

BEFORE PROCEEDING all Application Fees are NON-REFUNDABLE and rental applications must be filled out completely before we can proceed, even if you pay your application fee.

We can receive multiple applications for one property. If there is more than one qualified applicant, the property will go to the best qualified applicant to bring their holding deposit to our office. If approved your holding deposit must be in our office within 24 hours or we will move on to the next qualified applicant.

In order to be approved for one of our rentals you we will need the following:

Application fee (non-refundable) - \$55 per applicant 18 years – All applicants occupying the residence must fill out an application and will be considered a Tenant upon lease signing. The application fee can be paid online.

- **To qualify the rent amount cannot be more than 30% of your monthly gross income**
- **Proof of income – A MINIMUM OF 12 MONTHS at current job and CURRENT pay stubs for a two-month period**
 - **If self-employed:** we will need 2 years of tax returns and 6 months of bank statements
 - **If starting a new job:** we will need offer letter/contract must be on letterhead and signed by employer
 - **If you receive Social Security or Disability Income:** we need the award letter(s)
- **Legible copy of Driver's license or government issued ID (copy of front and back)**
- **Credit Check** – credit below our company standards will be subject to an extended coverage fee
- **Residence Verification** – 2 years supplied with names and numbers to verify
- **Criminal Check** – No Criminal Felonies on record
- **Eviction Check** – No Evictions on record from filings to judgement
- **Sex Offender & Terrorist Check** – No Sex Offenders and No Terrorist's

If the property accepts Pets, we will need the following: Pet application filled out, current veterinary shots, picture and proof of breed. Additional fees will apply. Please note due to insurance regulations we cannot lease to tenants with the following breeds: Pit Bulls (Staffordshire Terriers), Rottweilers, Chows, German Shepherds, Doberman Pinschers, Presa Canario, Akita, Alaskan Malamute, Great Dane, Boxer, Dalmatian, Mastiff, Irish Wolfhound, Siberian Husky, Saint Bernard, Australian Shepherd and Wolf hybrids.

Once approved for the property:

The holding deposit is due within 24 hours of acceptance. **WE WILL NOT HOLD PROPERTIES UNTIL WE RECEIVE THE HOLDING DEPOSIT.** Once the lease is signed the holding deposit will be converted to your Security Deposit. **SINCE THE HOLDING DEPOSIT IS NONREFUNDABLE**, please make sure that you are certain about renting the property. **All lease signings are completed online. All initial funds must be in the form of a cashier's check or money order as we do not accept personal checks or cash and must be paid prior to lease signing.** If move in date is after the 1st of the month pro-rated rent will be charged in addition to the first full month's rent.

You are required to provide us with a copy of renter's insurance with \$100,000 liability, or purchase liability insurance through Great American Insurance for a cost of \$12.50 per month and can be paid along with your rent.

RENTAL APPLICATION

Property Applied For:

Desired Move-In Date:

How many applicants _____
 (Separate Application Required For Each Adult)
Application Fee Paid \$ _____
 (Application Fees Are Non-Refundable)

APPLICANT EMAIL ADDRESS	Phone # Email address			
NAME	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">First</td> <td style="width: 33%; border: none;">Middle</td> <td style="width: 33%; border: none;">Last</td> </tr> </table>	First	Middle	Last
First	Middle	Last		
SOCIAL SECURITY				
BIRTH DATE	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Month</td> <td style="width: 33%; border: none;">Day</td> <td style="width: 33%; border: none;">Year</td> </tr> </table>	Month	Day	Year
Month	Day	Year		
DRIVERS LICENSE				
VEHICLE	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Year</td> <td style="width: 33%; border: none;">Make/Model</td> <td style="width: 33%; border: none;">Color</td> </tr> </table>	Year	Make/Model	Color
Year	Make/Model	Color		
LICENSE PLATE				

TWO YEARS RENTAL HISTORY REQUIRE			
CURRENT ADDRESS			
CITY/STATE/ZIP			
OCCUPANCY DATES	IN	OUT	IN
MONTHLY RENT			
OWNER			
OWNER PHONE #			
REASON FOR MOVING			

PREVIOUS ADDRESS			
CITY/STATE/ZIP			
OCCUPANCY DATES	IN	OUT	IN
MONTHLY RENT			
OWNER			
OWNER PHONE #			
REASON FOR MOVING			

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EMPLOYMENT (Last two years)

EMPLOYERS NAME		
EMPLOYERS ADDRESS		
PHONE NUMBER		
SUPERVISOR OR HR PERSON		
YOUR POSITION		
HIRE DATE		
MONTHLY SALARY		
ADDITIONAL INCOME		

OTHER OCCUPANTS, AGE AND RELATIONSHIP:

DO YOU OWN ANY PETS YES NO **TYPE(S):**

HAVE YOU EVER BROKEN A LEASE OR BEEN EVICTED?**DESIRED MOVE IN DATE:**

DO YOU SMOKE? YES NO

CAN YOU GET UTILITIES IN YOUR OWN NAME? YES NO

BANK:**CHECKING ACCOUNT NUMBER:**

HAVE YOU EVER FILED BANKRUPTCY?**IF YES, WHEN?**

HAVE YOU BEEN CONVICTED OF A FELONY?

ARE YOU A MEMBER OF THE ARMED FORCES? **IF YES, ARE YOU :** ACTIVE
RESERVE

HOW DID YOU LEARN ABOUT THIS PROPERTY?

I, (UNDERSIGNED) HEREBY GIVE PERMISSION TO HAVE ANY INFORMATION VERIFIED INCLUDING CREDIT, EMPLOYMENT, INCOME, BANK ACCOUNT, RENTAL HISTORY AND BACKGROUND CRIMINAL INFORMATION. I FURTHER AGREE THAT A PHOTOCOPY OF THIS AUTHORIZATION MAY BE ACCEPTED.

PROOF OF IDENTIFICATION IS REQUIRED: IDENTIFICATION USED _____

APPLICANT SIGNATURE	DATE
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