

# Rental Application

**Please read these instructions carefully before completing the application on the following pages:**

1. *Each person over the age of 18 who will reside in the rental must complete a separate application.*
2. *Please print all information clearly and be sure to complete all attached pages. Missing or incomplete information will delay processing and may result in your application being placed on hold. Signatures are required on page 5 and page 6.*
3. *Every question must be answered. Please continue answers on a separate page if necessary. Every blank must have a response. If a question does not apply to you, be sure to enter "none" or "N/A".*
4. *Complete and current contact information is necessary for all personal references, all current and former landlords, and all current and former employers. Mailing addresses, email addresses, or fax numbers are necessary; a telephone number alone is not sufficient.*
5. *We do not verify personal references, landlords, or employers by telephone. To allow for contact with and replies from all necessary parties by mail, applications sometimes require up to 14 days for complete processing and approval. If we are unable to contact and receive a reply from anyone named on your application, the application will be placed on hold. (Suggestion: Notify each person named on your application to expect our inquiry and request that they respond promptly.)*
6. *The following items must be attached to this application, and the original documents must be available for comparison:*
  - a. *Employment and income verification in the form of copies of pay stubs, minimum of two most recent consecutive pay periods. If you are self-employed, or you are unemployed and rely on another source of income, documentation to support the source and amount of your income must be supplied.*
  - b. *Photocopy of two forms of identification. At least one must be a government issued photo identification, such as your driver's license, with originals available for comparison.*
  - c. *Nonrefundable application fee of \$30.00 for each application. No personal checks accepted. **CASH OR MONEY ORDER ONLY.** See Section 6 of application.*
  - d. *If you are not a citizen of the United States, a copy of appropriate documentation (passport, visa, green card, or other) to establish your identity and confirm that you are legally in this country.*
7. *A consumer credit report will be obtained, a criminal history report will be obtained, and your name will be submitted to the FBI, United States Department of Homeland Security, or other clearing house of terrorist information to confirm that you are not on any terrorist watch list.*
8. *Small pets are permitted with prior approval. A separate pet agreement and deposit may be required.*
9. *All residents are required to maintain Renter's Insurance that covers your personal property and provides liability coverage in a minimum of \$100,000. Additional liability coverage may be required for pet owners.*
10. *The monthly rent you have been quoted prior to completing this application is based on a 12 month lease and on a specific maximum number of persons occupying the rental. For a one bedroom apartment – 2 persons; for a two bedroom apartment – 3 persons; and for a three bedroom apartment or mobile home – 5 persons. If additional occupants are present, additional rent will be due.*

Address of premises applied for: \_\_\_\_\_

**1. Personal Information**

Your Full Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
First name MI Last Name Jr/Sr/etc.?

Your Current Physical Address: \_\_\_\_\_  
Street City State ZIP

Mailing Address, if different: \_\_\_\_\_

Own or rent? \_\_\_\_\_ How long have you lived there? \_\_\_\_\_

Cellular Telephone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Work telephone number: \_\_\_\_\_

Driver's License or Government ID Number: \_\_\_\_\_

Name of your current landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_

Current Landlord's Mailing Address: \_\_\_\_\_

Are you related to your current landlord? \_\_\_\_\_ Current monthly rent amount: \_\_\_\_\_

Why do you wish to move from your current address? \_\_\_\_\_

How soon do you wish to move from your current address? \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ *If yes, give details on a separate page.*

Have you ever been known by any other name? \_\_\_\_\_ If yes, list all such other names and the dates you were known by those names: \_\_\_\_\_

If your application is approved, how many people, the total of all adults and children, will occupy the rental? \_\_\_\_\_

List the names of all other persons who will occupy the rental if this application is approved, with their Social Security numbers: \_\_\_\_\_

Please enter the following information for any vehicles you own or use that will be parked at the rental premises:

Make Year Model License Plate State Registered Owner

Make Year Model License Plate State Registered Owner

What kind of pets do you have? \_\_\_\_\_

Have you ever declared bankruptcy, had a judgment entered against you in court, or had other credit problems? \_\_\_\_\_  
**If yes, please describe in detail on a separate page.** (Previous credit problems, including a previous bankruptcy successfully discharged over 5 years ago, with no credit problems since that time will not necessarily disqualify your application. However, any credit problem not disclosed here which appears on your credit report may disqualify you.)

