

# RENTAL APPLICATION AGREEMENT



I AM INTERESTED IN A  2-BEDROOM  3-BEDROOM

**APPLICATION FEE IS \$50/adult.**

**APPLICANT'S FULL NAME:**

\_\_\_\_\_

**FOR AGENT USE ONLY:**

Site: \_\_\_\_\_

SS#: \_\_\_\_\_

Type: \_\_\_\_\_

DRIVERS LIC#: \_\_\_\_\_

Address: \_\_\_\_\_

DOB: \_\_\_\_\_

Garage: \_\_\_\_\_

**SPOUSE'S FULL NAME:**

\_\_\_\_\_

Extras: \_\_\_\_\_

Pet(s): \_\_\_\_\_

Value: \$ \_\_\_\_\_

SS#: \_\_\_\_\_

Lease Term: \_\_\_\_\_

Value: \$ \_\_\_\_\_

DRIVERS LIC#: \_\_\_\_\_

Total Rent: \$ \_\_\_\_\_

DOB: \_\_\_\_\_

Possession Date: \_\_\_\_\_

Total Deposit Due: \$ \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_

Application Fee Paid: \$ \_\_\_\_\_

OTHER PHONE: \_\_\_\_\_

Total Deposit Paid: \$ \_\_\_\_\_

EMAIL: \_\_\_\_\_

**AVAIL. LIST**

**RESIDENT DATA SHEET**

**WEEKLY REPORT**

**M/I CALENDAR**

**PRORATED RENT: \$** \_\_\_\_\_

Rolodex  Change of Status

M/I Package  Card

Gas  Water  Electric

Cover Sheet

New Tenant Folder

Single  Other  Married  Widowed  Separated

**PLEASE LIST ALL OTHER RESIDENTS TO OCCUPY PREMISES:**

\_\_\_\_\_  
NAME OF RESIDENT RELATIONSHIP AGE

\_\_\_\_\_  
NAME OF RESIDENT RELATIONSHIP AGE

\_\_\_\_\_  
NAME OF RESIDENT RELATIONSHIP AGE

# RENTAL APPLICATION AGREEMENT



## CREDIT REFERENCES:

Checking Acct #: \_\_\_\_\_ Bank: \_\_\_\_\_

Savings Acct #: \_\_\_\_\_ Bank: \_\_\_\_\_

## PERSONAL REFERENCES: (Use Local When Possible)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

### ***Applicant Parents:***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

### ***Spouse's Parents:***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

## IN CASE OF EMERGENCY:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

# RENTAL APPLICATION AGREEMENT



**ANSWER 'YES' or 'NO'**

Have you any collection, judgments, or even taken bankruptcy, had property foreclosed, or given deed in lieu thereof?  YES  NO

Have you ever been evicted from an apartment or violated a rental agreement or contract?  YES  NO

Have you ever been a defendant/participant in a lawsuit?  YES  NO

Do you intend to use the premises other than a residence?  YES  NO

Have you ever been convicted of a felony?  YES  NO

Have you ever been convicted of being a sex offender or designated as a sexual predator?  YES  NO

Please Explain any 'YES' answers:

\_\_\_\_\_  
\_\_\_\_\_

**PETS:**  YES  NO

Type of Pet: \_\_\_\_\_ Age: \_\_\_\_\_ Breed: \_\_\_\_\_ Color: \_\_\_\_\_

Weight: \_\_\_\_\_ Name: \_\_\_\_\_

Type of Pet: \_\_\_\_\_ Age: \_\_\_\_\_ Breed: \_\_\_\_\_ Color: \_\_\_\_\_

Weight: \_\_\_\_\_ Name: \_\_\_\_\_

**NUMBER OF AUTOS OWNED BY ALL OCCUPANTS:** Total #: \_\_\_\_\_ (Please Describe)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**YOUR PRESENT AND PRIOR PLACES OF RESIDENCE (PLEASE GO BACK AT LEAST FIVE YEARS)**

PRESENT Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Present Landlord or Mortgagor \_\_\_\_\_

Monthly Payment: \_\_\_\_\_

Month & Year Moved In: \_\_\_\_\_ / \_\_\_\_\_ Planned Move Out: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Owner: \_\_\_\_\_

Landlord's or Mortgagor's Phone # \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

# RENTAL APPLICATION AGREEMENT



PREVIOUS Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Present Landlord or Mortgagor \_\_\_\_\_

