

Rental Application for (address) _____
 Full Name _____ Home Phone _____ Cell Phone _____
 Email Address _____ Social Security No. _____ Driver License No. _____

Present Address _____
 How long at this address? _____ Rent \$ _____ Reason for moving _____

Owner/Manager _____ Phone _____

Previous Address _____
 How long at this address? _____ Rent \$ _____ Reason for moving _____

Owner/Manager _____ Phone _____
 Name of every person to live with you, even if only temporarily: _____

Any pets? _____ Describe _____ Waterbed? _____
 Present

Employer _____ Phone _____
 How long with this employer? _____ Supervisor _____ Phone _____

Previous Employer _____ Phone _____
 How long with this employer? _____ Supervisor _____ Phone _____

Current Gross Income Per Month (before deductions) \$ _____
 List sources of income (other than present employment listed above)

Savings	Account Number		
Acct: Bank _____ Branch _____	(Last 4 Digits) _____		
Checking	Account Number		
Acct: Bank _____ Branch _____	(Last 4 Digits) _____		
Major Credit Card _____	Account Number _____	Balance _____	Monthly Pmt. _____
Major Credit Card _____	Account Number _____	Balance _____	Monthly Pmt. _____
Credit Reference _____	Account Number _____	Balance _____	Monthly Pmt. _____
	(Last 4 Digits) _____	Owed _____	Pmt. _____

HAVE YOU ever filed bankruptcy? _____ ever been evicted? _____ or ever been convicted of a felony? _____ Explain any "yes" answers on back.

Vehicle(s) Make(s) _____ Model(s) _____ Year(s) _____ License(s) _____

Personal Reference _____ Address _____ Phone _____

Contact in Emergency _____ Address _____ Phone _____

I declare that the statements above are true and correct. I authorize verification of my references and credit as they relate to my tenancy AND to future rent collections.

Date _____ Signed _____
 Verified: SSN _____ DL/ID _____ CurTen _____ Prev _____ Credit _____ Inc _____ Refs _____ By _____

FINANCIAL QUALIFIER

(all figures monthly)

APPLICANT NAME _____
 Number of Adults _____
 Ages of Children _____
 Adults all work? _____
 Health plan through work? _____
 Child care? _____
 Pets? _____

G R O S S V E R I F I A B L E I N C O M E
 (amounts) (notes)

Wages _____
 Wages _____
 Wages _____
 Wages _____
 Social Security _____
 Pension _____
 Alimony _____
 Child Support _____
 Interest _____
 Dividends _____
 Other _____

TOTAL INCOME _____ (+)

E X P E N S E S & D E D U C T I O N S
 (amounts) (notes)

Income Taxes _____ 20% if state inc tax; 17% if none
 Credit Card Payments _____
 Vehicle Payments _____
 Loan Payments _____
 Vehicle Expenses _____ \$100/fin; \$75/not; add \$30 hi risk
 Gas & Electricity _____ check local utility for sq ft avg
 Telephone _____ ask re avg bill; otherwise \$25
 Cable TV _____
 Food _____ \$140/person
 Health Care _____ \$85/person wo paid plan; \$25 with
 Alimony _____
 Child Care _____ \$450/child full day; \$200 partial
 Child Support _____
 Pet Care _____ \$35/dog; \$25/cat
 Other _____ \$200/adult; \$100/child

TOTAL EXPENSES & DEDUCTIONS _____ (-)

SAVINGS ACCOUNT BALANCE _____ add 5% bal to "available for rent"

This portion for office use only AVAILABLE FOR RENT _____ (=) ADJUSTED _____
 (total income minus total expenses & deductions)

Employment Verification

TO: EMPLOYER _____ Employer's fax number
 Street Address _____ if available: _____
 City, State, Zip _____

RE: EMPLOYEE _____

We are in the process of checking out a rental application submitted by the person named above as "EMPLOYEE."

This person claims to be working for you currently as a
 _____ earning \$ _____ per _____.

This person also claims to have started working for you as of
 _____.

Because time is a factor in our approving this employee to rent from us, we would appreciate your PHONING us as soon as possible with a verification of this information. Our telephone number is _____, and we are generally available at the following times: _____.

If you cannot phone us, please complete the section below and mail this entire letter back to us at your earliest convenience.

Thank you. Signed _____

Address _____

The above information is correct with the following exceptions:
_____ (if none, write "none.")

Is this employment part-time? or full-time?

Is this employment temporary? or permanent?

