

# Residential Lease Application

Property Name		Leasing Consultant			
Type of Application - Applicant / Co-Applicant (circle one)		If Co-Applicant, who is Applicant?			
Apt. No.	monthly rent	No. of Occupants	Today's Date	Move-In Date	Garage

## Personal Information

Name		Social Sec. No.	Date of Birth		
Current Address			City, State, Zip		
Phone		How Long?			
Previous Address			City, State, Zip		
Phone		How Long?			
Current Landlord			City, State, Zip		
Phone		Why Leave?			
Previous Landlord			City, State, Zip		
Phone		Why Leave?			

## Employment Information

Current Employer Name		Supervisor	Position		
Address			City, State, Zip		
Phone		How Long?		Gross Mo. Salary	
Previous Employer Name		Supervisor	Position		
Address			City, State, Zip		
Phone		How Long?		Gross Mo. Salary	

## Other Information

Other Income (if any, please describe)		Do You Have Any Pets? If Yes, Describe			
Have You Ever Been Declared Bankrupt? (Y/N)		If Yes, When?		Have You Ever Been Evicted?	
Have You Ever Been Convicted of A Felony?(Describe)		Name, Address, & Phone No. of Closest Relative Not Living With You			
Photo ID: Type		Number		Expiration	
Automobile: Year, Make, Model				License Plate No.	
Bank References & Type of Account			Credit References - Type & Amount		

## Important - Please Read & Sign

Applicant agrees to pay a \$25.00 non-refundable processing fee with this application.  
 Applicant authorizes a **full background and credit investigation** to be run on the basis of information the applicant(s) supplies herein.  
 Applicants hereby authorize their employers, landlords, or municipal, state and federal agencies to release all information that is requested in this rental application. Any false information supplied herein by the applicant(s) will be considered grounds for immediate rejection of this application, and immediate termination of the lease and its' resulting tenancy by the applicant(s). Applicant(s) acknowledges that it is their responsibility to contact Owner/Agent for the results of this application within seventy-two (72) hours after applying to avoid being rejected.

List the name of any other occupants		How Did You Hear of Us?	
Applicant		Date	
Co-Applicant		Date	

## Residential Lease Application Disposition

For Office Use Only

Name of Applicant	Name of Co-Applicant
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Current Employer - Applicant		Current Employer - Co-Applicant	
Who Spoke To	Date	Who Spoke To	Date
Date Employment Began	Still Employed	Date Employment Began	Still Employed
Current Position	Salary/Hourly Rate of Pay	Current Position	Salary/Hourly Rate of Pay
How Often Paid?	Expected To Continue?	How Often Paid?	Expected To Continue?
Notes:		Notes:	

Current Landlord - Applicant		Current Landlord - Co-Applicant	
Who Spoke To	Date	Who Spoke To	Date
Date Moved In	Still Reside There?	Date Moved In	Still Reside There?
Any Problems?		Any Problems?	
Rent Payment History	Will They Renew Lease?	Rent Payment History	Will They Renew Lease?
Notes:		Notes:	

Debt/Income Analysis	Debt/Income Analysis

Disposition	Disposition

Decision Made By:		Decision Made By:	
Adverse Action Letter Sent	Date	Adverse Action Letter Sent	Date