



## RENTAL APPLICATION

**PLEASE READ THIS CAREFULLY. APPLICATION FEES ARE NON-REFUNDABLE. PLEASE READ ENTIRE APPLICATION COVER PAGE FOR QUALIFICATIONS. All showings are by appointment only. We meet all potential tenants at our office. We never meet at the properties. We do not provide transportation to view rentals.**

1. One application for each applicant, 18 years or older.  
Application fees are \$35.00 per application, this fee is **non-refundable**.
2. The \$35.00 application fee is non-refundable and to be paid in cash or money order only, prior to processing your application. We will not process your application until we have proof of income and all other required forms.
3. Proof of income is required. Applicant is required to make 3 times the monthly rent. (Separate applicant will be required for the same.)
4. 3 years of rental history is required. If you owned your home, please provide verification of ownership. We need to verify your rental history.
5. All listed availability dates are tentative, and rentals are not guaranteed to be ready by date listed on rental list. Please be sure to ask the status of any unit you are interested in renting. We do our best to finish cleaning and maintenance in a timely manner. We cannot be held responsible if a property is not ready by any listed and/or spoken availability dates given.
6. Upon approval of your application, a holding fee is required within 24 hours to hold the property. **Properties will not be held without a holding fee!! Holding fees are to be paid in cash or money order. No exceptions.** We can only hold a property for someone for 2 weeks, after two weeks rent will be collected regardless of occupancy.
7. The holding fee is non-refundable should the applicant fail to take occupancy. **NO EXCEPTIONS.**
8. Once the property is occupied by the tenant and the lease is signed, the holding fee is applied to the security deposit.
9. **The application fee, holding fee and first month's rent is to be paid in cash, money order, or cashier's check only. No personal checks will be accepted for any move-in monies. Any money orders or cashier's checks for rent and deposit must be made out separately; cash must be in exact change.**
10. All lease signings are by appointment only and must be signed in person with a property manager. All remaining balances of rent and deposit are due when lease is signed to receive keys.
11. All utilities must be switched on in tenant's name by day and time of lease signing. Please provide the property manager with new utility account number when you arrive to sign your lease.
12. All units are listed at year-lease prices. Anything less than a year lease must be negotiated with the property manager.
13. Proof of renter's insurance will be required before lease signing takes place.

**I have read and understood the above policies.**

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

**ALL DEPOSITS/ HOLDING FEES MUST BE PAID IN CASH OR CASHIERS CHECK** 2/19



APPLICANT

Application will not be accepted if received without being initialed and signed by applicant. Please use additional applications if more than two persons are applying.

Applicant hereby makes this request to rent the following property under the following terms and conditions:

Requested Move-In Date
Property Address City State Zip
Applicant Name Birth Date
Social Security Number Driver's License State
Home Phone Cell Phone Work Phone
Email

Current Address City State Zip
Owned Rent Payment \$ How long? From To
Landlord Name/Mortgage Holder
Reason for leaving

Prior Address City State Zip
Owned Rent Payment \$ How long? From To
Landlord Name/Mortgage Holder Phone
Reason for leaving

FOR OFFICE USE ONLY

Rent Amount Deposit Amount Application Fee
Additional Deposit Length of Lease
Prorated Amount Utilities

ALL DEPOSITS/ HOLDING FEES MUST BE PAID IN CASH OR CASHIERS CHECK 2/19



## EMPLOYMENT

**Current Employer** \_\_\_\_\_ Employed as \_\_\_\_\_ How Long? \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

Salary \$ \_\_\_\_\_ Per Month \_\_\_\_\_ Supervisor \_\_\_\_\_

***If less than 3 years***

**Prior Employer** \_\_\_\_\_ Employed as \_\_\_\_\_ How Long? \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

Salary \$ \_\_\_\_\_ Per Month \_\_\_\_\_ Supervisor \_\_\_\_\_

**Monthly Obligations** \_\_\_\_\_ Total \$ \_\_\_\_\_

Auto Loan \$ \_\_\_\_\_ Auto Insurance \$ \_\_\_\_\_

Health Insurance \$ \_\_\_\_\_ Child Support \$ \_\_\_\_\_

Credit Card \$ \_\_\_\_\_ Credit Card \$ \_\_\_\_\_

Other \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

How long will the Applicant live here? \_\_\_\_\_ Does anyone in the household smoke?  Yes  No

Applicant Emergency Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Will there be a Co-Applicant?

Co-Applicant Name \_\_\_\_\_

**All co-applicants must complete and turn in individual applications. Please turn all applications in together.**



## GENERAL QUESTIONNAIRE

How did you hear about this property? \_\_\_\_\_

Please explain why you are moving from your current location.