INFORMATION PROVIDED BY

Name _____ Title _____ Date _____

Request for Verification of Deposit

Instructions: Landlord—Complete items 1 through 7. Have applicant(s) complete item 8. Forward directly to depository named in item 1.
Depository—Please complete items 9 through 15 and return DIRECTLY to landlord named in item 2.

Part I—Request

1. To (Name and Address of Depository)	2. From (Name and Address of Landlord)	
3. Signature of Landlord/Manager	4. Title	5. Date

6. INFORMATION TO BE VERIFIED

Type of Account	Account in Name of	Account Number	Balance
			\$
			\$
			\$
			\$

To Depository: I/We have applied to rent a dwelling and stated in the rental application that the balance on deposit with you is as shown above. You are authorized to verify this information and to supply the landlord identified above with the information requested in items 9 through 12. Your response is solely a matter of courtesy for which no responsibility is attached to your institution or any of your officers.

7. Name and Address of Applicant(s)	8. Signature of Applicant(s)
	X

To Be Completed by Depository

Part II—Verification of Depository

9. Deposit Accounts of Applicant(s)

Type of Account	Account Number	Current Balance	Average Balance for Previous Two Months	Date Opened
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	

10. Bank Card Accounts of Applicant(s)

Type of Bank Card	Account Number	Current Balance	Average Monthly Payment	Expiration Date
		\$	\$	
		\$	\$	

11. Loans Outstanding to Applicant(s)

Loan Number	Date of Loan	Original Amount	Current Balance	Installments	Secured by	No. Late Pmts.
		\$	\$	\$	per	
		\$	\$	\$	per	

12. Please include any additional information which may be of assistance in determination of credit worthiness. (Please include information on loans paid-in-full in item 11 above.)

13. Signature of Depository	14. Title	15. Date
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The confidentiality of the information you have furnished will be preserved except where disclosure of this information is required by applicable law. The form is to be transmitted directly to the landlord and is not to be transmitted through the applicant(s) or any other party.

Credit Check & Screening Receipt

RECEIVED FROM _____, Applicant,

the sum of _____ \$_____

for the purpose of verifying the information submitted on the application to rent that dwelling commonly known as

Sum received will be used as follows:

- 1) Cost to obtain credit report, eviction report, and/or other screening reports \$_____
- 2) Cost to process and verify information (time and associated costs) \$_____

It is understood that this sum received is in no way to be considered a deposit to hold the dwelling. The Owner/Manager may take other applications to rent the dwelling and indeed may already have done so.

The sum received is refundable only if the owner/manager selects another applicant to rent the dwelling BEFORE checking Applicant's credit history. Otherwise, this sum is entirely non-refundable.

Date: _____

Owner/Manager

Time: _____

Applicant

Applicant

Credit Check & Screening Receipt

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Date: _____

Owner/Manager

Time: _____

Applicant

Applicant

Deposit Receipt & Agreement

RECEIVED FROM _____, Applicant,

the sum of _____ \$_____

for the purpose of verifying information submitted on the application and for holding the rental dwelling commonly known as

_____ until _____ or such earlier time as the undersigned Owner/Manager is able to complete a verification of the information submitted on Applicant's rental application.

This dwelling will be rented to the Applicant provided that:

- 1) The Applicant's rental application and credit history satisfy the Owner/Manager;
- 2) Within 24 hours of being approved, the Applicant signs the rental agreement offered by the Owner/Manager, a copy of which the Applicant has received, read, and approved; and
- 3) Within 24 hours of being approved, the Applicant pays all of the sums necessary to move in.

Should the Applicant be approved to rent this dwelling and meet all three conditions above, all monies received will be refunded except for the sum of \$_____, used to process Applicant's rental application, here itemized as follows:

- 1) Cost to obtain credit report, eviction report, and/or other screening reports \$_____
- 2) Cost to process and verify information (time and associated costs) \$_____

Should the Applicant be approved to rent this dwelling and not do so, none of the monies received will be refunded.

Should the Applicant not be approved to rent this dwelling, the Owner/Manager will refund all monies received except for the sum used to process Applicant's rental application (itemized above).

Date: _____

Owner/Manager

Time: _____

Applicant

Applicant

Deposit Receipt & Agreement

RECEIVED FROM _____, Applicant,

the sum of _____ \$_____

for the purpose of verifying information submitted on the application and for holding the rental dwelling commonly known as

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Date: _____

Owner/Manager

Time: _____

Applicant

Applicant