

RENTAL APPLICATION Property Address: _____.

INFORMATION ON EACH ADULT MUST BE INCLUDED IN THIS APPLICATION

PLEASE PRINT – All information must be completed. All blanks must be filled in. The decision to rent to you will depend in great part on your credit history and references. Only clean, responsible people who have a history of paying rent on time need apply.

How did you find out about us? ___Sign ___Newspaper ___Friend ___Online ___Other

YOUR PERSONAL INFORMATION

Full Name _____ Phone/Cell () _____ Work () _____

Social Security Number _____ Birth Date: _____ Age: _____

Present Address _____ City _____ ST _____ Zip _____

How long? _____ If renting, Apartment name/location _____ Ph _____

Landlord/Mgr name _____ Current Rent \$ _____

Landlord Phone (must have) _____ Why are you leaving? _____

Previous Address _____ City _____ ST _____ Zip _____

How long? _____ If rented, Apt name/location _____ Ph _____

Landlord/Mgr name _____ Rent Payment \$ _____

Landlord Phone (must have) _____ Why did you leave? _____

Present Employer _____ Position _____ How long? _____

Address _____ Phone (must have) _____

Gross Monthly Income before deductions \$ _____ Other income \$ _____ Source _____

Former Employer _____ Position _____ How long? _____

Address _____ Phone (must have) _____

Why did you leave? _____

EMERGENCY CONTACT

Name _____ Relationship _____ Phone () _____

Address _____ City _____ ST _____ Zip _____

CREDIT REFERENCES

Bank _____ Acct # _____ Branch _____

City _____ ST _____ Approx. Balance _____ How long? _____

Other Active Credit References: _____ Acct # _____ Exp Date _____

Type of Acct _____ Credit Limit _____ How long? _____ Current? _____

Other active credit ref: _____ Acct # _____ Exp Date _____

Have you ever been evicted? ____ Yes ____ No Foreclosure/repossession? ____ Yes ____ No

Bankruptcy? ____ Yes ____ No If yes, ____ Chapter 7, ____ Chapter 13

Have you ever been convicted of a crime, other than a traffic violation? ____ Yes ____ No

If yes to **ANY** of the above, give Date _____ and explain: _____

PERSONAL REFERENCES

List 2 persons, OTHER THAN YOUR RELATIVES, whom we may contact to verify your character.

Name _____ Relationship _____ Phone () _____

Address _____ City _____ ST _____ Zip _____

Name _____ Relationship _____ Phone () _____

Address _____ City _____ ST _____ Zip _____

OTHER INFORMATION

List all persons, including children, who will be living in the dwelling.

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Do you have any pets? ____ Yes ____ No **Note: Puppies and kittens are **not allowed**. There is a \$300 pet deposit **per pet**. Management approval and payment of fees is required **prior** to move-in. Non-compliance with this will result in immediate termination of your lease. NO EXCEPTIONS.

Date of desired occupancy: _____

Will you agree to contract into a one-year lease? ____ Yes ____ No If no, why not? _____

Check which of the following you own ____ Vacuum Cleaner ____ Lawn Mower ____ Waterbed

Do you smoke? ____ Yes ____ No If yes, would you agree to smoke outside the dwelling? ____ Y ____ N

List all motor vehicles that will be kept at the property.

Make	Color	Model	Year	License Plate #	ST	Mo. Payment
_____	_____	_____	_____	_____	____	\$ _____
_____	_____	_____	_____	_____	____	\$ _____
_____	_____	_____	_____	_____	____	\$ _____

A copy of your driver's license or picture ID card, social security card, latest paycheck stub(s), and/or last year's W-2(s) or a copy of last year's income tax return may be requested. Please have this information available. Failure to supply Management with the requested information will make this application null and void.

I declare that the application is complete, true and correct and I herewith give my permission for anyone contacted to release the credit or personal information of the undersigned applicant to the Management or their Authorized Agents, at any time, for the purpose of entering into and continuing to offer or collect on any agreement and/or credit extended. I further authorize Management or their Authorized Agents to verify the application information including but not limited to obtaining criminal records, contacting creditors, present or former 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 Management. Any false information will constitute grounds for rejection of the application, or Management may at any time immediately terminate any agreement entered into in reliance upon misinformation given on this application.

Applicant's Signature (Authorization)

Date _____

Applicant's Printed Name

EMPLOYMENT VERIFICATION

From: _____, prospective resident
Re: prospective tenancy

Date: _____

To: _____, employer

I authorize you to give the requested information below to my prospective landlord:

Signed: _____

Dear Sir or Madam:

The above named employee has applied to rent one of our rentals and has given your name as his or her employer.

To verify the information he or she has given to us on the rental application can you please provide us with the needed information below? You may fax this completed form back to us at **574-287-1039**, or mail it to Leasing Agent, 2217 Lincolnway West, South Bend, IN 46628. To verify the information he or she has given to us on the rental application can you please provide us with the needed information below? You may fax this completed form back to us at **574-287-1039**, or mail it to Leasing Agent, 2217 Lincolnway West, South Bend, IN 46628.

Thank you for your cooperation.

Sincerely,

Leasing Agent

Job Title of Applicant: _____

Full or part-time position? Full Part Permanent? Yes or No

Salary: Weekly \$_____ Bi-Weekly \$_____ Monthly \$_____

How long has the applicant been employed? _____

Name of person providing this information: _____

Title _____ Date _____

TENANT HISTORY/VERIFICATION

From: _____, prospective resident

Date: _____

To: _____, previous/current landlord

I authorize you to give the requested information below to my prospective landlord.

Signed: _____

Dear Sir or Madam:

The above name person has applied to rent one of our rentals and has given your name as his/her previous or current landlord.

To verify the information he or she has given to us on the rental application can you please provide us with the needed information below? You may fax this completed form back to us at **574-287-1039**, or mail it to Leasing Agent, 2217 Lincolnway West, South Bend, IN 46628.

Thank you for your cooperation.

Sincerely,

Leasing Agent

Address where applicant lived: _____

How long has/did the applicant live there? _____

If still there, are they current on their rent payments? Yes or No If no, explain: _____

Did/do they pay rent on time? Yes or No If no, explain: _____

Did/do they keep the premises clean? Yes or No If no, please explain: _____

When was the last time you saw/inspected this dwelling: _____

Are you going to have to replace or repair anything in the rental after they vacate? _____

Which lease is this applicant currently under: month to month 1 year lease

Name of person providing this information: _____

Title _____ Date _____