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APPLICATION SCREENING DISCLOSURE

First off, thank you for considering application to one of our quality rental units. Please read below to learn about our application screening process and what you can expect. If you have any questions, don't hesitate to contact us at xxx-xxx-xxxx

Application Screening Fee: \$25 for one applicant, and an additional \$15 for each additional applicant.

- The screening fee is to cover the cost of obtaining information on the applicant(s) as we process the application for a rental agreement.
- The screening fee must be paid in cash, credit card, or paypal. As you can imagine, some people have tried to pass off bad checks for the application fee... which costs us \$20 - \$35 in NSF fees from our bank.

Application Process:

- We offer application forms to everyone who inquires about the rental.
- We review applications in the order they are received by us.
- We may require up to 5 business days to verify information on the application; however, most applications are processed in 2-3 days.
- If we are unable to verify information on the application, the application may be denied.

SCREENING GUIDELINES -

Complete Application:

- Unless joint applicants are married, each must submit a separate application.
- Incomplete applications will not be reviewed.
- We will accept the first qualified applicant(s).

Identification:

- Applicants must submit valid identification, must include photograph.
 - Government ID is preferred (drivers license)

Prior Rental History:

- Rental history of 2 years (if applicable) must be verifiable from unbiased/unrelated sources.
- Applicant must provide us with information necessary to contact past landlords. We reserve the right to deny any application if, after making good faith effort, we are unable to verify prior rental history.

Sufficient Income/Resources:

- Net household income shall be at least 3 times the rent (excluding utilities).
- Income/resources must be verifiable through pay stubs, employer contact, current tax records, and/or bank statements.

Credit/Criminal/Public Records Check:

- Negative reports may result in denial of application.
- Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance, or of a felony may be denied of tenancy.

Screening Process:

- We determine, based on the application, whether the applicant meets our screening guidelines.
- We verify income and resources.
- We check with current and previous landlords.
- We obtain a credit report, criminal records report, and public records report.

You can fax or hand deliver your application to us at:

- Fax: xxx-xxx-xxxx
- Mail: address here
- Or for hand delivery, please call us at XXX-XXX-XXXX to set up an appointment
- To pay by Paypal or credit card, please contact us for the payment details

FOR OFFICE USE:

Account: _____

Approved: _____ Date _____

Denied: _____ Date _____

Reason: _____

Your Company Name

Address

Address

Telephone: xxx-xxx-xxxx

Fax: xxx-xxx-xxxx

www.yourwebsite.com

APPLICATION FOR RENT

This is a rental application *only* and does not constitute acceptance of the applicant as a tenant, nor a rental agreement or tenancy relationship between the parties. **A separate rental application is to be completed by each unmarried adult.** Inaccurate or falsified information will be grounds for denial of the application or eviction from the premises. Applicants *may* be deemed ineligible if rent exceeds thirty-three percent (33%) of monthly gross income.

NON-REFUNDABLE APPLICATION FEE: \$25 for the first application and \$15.00 for each additional. This non-refundable application fee is *not* a deposit and *does not* apply toward rent, unless specified, should the applicant, after the qualifying process, be accepted as a tenant. The application fee is to cover the costs of qualifying the applicant as a prospective tenant. **APPLICATION FEE MUST BE PAID IN CASH, CREDIT CARD, PAYPAL, OR VALID MONEY ORDER.**

A portion of the application fee is being applied to credit and criminal background reports, which provide information relating to your prior credit/rental history. The name and address of the service utilized is: [NAME OF CREDIT AGENCY]. The costs of the reports typically range from \$15 to \$25, as of January 1, 2003, *per applicant*, unless applicants are married. You are entitled, by law, to dispute the accuracy of any information provided on the reports.

