



Dear Prospective Renter,

Attached is a Renter's Application which needs to be filled out completely and returned with a \$35.00 money order.

Once you have been approved you will need to visit our office to sign a lease agreement. At which time you will have to pay a month's rent and the equivalent to a month's rent for the security deposit. And of course pick up the keys.

Thank you,

Michael A. Barber

# Rental/Credit Application

## Personal Information

Date \_\_\_\_\_ Interviewed by \_\_\_\_\_  
Name of Applicant \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
E-mail \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Social Sec. No. \_\_\_\_\_ Driver's License No. \_\_\_\_\_  
Present Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Prior Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
How long have you lived at present address? \_\_\_\_\_ How long did you live at prior address? \_\_\_\_\_  
Name of Landlord \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Prior Landlord \_\_\_\_\_ Telephone No. \_\_\_\_\_  
How many will be living in this unit? Adults \_\_\_\_\_ Children \_\_\_\_\_ Pets \_\_\_\_\_ Weight of Pets \_\_\_\_\_  
Employer \_\_\_\_\_ Occupation \_\_\_\_\_  
Current Salary \_\_\_\_\_ How long? \_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone No. \_\_\_\_\_

## Spouse Information

Name of Spouse \_\_\_\_\_ Date of Birth \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Social Sec. No. \_\_\_\_\_ Driver's License No. \_\_\_\_\_  
Employer \_\_\_\_\_ Occupation \_\_\_\_\_ Current Salary \_\_\_\_\_  
How long? \_\_\_\_\_ Contact Person \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Has your spouse ever filed for bankruptcy?  Yes  No

## Bank Information

Bank Name \_\_\_\_\_ Branch \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Address \_\_\_\_\_  
Checking Account No. \_\_\_\_\_ Savings Account No. \_\_\_\_\_

## Personal/Credit References

Name	Relationship	Telephone No.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

  

Credit Grantor	Address	Telephone No.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Other Information

Number of vehicles (including company vehicles) \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_

### Have You Ever:

Filed for bankruptcy?  Yes  No If yes, when? \_\_\_\_\_

Been served an eviction notice or been asked to vacate a property you were renting?  Yes  No

Willfully or intentionally refused to pay rent when due?  Yes  No If yes, when? \_\_\_\_\_

Been sued for unlawful detainer?  Yes  No

How were you referred to us?  Newspaper (name) \_\_\_\_\_

Realtor (name) \_\_\_\_\_  Other \_\_\_\_\_

Rental unit applied for \_\_\_\_\_

Commencement date \_\_\_\_\_ Term \_\_\_\_\_ Rent/Month \_\_\_\_\_

## Acknowledgment

I/We, the undersigned, understand that \_\_\_\_\_ is the leasing agent and representative for the owner/landlord and that the leasing agent's fees will be paid by the owner/landlord. The undersigned acknowledge that this written notice was received prior to the undersigned receiving a lease agreement.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Date

## Consent to Obtain Credit/Employment Information

I/We authorize \_\_\_\_\_ to investigate my/our credit qualifications and hereby release, in any manner, all of the information obtained by you. I/We further release all persons, agencies, or firms from any liabilities resulting from providing such information.

I/We declare under penalty of perjury that the information listed in this application is true and correct.

Executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

in the city of \_\_\_\_\_, state of \_\_\_\_\_.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Date

The undersigned authorizes landlord, leasing agent, and representatives of owner/landlord to contact the undersigned's current or previous landlord, and current employer, and further, by a copy of this Application, authorizes any said landlord or employer to release pertinent residential and employment history information to be used in evaluating my lease application. I further authorize owner/landlord, leasing agent or its representatives to apply for or obtain an investigation or credit report in connection with this application. I understand that said investigation or credit report may contain information obtained from various state governmental and private entities relative to the undersigned's number of children, employment, occupation, general health, financial and criminal history information.

# Tenant Employment Verification

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To: Department Name: \_\_\_\_\_  
Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Other \_\_\_\_\_

From: Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Organization \_\_\_\_\_ Fax \_\_\_\_\_  
Address \_\_\_\_\_ Other \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

Re: \_\_\_\_\_ (Rental Applicant)

Dear Employer:

\_\_\_\_\_ is a prospective tenant at our rental property, and has listed your organization as a current employer on his/her rental application.