Monthly Payment: \_\_\_\_\_

Month & Year Moved In: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Planned Move Out: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Owner: \_\_\_\_\_

Landlord's or Mortgagor's Phone # \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

PREVIOUS Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Present Landlord or Mortgagor \_\_\_\_\_

Monthly Payment: \_\_\_\_\_

Month & Year Moved In: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Planned Move Out: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Owner: \_\_\_\_\_

Landlord's or Mortgagor's Phone # \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## PLEASE GIVE YOUR EMPLOYMENT INFORMATION

### Applicant's Present Place of Employment:

\_\_\_\_\_

Work Phone # \_\_\_\_\_

Starting Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor's Name/Phone #: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant's Weekly Gross Income: \_\_\_\_\_

Applicant's Gross Annual Income: \_\_\_\_\_

# RENTAL APPLICATION AGREEMENT



## Spouse's Present Place of Employment:

Work Phone # \_\_\_\_\_

Starting Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor's Name/Phone #: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant's Weekly Gross Income: \_\_\_\_\_

Applicant's Gross Annual Income: \_\_\_\_\_

## PLEASE BE SURE TO READ THIS SECTION:

Applicant(s) represents that the statements above made are true and correct and hereby authorizes verification of references.

Applicant(s) further understand that we will conduct a credit investigation involving the statements above made in order to obtain any public record and credit history.

The Applicant(s) makes Applications to rent a unit for the rental rate in effect at the date specified unit is to be assigned hereafter, and upon approval of this application to sign a Lease in the form presented by the Landlord.

It is understood by the Applicant(s) that this Application is preliminary only and involves no obligation of the Landlord or the Agents of the Landlord to approve this Application or to delivery occupancy of the unit.

It is understood by the Applicant(s) that a copy of the Lease Agreement used by the Landlord will be furnished upon request.

An APPLICATION FEE of \$ \_\_\_\_\_ and \$ \_\_\_\_\_ toward the Security Deposit has been made by Applicant(s) to be held by the Landlord unit:

(1) Applicant(s) execute a Lease in a form presented by the Landlord; (2) this Application is not approved; or (3) Applicant(s) inform the Landlord in writing of his intention to withdraw said Application Fee prior to the date upon which the Landlord assigns a specific unit to the Applicant(s), and provides the Landlord with his forwarding address.

It is understood that upon execution of a Lease in the form presented by the Landlord this Application Fee will not be credited toward the Security Deposit requirement under said Lease.

# RENTAL APPLICATION AGREEMENT



It is further understood that in the event this Application is rejected or if the Applicant(s) informs the Landlord, according to the requirements set out herein, of his intentions not to rent, the Application fee will not be returned to the Applicant(s). Once the Application is approved and an address is assigned, in the event the Applicant(s) does not move-in or cancels, all monies paid will be forfeited.

**IN NO EVENT WILL THE APPLICATION FEE BE RETURNED TO THE APPLICANT(S).**

Applicant's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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

Spouse's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse's Signature \_\_\_\_\_

Agent: \_\_\_\_\_

Date: \_\_\_\_\_

## FOR AGENT USE ONLY

APPLICANT'S EMPLOYMENT: \_\_\_\_\_

SPOUSE'S EMPLOYMENT: \_\_\_\_\_

RESIDENCE: \_\_\_\_\_

CREDIT/OTHER: \_\_\_\_\_

DATE ASSIGNED & ACCEPTED BY APPLICANT: \_\_\_\_\_

LEASING AGENT: \_\_\_\_\_

DATE: \_\_\_\_\_ APPROVED:  DENIED:

COMMENTS: \_\_\_\_\_

---

**Authorization Request**

To Whom It May Concern:

I hereby authorize you to release Village Green Apartments, for verification purposes, information concerning:

1. Employment, dates, title, income, hours worked, etc.
2. Banking and Saving Account(s) of record.
3. Mortgage loan rating, credit and criminal report; (opening date, high credit, payment amount, loan balance and payment record.)
4. Rental history; (Term of Lease, Payment History, Problems and/or any derogatory information.)

Also, I hereby authorize utility service to be established in my name and agree to pay for such service. This information is for the confidential use of Village Green Townhomes. A photographic or carbon copy of this Authorization, (being photographic or carbon copy of the signature(s) of the undersigned), may be deemed to be the equivalent of the original and may be used as a duplicate original. Your prompt response and cooperation to this request is greatly appreciated.

Signature: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Signature: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Signature: \_\_\_\_\_

Social Security #: \_\_\_\_\_