APPLICATION FEE OF \$ _____ PAID ON _____ RECEIPT # _____

Property Address _____ REQUESTED MOVE IN DATE _____

1. APPLICANT NAME (last) _____ (first) _____ (middle) _____
DATE OF BIRTH _____ SOCIAL SECURITY # _____
TELEPHONE # _____ DRIVERS LICENSE # _____ STATE _____
EMPLOYED BY FIRM _____ TELEPHONE _____
EMPLOYER ADDRESS _____ SUPERVISOR _____
HOW LONG - years _____ months _____ POSITION _____
MONTHLY GROSS PAY \$ _____ OTHER INCOME (describe) \$ _____

2. SPOUSE NAME (last) _____ (first) _____ (middle) _____
DATE OF BIRTH _____ SOCIAL SECURITY # _____
TELEPHONE # _____ DRIVERS LICENSE # _____ STATE _____
EMPLOYED BY FIRM _____ TELEPHONE _____
EMPLOYER ADDRESS _____ SUPERVISOR _____
HOW LONG - years _____ months _____ POSITION _____
MONTHLY GROSS PAY \$ _____ OTHER INCOME (describe) \$ _____

A. PRESENT ADDRESS _____ CITY _____ STATE _____ ZIP _____
HOW LONG years _____ months _____ MONTHLY PAYMENT _____
LANDLORD _____ TELEPHONE _____

B. PREVIOUS ADDRESS _____ CITY _____ STATE _____ ZIP _____
HOW LONG years _____ months _____ MONTHLY PAYMENT _____
LANDLORD _____ TELEPHONE _____

PREVIOUS ADDRESS _____ CITY _____ STATE _____ ZIP _____
HOW LONG years _____ months _____ MONTHLY PAYMENT _____
LANDLORD _____ TELEPHONE _____

USE BACK IF NECESSARY FOR ADDITIONAL LANDLORDS

C. CREDIT REFERENCES: (Local, if possible)

Bank/Branch _____
[] Checking Acct # _____ [] Savings Acct # _____ [] Loan # _____
Firm _____ [] open [] closed Account # _____
Firm _____ [] open [] closed Account # _____

D. PERSONAL REFERENCE: (Local, if possible)

Name _____ Telephone _____ Address _____ City/State/Zip _____

E. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:

Name _____ Telephone _____ Address _____ City/State/Zip _____

F. AUTO(S) TO OCCUPY OFF-STREET PARKING SPACE OR GARAGE:

Year _____ Make _____ License # _____ State _____
Year _____ Make _____ License # _____ State _____
Year _____ Make _____ License # _____ State _____

G. FULL NAMES OF PERSONS TO OCCUPY DWELLING: (NOTE: Occupancy is limited to individuals listed.)

Why are you leaving your current residence? _____
How did you find out about our rental? [] newspaper [] drive-by [] word of mouth [] other _____
Have you given legal notice where you now live? [] yes [] no
Do you intend to have house pets at this residence? [] yes [] no If yes, what kind & how many of each _____
Do you smoke? [] yes [] no If yes, please initial below stating that you understand there is no smoking within 15 feet from apartment building.
Do you intend to use a water bed at this residence? [] yes [] no Name of Renter's Insurance _____
Have you been evicted in the last 5 years? [] yes [] no
Name of landlord and circumstances _____
Have you ever filed a petition in bankruptcy? [] Yes [] No If so, why? _____
Have you ever been convicted of a felony or misdemeanor? [] Yes [] No
If so, why? _____

AUTHORITY FOR RELEASE OF INFORMATION

This release will constitute my/our consent and authority to examine statements and information regarding my/our background. I/We authorize you to contact my/our present and previous landlords, law enforcement agencies, credit agencies, and other references listed above. I/We hereby authorize the release of any and all data or records to [YOUR COMPANY NAME]. This authorization is given in connection with a financial, criminal and previous rental history investigation being conducted relative to my/our application for credit dealing with rental property. I/We acknowledge that my/our application fee will not be refunded if the Landlord does not accept this application.

I/We understand that I/we acquire no rights in a rental unit until I/we sign a Rental Agreement on the rental unit (noted above) to be held in accordance with the Rental Agreement.

I/We declare the foregoing to be true under penalty of perjury. I/We agree that the Landlord may terminate any agreement entered into in reliance on any misstatement made above.

I/We understand that my/our rent will commence upon the date of approval of my/our rental application and the availability of the dwelling, whichever occurs later.

I/We acknowledge that I/we've been provided with a Notice of Reasonable Accommodation.

Signature of Applicant _____ Date _____ Signature of Co-Applicant _____ Date _____