**2. Residence History**

In addition to your current address in Section 1 above, please list your previous addresses and the name, address, and telephone number of the landlord for each of your residences for at least the past 5 years. Each address for the past 5 years must be listed, with no periods of time unaccounted for, and we must have at least two prior landlords even if you must go back more than 5 years. **Please continue on a separate page if necessary.** *(All blanks must be completed for each residence; incomplete information will delay processing.)* Previous residence addresses:

From: \_\_\_\_\_ To: \_\_\_\_\_ Rental Address: \_\_\_\_\_

Name of Landlord: \_\_\_\_\_ Landlord Telephone: \_\_\_\_\_

Landlord Mailing Address: \_\_\_\_\_

Monthly rent amount: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Rental Address: \_\_\_\_\_

Name of Landlord: \_\_\_\_\_ Landlord Telephone: \_\_\_\_\_

Landlord Mailing Address: \_\_\_\_\_

Monthly rent amount: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Has an eviction ever been started against you or have you ever been asked to move? \_\_\_\_\_ **If yes, give details on a separate page.**

**3. Employment and Income Information**

Current Employer: \_\_\_\_\_ Employer Telephone: \_\_\_\_\_

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

Name of Supervisor: \_\_\_\_\_ Your Position: \_\_\_\_\_

Full or part time? \_\_\_\_\_ (Part time = less than 32 hrs per week) Average weekly take-home income: \_\_\_\_\_

Start date: \_\_\_\_\_ Temporary or permanent employee? \_\_\_\_\_

**If you have been with your current employer for less than 3 years, list previous employers on a separate page with start and end dates of employment for each. The last three years must be accounted for, including any periods of unemployment.** *(Complete information is required for each employer; incomplete information will delay processing.)*

Will you be relying on any other source of funds for payment of your monthly rent such as child support or alimony, or Section 8, DSS, or other public assistance programs? \_\_\_\_\_ If so, please supply official documentation that establishes the amount of any such assistance, or the name and address of the agency and the name and telephone number/extension for your case worker:

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

Do you have a personal checking account? \_\_\_\_\_ Bank name \_\_\_\_\_

Branch address \_\_\_\_\_ Branch telephone \_\_\_\_\_

Account Number \_\_\_\_\_ Approximate current balance as of today \$ \_\_\_\_\_.

Please rank, in order from 1 - 10, in what sequence you normally pay the following items upon receiving your payroll or other check. (Example: If you pay your rent before anything else, enter "1" next to "Rent"; if you pay for groceries next, enter "2" next to "Groceries"; if you pay your credit cards after rent and groceries, enter "3" next to "credit cards"; if you pay your cell phone first, enter "1" next to cell phone, etc. Enter zero ("0") for any that do not apply to you.)

\_\_\_\_ Cell phone    \_\_\_\_ Credit Cards    \_\_\_\_ Gas (car)    \_\_\_\_ Rent    \_\_\_\_ Car insurance  
\_\_\_\_ Electricity    \_\_\_\_ Home telephone    \_\_\_\_ Groceries    \_\_\_\_ Cable TV    \_\_\_\_ Car payment

If offered, would you participate in an automatic direct debit service that automatically withdraws your rent from your checking account on the first of every month? \_\_\_\_\_

#### 4. Emergency Contact Information

We need the name, address, and telephone number of a member of your family not living with you, or a close personal friend, who will always know how to contact you. Name: \_\_\_\_\_

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

#### 5. Personal References

Please list three personal references who have known you for at least three years and who are not related to you. Former and current co-workers are acceptable, former employers are not.