Has any Applicant ever had recurring problems with current apartment or landlord?  Yes  No If yes, please explain:

Has any Applicant ever been served a late rent notice?  Yes  No If yes, please explain:

Has any Applicant ever willfully refused to pay rent when due?  Yes  No If yes, please explain:

Has any Applicant ever been evicted?  Yes  No If yes, please explain:

Has any Applicant ever filed bankruptcy?  Yes  No If yes, please explain:

Has any Applicant been a party to a lawsuit?  Yes  No If yes, please explain:

Has any Applicant or occupant ever been convicted of a gross misdemeanor or felony?  Yes  No  
If yes, please explain:

Is any applicant or occupant required to register or has been convicted as a sex offender?  Yes  No  
If yes, please explain:

We may run a credit and criminal background check. Is there anything negative we will find that you want to comment on?  Yes  No If yes, please explain:

Does any Applicant plan to use liquid filled furniture?  Yes  No Furniture Type \_\_\_\_\_

**QUESTIONNAIRE CONTINUED**

**Pets**

Do you have pets?  Yes  No

If yes, please list:

Type \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_  Male  Female  Spayed/Neutered

Type \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_  Male  Female  Spayed/Neutered

Type \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_  Male  Female  Spayed/Neutered

Type \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_  Male  Female  Spayed/Neutered

**Other Occupants**

Please list any other persons that will be living at the premises.

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship \_\_\_\_\_ Occupation \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship \_\_\_\_\_ Occupation \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship \_\_\_\_\_ Occupation \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship \_\_\_\_\_ Occupation \_\_\_\_\_

**Vehicles**

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

**Personal References**

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

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

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



VERIFICATION OF EMPLOYMENT

Employer Contact Information

Applicant Name: \_\_\_\_\_
Company Name: \_\_\_\_\_ Address: \_\_\_\_\_
Supervisor: \_\_\_\_\_ Email: \_\_\_\_\_
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Applicant authorizes verification of employment.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EMPLOYER ONLY BELOW THIS LINE

To Whom it May Concern:

One of your employees (named above) has applied to rent one of our properties. Please verify the following information below.

See authorization attached.

Date of Employment

Hired Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_

Employee is paid: Hourly \$ \_\_\_\_\_ Salary \$ \_\_\_\_\_ Hours per week: \_\_\_\_\_

Frequency: [ ] Weekly [ ] Bi-Weekly [ ] Monthly

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



VERIFICATION OF RENTAL HISTORY

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

Name of Landlord/Property Manager: \_\_\_\_\_

Previous/Current Rental Address: \_\_\_\_\_

Management Phone Number: \_\_\_\_\_

Management Fax Number: \_\_\_\_\_

Applicant authorizes verification of rental history.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LANDLORD ONLY BELOW THIS LINE

To Whom it May Concern:

One of your tenants (named above) has applied to rent one of our properties. Please verify the following information below. See authorization attached.

Tenant Occupied the above property from \_\_\_\_\_ to \_\_\_\_\_

Any late rent payments?  No  Yes If yes, how many? \_\_\_\_\_

Any NSF?  No  Yes If yes, how many? \_\_\_\_\_

Deposit refunded?  No  Yes If yes, how many? \_\_\_\_\_

Was proper notice to vacate given?  No  Yes Comments? \_\_\_\_\_

Condition property left in:  Excellent  Good  Fair  Poor

Comments? \_\_\_\_\_

Did the tenant have any pets?  No  Yes If yes, what kind? \_\_\_\_\_

Would you rent to the tenant again?  No  Yes

Other comments: \_\_\_\_\_

\_\_\_\_\_



## APPLICANT AGREEMENT AND AUTHORIZATION

- A. Applicant declares that the information provided is true and accurate. Applicant authorizes verification of employment, criminal records, credit, verification of references and current and previous landlords.
- B. Applicant understands and acknowledges, that a false statement made on this application are grounds for denial of rental to Applicant. Any statement on this application may be construed as a condition precedent to any binding rental agreement or contract between Applicant and landlord.
- C. The Applicant and Managing Brokerage understand and agree the Managing Broker is required to implement and maintain reasonable security measures to protect the personal information of the Applicant from unauthorized access, acquisition, destruction, use, modification, or disclosure.
- D. Landlord or Licensee unless contained in the Rental Agreement signed by landlord or landlord's Licensee.
- E. Applicant understands that Applicant acquires no rights to premises until execution of a Rental Agreement and deposit of rent and security deposit.
- F. Applicant understands that Century 21 Green Valley Realty is the leasing agency working directly for the owner.

I understand that any discrepancy or lack of information may result in the rejection of this application and that this is an application for an apartment/home and does not constitute a rental or lease agreement in whole or part.

Applicant \_\_\_\_\_ Date \_\_\_\_\_