay a fee to re-key the locks to the property in the amount of \$_____.**

X Applicant's Signature _____ / Date: _____

X Co-Applicant's Signature _____ / Date: _____