In order for us to verify the application, we ask that you provide the information requested below. As time is paramount, we would appreciate your faxing this completed form back to us at the number listed above. Alternatively, you may feel free to telephone us between the hours of \_\_\_\_\_ a.m. and \_\_\_\_\_ p.m. Information provided will remain confidential and will be used solely for purposes of determining eligibility for occupancy.

Thank you in advance for your cooperation.

Sincerely,

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

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## To be completed by employer:

Applicant's current job title: \_\_\_\_\_

Start date of employment: \_\_\_\_\_

Is employment: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time  
\_\_\_\_\_ Permanent \_\_\_\_\_ Temporary

Salary: \$ \_\_\_\_\_ Weekly \_\_\_\_\_ Biweekly \_\_\_\_\_ Annually  
\_\_\_\_\_ Monthly \_\_\_\_\_ Hourly (Average per week \$ \_\_\_\_\_)

Information provided by:

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

# Applicant Authorization

## Tenant Employment Verification

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I have applied for rental property with the landlord/property manager at \_\_\_\_\_.

In order to verify my current employment, I hereby authorize my employer, \_\_\_\_\_  
\_\_\_\_\_, to release the requested information to my prospective landlord/property manager.

Please respond to this request at your earliest convenience.

Thank you for your cooperation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ SSN \_\_\_\_\_

# Pre-Lease Inspection Form

General Condition of Unit: Complete all sections.

Date of Inspection: \_\_\_\_\_

	Floors:	Walls/ Ceilings:	Lighting Fixtures:	Windows:	Window Coverings:	Doors:	Miscellaneous:
	Condition of wood, tile, carpet	No cracks, paint condition, holes patched	Fixtures, bulbs, outlets work	Screen/glass damage and working order	Drapes: no tears or stains; blinds work properly	No damage; keys and locks work	Condition of sink, disposal and refrigerator
Living Room							
Dining Room							
Bathroom							
Kitchen							
Bedroom 1							
Bedroom 2							
Bedroom 3							

Key	<b>E</b> - Excellent	<b>G</b> - Good	<b>F</b> - Fair	<b>P</b> - Poor
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**Note:** Take photos of areas that are questionable and file with this form.

Comments on condition of areas: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Keys given to tenant:

Quantity: \_\_\_\_\_  Front Door  Back Door  Mail Box  Storage

### Signatures

Tenant 1: \_\_\_\_\_ Tenant 2: \_\_\_\_\_

Property Address: \_\_\_\_\_ Apt. No.: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Date of Move-In: \_\_\_\_\_

Rental Manager/Landlord: \_\_\_\_\_

Complete this form in full when **occupancy begins**. Use **Post-Lease Inspection form** when **occupancy ends**.

# Post-Lease Inspection Form

General Condition of Unit: Complete all sections.

Date of Inspection: \_\_\_\_\_

	Floors:	Walls/ Ceiling:	Lighting Fixtures:	Windows:	Window Coverings:	Doors:	Miscellaneous:
	Condition of wood, tile, carpet	No cracks, paint condition, holes patched	Fixtures, bulbs, outlets work	Screen/Glass damage and working order	Drapes: no tears or stains; blinds work properly	No damage; keys and locks work	Condition of sink, disposal and refrigerator
Living Room							
Dining Room							
Bathroom							
Kitchen							
Bedroom 1							
Bedroom 2							
Bedroom 3							

Key	<b>E</b> - Excellent	<b>G</b> - Good	<b>F</b> - Fair	<b>P</b> - Poor
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**Note:** Take photos of areas that are questionable and file with this form.

Comments on condition of areas: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Keys returned:**

Quantity: \_\_\_\_\_  Front Door  Back Door  Mail Box  Storage

**Signatures**

Tenant 1: \_\_\_\_\_ Tenant 2: \_\_\_\_\_

Property Address: \_\_\_\_\_ Apt. No.: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Date of Move-In: \_\_\_\_\_

Rental Manager/Landlord: \_\_\_\_\_ Date of Move-Out: \_\_\_\_\_

Complete this form in full when **occupancy ends**. Compare with **Pre-Lease Inspection form** when **occupancy ends**.