



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.

Applicant

Date

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

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

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.

APPLICANT'S SIGNATURE DATE

PROPERTY MANAGER'S SIGNATURE DATE

APPLICANT'S SIGNATURE DATE

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