



### Rental Application

(One application required for each legal adult who will be residing at the rental property/ unit)  
(Please fill out the entire application. **Incomplete applications can/will not be processed**)

#### Applicant Information:

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

Social Security Number: \_\_\_\_\_ D.O.B. \_\_\_\_\_

ID/ DL# \_\_\_\_\_ State of Issue: \_\_\_\_\_

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

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

Current Phone #: \_\_\_\_\_ Alternate #: \_\_\_\_\_

Current Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_

Length of time at this address: \_\_\_\_\_

Applicant's e-mail address: \_\_\_\_\_

Is there anything else we should know about you? \_\_\_\_\_

\_\_\_\_\_

#### Current Employment/ Income Information: (copies of the most recent month's pay stubs/ proof of income required)

-- Employer/ Source of Income (current/ main): \_\_\_\_\_

Supervisor: \_\_\_\_\_

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

How long employed: \_\_\_\_\_ Gross Monthly Pay: \_\_\_\_\_

-- Secondary Employer (if more than one job): \_\_\_\_\_

Supervisor: \_\_\_\_\_

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

How long employed: \_\_\_\_\_ Gross Monthly Pay: \_\_\_\_\_



**Rental History Information** - Must account for the last two (2) years minimum

List most recent first, use extra sheet if necessary:

-- Previous Address: \_\_\_\_\_

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

Landlord Phone #: \_\_\_\_\_

Length of time at this address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

-- Previous Address: \_\_\_\_\_

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

Landlord Phone #: \_\_\_\_\_

Length of time at this address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Have you ever had eviction papers served to you or been evicted within the past five (5) years? \_\_\_\_\_

**Additional Information:**

Personal References that will not be living at this address:

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

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

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

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

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

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

In Case of EMERGENCY:

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

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

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



**Household Information:**

What is the total number of people that will reside at this rental property/ unit? \_\_\_\_\_

Legal Adults: \_\_\_\_\_ Minors: \_\_\_\_\_

Do you have any pets (including fish)? \_\_\_\_\_ Type and total number? \_\_\_\_\_

Vehicles:

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Model: \_\_\_\_\_

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Model: \_\_\_\_\_

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Model: \_\_\_\_\_

Have you ever been arrested for and convicted of any crime other than driving violations? (Y/N) \_\_\_\_\_

Disposition? \_\_\_\_\_

Are you or anyone in the household smokers (tobacco or any other products)? \_\_\_\_\_

**Authorization:**

I Authorize my credit and all information provided to be checked subject to the terms and conditions below:

Yes

No

I warrant that the information supplied is true and correct and that I am a legal adult. I have been informed that a non-refundable **\$20.00 application fee**, per applicant, will be charged to assist in evaluating my qualifications as a potential tenant. Owner/ Owner's Agent warrants that any verifications performed are for the sole purpose of entering into a rental agreement and further warrants that any information derived from credit reports or other sources will be kept confidential. False or intentional omission of requested information on behalf of the applicant will result in automatic denial. Applications must be fully completed with names, telephone numbers and addresses as requested above; **incomplete applications can not/ will not be processed.**

I certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing (including but not limited to a credit, tenant history, check writing history, court records and/or criminal records). I also hereby authorize and instruct any entity or person contacted by either this management company or their screening service to release such information to them.

I understand that if I am denied tenancy due to my credit standing, I have the right to obtain from the reporting credit agency, within sixty days, a free copy of my credit report, and the right to dispute the accuracy or completeness of any information in the consumer report.

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

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

**Note: Copies of Social Security Cards and Legal Photo IDs are required to be turned in with the completed application(s).**



## Policies and Procedures/ Screening Criteria:

Applicant(s) is/are urged to review the policies and procedures/ screening criteria to determine if the requirements can be met. If applicant needs assistance with the application process, please advise the landlord/ agent.

- Rental Applications, or directions on how to obtain Rental Applications are provided to everyone who inquires about a rental and/or requests an application.
- Completed Rental Applications must be received prior to the showing of rental properties.
- Rental properties are shown by appointment only and then only after completed applications have been turned in. If the property is occupied, a minimum 24-hour notice period will be required.
- Applications are accepted at the Complete Real Estate Services/ CRS Property Management office only; either in person, by fax or by email if prior arrangements have been made.
- Applications will be processed in the order the completed **Applications Packets** are received. Completed **Application Packets** must include all of the following: a fully filled out application for each legal adult that will be residing at the rental, copies of all required ID's, proof of household income and the appropriate credit/ background check fees (NOTE: credit/ background check fees will only be accepted after applicants have viewed and approved of the rental property).
  - Applicants must provide copies of two (2) legal pieces of identification with the application. One must include a photograph (i.e. State or Federal ID, Driver's License, Passport, etc.), one must include applicant's social security number (i.e. Social Security Card).
  - Applications must be filled out **completely** in a legible format. Incomplete/ illegible applications **cannot/ will not** be processed.
  - Separate applications must be completed by each legal adult that will be residing at the rental property.
- Income requirements: Applicants total gross household income (before taxes) must equal at least three (3) times the amount of the rent; otherwise an approved co-signor will be required. A complete application packet will be required of co-signor also.
  - All sources of employment and non-employment income shall be legally obtained and verifiable. At the time of application, it shall be the obligation of the applicant to provide proof of income through tax returns, investment reports, bank statements, current pay stubs, or employer verification.
  - HUD and other local, state and federal assistance programs will be considered only so long as the subsidy is sufficient to cover the rental amount and is of a remaining duration of at minimum six (6) months.
- We require two (2) to three (3) business days to process the application and verify the information it contains. If we are unable to verify the information on the application during this time period, after making good faith efforts, the application will be denied.
- Total occupancy of each rental unit is not to exceed two (2) individuals (regardless of age) per bedroom plus one (1). For example, in a two bedroom unit, a maximum of 5 individuals will be allowed.
- Upon acceptance, applicants will be required to complete the rental agreement or, if allowed, an advance deposit agreement within one (1) business day of notification.



## **Policies and Procedures/ Screening Criteria continued:**

- All rentals require at minimum, one full month's rent and the full security deposit be paid at the time of signing the rental agreement and receiving keys. Any prorations will be applied to the second month's rent.
- The minimum security deposit required to move in is equal to one month's rent. Additional/ higher deposits may be required if/ when pets are allowed or applicant has credit/ application issues or by landlord requirements.
- Credit worthiness may be determined from a credit report obtained by CRS Property Management and which should reflect a prudent payment history. Applicant's credit/ background history shall be free of:
  - Evictions filed and adjudicated against the applicant within the past five (5) years
  - Judgements, collections, bankruptcies, and other negative financial situations first reported on the credit report within the past two (2) years.
  - Convictions for manufacturing and/ or distributing illegal substances.

Any exceptions to these criteria will be made by the landlord only, not by property management. Landlords are the only individuals allowed to grant such exceptions and may require co-signors and/or extra deposits.

- The behavior and demeanor of any/ all the applicants during the application process will be considered. All legal adult occupants will be required to be present during the signing of the rental agreement. Inappropriate or negative behaviors or demeanors will be grounds for denial.
- Any information that is incomplete, illegible, inaccurate, or falsified in any manner will be grounds for rejection or termination of the rental application or rental agreement upon discovery.
- Any individual, who has been arrested for and convicted of, or who's occupancy could constitute a direct threat to the health or safety of other individuals or could result to physical damages to the premises or immediate neighborhood, will be denied.