



DATE: _____
ADDRESS: _____
TERM OF LEASE: _____
MOVE IN DATE: _____

APPLICATION FEE: _____
MONTHLY RENT: _____
SECURITY DEPOSIT: _____
PET FEE: _____

RENTAL APPLICATION

Applicant's Name _____ Age _____ Sex _____

Present street address _____ How long? _____

City _____ State _____ Zip Code _____

Landlord name & address _____ Phone _____

Previous street address _____ How long? _____

City _____ State _____ Zip Code _____

Landlord name & address _____ Phone _____

Marital status (check one) Single Married Separated Divorced Widowed

Social Security # _____ Driver's license # _____

Date of birth _____ Present telephone # _____

Employer Name & Address _____ Employer phone # _____

Monthly income _____ Length of current employment _____ Line of work _____

Spouses' maiden name _____ Age _____ Sex _____

Spouses' Social Security # _____ Spouses' Driver's license # _____

Spouses' employer name & address _____ Employer phone # _____

Monthly income _____ Length of current employment _____ Line of work _____

List name, age, and relationship of all persons who will be occupying the premises (including children, relatives, co-residents) :

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Breed, age, weight of any pets owned: _____

Name of your bank _____

Reason for leaving current residence _____

Have you ever been evicted? _____

Have you or your spouse ever broken a rental agreement or lease contract? _____

Have you or your spouse ever been convicted of a felony? _____

How were you referred to us: Just stopped-by Newspaper ad Locator service Friend Website

If friend or locator service, please list name _____

In case of emergency, notify: (name, address, phone #, relationship) _____

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- Applicant qualification includes verification of previous rental history, satisfactory credit report and an income requirement of three times the monthly rental amount. In lieu of income verification, some owners will accept a guarantee of lease or additional deposit.
- A security deposit equal to one month's rent will be due as valuable consideration in removing a rental property from the market. It is fully refundable per fulfillment of the provisions in the lease and accompanying paperwork.
- All lease paperwork must be complete and the first month's rent paid in full prior to moving in. If the first day of the lease is not the first day of the month the rent will be prorated on a daily basis. If the lease starting date is after the 15th of the month, a full month's rent is due upon move-in. The prorated rental amount will be paid the following month.
- NO PETS ARE ALLOWED WITHOUT WRITTEN PERMISSION. Unless otherwise stated in the lease, when a rental home allows a pet, a non-refundable pet fee of \$250.00 will be due at move in and it is not a damage deposit. Pending owner approval, each additional pet may require an additional pet fee. Aggressive breeds and puppies are not permitted.

CORRECT INFORMATION

Applicant represents that all of the above statements are true and complete and hereby authorizes verification of above information, references, and credit records. Applicant acknowledges that false information herein may constitute a criminal offense under the laws of this state. Applicant agrees to the terms of the "Security Deposit Agreement" below.

SECURITY DEPOSIT AGREEMENT

Applicant has placed a Security Deposit (in the amount stated below) in consideration for owner taking the property off the market while considering approval of this application. If applicant is approved by owner and the contemplated lease is entered into, the Security Deposit shall be deposited into the escrow account. If applicant is approved but fails to enter into the contemplated lease within (3) days after notice of such approval, the Security Deposit shall be forfeited to owner. The Security Deposit will be returned only if applicant is not approved. Keys will be furnished only after contemplated lease and other rental documents have been thoroughly executed by all parties and only after applicable rent has been paid. This application is preliminary only and does not oblige owner or owner's agent to execute a lease or deliver possession of the proposed premises.

MORE LEASE INFORMATION

Property street address _____

Total security deposit for unit _____ Total monthly rent for unit _____

Date of occupancy _____ Term of lease _____ Unit type _____ # of occupants _____

Utilities furnished by owner as follows: _____

Separate pet deposit (if applicable) _____

List all vehicles to be parked on the premises by the above named persons (including motorcycles, trailers, boats, etc.):

Vehicle #1 year, make, & model _____ License# _____

Vehicle #1 year, make, & model _____ License# _____

Vehicle #1 year, make, & model _____ License# _____

*Applicant's signature _____ Date _____

*Owner's representative's signature _____ Date _____



REPAIR AND MAINTENANCE AGREEMENT

The Tenant(s) are obligated to take reasonable care of the Leased Premises located at _____

Neither the Landlord nor the Owner are responsible for repairs necessitated by Tenant(s) or their guests' abuse or neglect of the property. Please be advised that:

1. All maintenance service requests must be submitted to the management in writing. Emergency calls are monitored after hours.
2. The following items are considered an emergency:
 - (a) Stoppage caused by sewer blockage.
 - (b) Refrigerator or freezer not cooling.
 - (c) Heater not working in freezing weather.
 - (d) Any fire or potential electrical fire.
 - (e) Water flooding the unit.
 - (f) No hot or warm water. (Must be cold water.)
3. All damages which could conceivably lead to further secondary damages **MUST BE REPORTED IMMEDIATELY!** If the Tenants fail to do so, they will be responsible for the costs of repairing the secondary damage.
4. For any necessary repairs due to a break in, a police report will be required. If the premises can not be secured, Tenant needs to call our emergency number.
5. If the refrigerator appears to be leaking, the drain pan underneath must be checked and emptied if full. Not closing the refrigerator door properly can cause the drain pan to overflow. If Tenant calls the management to drain the pan, Tenant will be charged for the service call.
6. Sanitary items and paper towels are not to be flushed down the toilet! If the management is called to unclog a toilet and there is nothing wrong with the toilet itself, Tenant will be charged for the service call. Almost all clogged toilets are the result of improper use and not toilet malfunction. If the toilet over-flows, Tenant must immediately turn the water off. Tenant needs to know where the water cut-off valves, as well as the outside water meter, are.
7. In case an electrical outlet or appliance does not work, Tenant is advised to check the BREAKER BOX or the appliance RE-SET BUTTON first before presenting the management with a maintenance request. If the workman finds that the breaker or the reset button was the problem, Tenant will be charged for the service call.
8. Tenant is responsible for changing/cleaning the AIR-CONDITIONING FILTER on a **MONTHLY** basis.
9. During winter Tenant is responsible for taking reasonable care to insure the water pipes do not freeze. In below freezing temperatures faucets need to be left dripping.
10. Garbage disposals are not designed to handle bones or large chunks of food. If the disposal malfunctions because of such items, Tenant will be charges for the repairs.
11. Any washer/dryer on the Leased Premises are not warranted by the Owner. If the equipment should malfunction, the Tenant needs to pay for any and all repairs if desired. The Owner may, at his sole discretion, choose to do so.
12. If management responds to a maintenance request and finds no problem, Tenant will be charged for the service call.
13. Tenant is responsible for testing smoke detectors monthly and replace batteries as needed.

THE HEREIN ADDENDUM IS MADE AN INTEGRAL PART OF THE LEASE AGREEMNT BETWEEN THE UNDERSIGNED TENANT(S) AND LANDLORD.

Tenant's Name	Signature	Date
Tenant's Name	Signature	Date
Landlord/Agent's Emergency Number	Signature	Date