\_\_\_\_\_  
Name Complete Mailing Address Telephone

\_\_\_\_\_  
Name Complete Mailing Address Telephone

\_\_\_\_\_  
Name Complete Mailing Address Telephone

#### 6. Application fee

A nonrefundable application fee of \$ 30.00 is due in cash or money order with this application to cover the cost of contacting references and prior landlords, verification of employment, and obtaining credit, eviction, criminal history, and terrorist reports. A receipt will be issued at the time of payment. Applications sometimes require up to 14 days for processing to allow time for employers, prior landlords, references, etc. to respond. You will be notified by telephone, email, or letter when your application is approved, if it is not approved, or if it has been placed on hold pending additional information. If final approval is granted and a lease is signed, the application fee will be applied towards the first month's rent. If this application is not approved or is withdrawn by the applicant, the \$30.00 application fee will be retained by the landlord to cover processing charges.

**7. Authorization and Waiver: (Be sure to read this and understand it before you sign it!)**

*Neither I nor any person who will be residing in the rental unit are members of any terrorist organization or named on any state, national, or international watch list of persons suspected of terrorist activities. I understand that my name and identification information may be submitted to the United States Department of Homeland Security and/or Federal Bureau of Investigation for verification.*

I understand that if this application is approved, I and all occupants 14 years of age or older must attend a two hour new resident orientation prior to signing a lease.

I understand that my date of birth is required in order to obtain a criminal history report and that my age, if over 18, is not a determining factor in the acceptance or rejection of my application.

I understand that any false, incomplete, or misleading information I have supplied will be sufficient grounds for rejection of this application, or for immediate termination of any lease or rental agreement granted as a result of this application.

By my signature below I certify that all information I have provided in this application is true and complete to the best of my knowledge, and I authorize the investigation and verification of information in this application, including further investigation of information obtained through a credit or criminal history report.

Signature	Date	Date of Birth
Print full name	Social Security Number	

How did you hear about our rentals? (Please check all that apply)

- Newspaper advertisement
- "For Rent" Sign
- Trulia
- Craig's List
- [www.MonticelloRentals.com](http://www.MonticelloRentals.com) or [www.LochSheldrakeRentals.com](http://www.LochSheldrakeRentals.com)
- Other Internet (Please specify: \_\_\_\_\_)
- Friend or relative
- A current resident of one of our rentals
- Other source (Please specify: \_\_\_\_\_)

## Authorization for Release of Information

To Whom It May Concern:

- I authorize the owners of the premises at \_\_\_\_\_, or their representatives, to investigate and confirm the accuracy of all information in my application.
- I authorize the owners to obtain a credit report using my Social Security Number, and I authorize any credit reporting agency to release my credit information to the owners.
- I authorize the owners to contact my current and previous landlords, my current and previous employers, and any bank, personal, or professional reference listed on my application, and I authorize those parties to release the requested information to the owners.
- I authorize the owners to conduct any other appropriate investigations including obtaining an eviction report and a criminal history report, and I authorize any person or reporting agency to release the requested information to the owners.
- I authorize the owners to contact prior landlords and/or employers identified by their investigation but not named on my application, if any.
- I also authorize the owners to release any information supplied in my application to any credit bureau, tenant reporting agency, law enforcement agency, or other person or agency when that information is necessary for proper identification of my records, and if a lease is signed I authorize the owners to release any information regarding my tenancy, including releasing information to potential future landlords.
- I release, waive, discharge and covenant not to sue the owners of the premises and all other persons or agencies supplying information regarding this application, their representatives, agents, employees, successors, and assigns from any and all liability to me, my heirs and next of kin for any and all claims, demands, losses or damages on account of information supplied or obtained, or action taken as a result of this application or any resulting tenancy, caused or alleged to be caused in whole or in part by the negligence of the releasees or otherwise.
- This authorization shall remain in effect during the application process, during any resulting tenancy, and for as long thereafter as may be necessary to facilitate collection of any amounts that may be due to the owners of the above referenced premises.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print full name