



## TENANT CRITERIA AND SCREENING REQUIREMENTS

### TO APPLY, THE FOLLOWING IS REQUIRED:

1. Each applicant 18 and over must complete and sign an application.
2. A **\$15.00** application fee must accompany each application. (Cash or Money order only)
3. Each applicant must present a current form of photo identification in person.
4. Each applicant must show verification of social security number.
5. All applications must be filled out completely to be considered.

### THE FOLLOWING ARE OUR POLICIES AND PROCEDURES:

1. Qualifying is based on: 1) Income, 2) Court Records Search (crime, judgments, etc), 3) Rental History or Home Ownership, 4) Credit History.
2. Income must be verifiable.
3. Any false information given on the application shall be grounds for denial.
4. The application fee is non-refundable, if processed.
5. If approved, your **\$15.00** application fee will be credited towards the first month's rent.
6. If approved, the security deposit must be paid in full to hold a property.
7. If approved, all applicants will be required to sign the lease.
8. The applicant that is offered the property will be notified by telephone.

**BY SIGNING BELOW, YOU AGREE WITH THE ABOVE TERMS AND HEREBY AUTHORIZE THE REALTY COMPANY, LTD. TO CONFIRM ANY INFORMATION ON MY APPLICATION.**

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Applicant

Date

Address (for purposes of returning the application fee, if applicable):  
\_\_\_\_\_

**This serves as your receipt for the \$15.00 application fee.**

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The Realty Company, Ltd.

Date



# Rental Application

Date: \_\_\_\_\_  
Property Manager: \_\_\_\_\_  
Rental Property: \_\_\_\_\_

## Applicant's Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Soc. Sec. No.: \_\_\_\_\_ Driver's License No.: \_\_\_\_\_ State: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_ Email: \_\_\_\_\_

## Co-Applicant's Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Soc. Sec. No.: \_\_\_\_\_ Driver's License No.: \_\_\_\_\_ State: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_ Email: \_\_\_\_\_

## Other Occupants under the age of 18

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Do you own any pets? \_\_\_\_\_ What kind? \_\_\_\_\_

## Rental History

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Reason for Moving: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
Landlord: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Reason for Moving: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
Landlord: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

Have you ever been evicted? \_\_\_\_\_ When: \_\_\_\_\_  
Did you ever file Bankruptcy? \_\_\_\_\_ Reason: \_\_\_\_\_

## Employment History

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Position Held: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Co-applicant's Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Position Held: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Section 8: \_\_\_\_\_ DSSH Assistance: \_\_\_\_\_  
Case Worker's Name: \_\_\_\_\_ Unit: \_\_\_\_\_ Phone No: \_\_\_\_\_

Applicant's Last Name: \_\_\_\_\_

**Bank Account Information**

Bank Name: _____	Branch: _____
Checking Account #: _____	Savings Account#: _____
Bank Name: _____	Branch: _____
Checking Account #: _____	Savings Account#: _____

**Credit History**

Credit Firm: _____	Auto / Personal / Mortgage / Credit Card	Balance: \$ _____	Mo. Pymt: \$ _____
Credit Firm: _____	Auto / Personal / Mortgage / Credit Card	Balance: \$ _____	Mo. Pymt: \$ _____
Credit Firm: _____	Auto / Personal / Mortgage / Credit Card	Balance: \$ _____	Mo. Pymt: \$ _____
Credit Firm: _____	Auto / Personal / Mortgage / Credit Card	Balance: \$ _____	Mo. Pymt: \$ _____

**Personal References**

Name: _____	Phone: _____	Relationship: _____
Name: _____	Phone: _____	Relationship: _____
Name: _____	Phone: _____	Relationship: _____

Name of Nearest Living Relative: _____	Phone No: _____
Address: _____	Relationship: _____
In Case of Emergency, Notify: _____	Phone No: _____
Address: _____	Relationship: _____

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTICE TO APPLICANT (S)**

This application may be submitted to consumer reporting agencies for verification. All information shall remain **confidential** in compliance with the Federal Fair Credit Reporting Act. All applicants **must** sign this rental application and provide a valid identification upon request. (If additional information is necessary, please attach another sheet). **You must view the property and submit this form in person with proper identification to be considered for this rental unit.**

I/we have read and filled out the above form and hereby authorize consumer reporting agencies to provide you with consumer reports relating to me/us. I/we hereby give my/our permission for you to verify the above information. I/we understand that I/we will not hold the selected agencies liable for any decision made by you and your company based on the information obtained during the processing of this application.

I/we understand that as a tenant, if I/we should cause a financial loss to my/our landlord at any time during the term of my/our lease agreement, my/our names(s) may be placed in the negative files of chosen agency and such information will be furnished to any subscriber who have a justifiable need to make such an inquiry. I/we also understand that causing a financial loss may limit my/our creditability to obtain another rental unit in the future.

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APPLICANT'S SIGNATURE DATE

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PROPERTY MANAGER'S SIGNATURE DATE APPLICANT'S SIGNATURE DATE

Property Manager confirms that he/she has verified proper identification for this applicant.