



## APPLICATION TO RENT OR LEASE INSTRUCTIONS

The instructions are simple and straight forward.

- Fill in every blank and all the requested information!
- The more information you give, the faster we will be able to finish processing your application. Failure to give accurate information is grounds for denying your application. Make sure all phone numbers, addresses, time frames, amounts, etc. are accurate.
- Do not type the application. We prefer that it be hand printed. Make sure you have all of your contact phone numbers available. If you want to provide additional information do so on an additional blank page. Do not write on the back of the forms.
- Make sure you initial the first three pages and sign the last two pages. If you do not, we cannot process your request.
- There is a non-refundable Application Fee charged for each adult over the age of 18.
- When you come in with your completed application, each adult needs to bring:

1) (2) Months recent pay stubs

2) Seventy-Five dollars (\$75) per adult (non-refundable)

### **APPLICATION FEE IS NOT REFUNDABLE**

**Application fee must be in Money Order or EXACT Cash**

**Allow 24-72 hours for processing.**

All initial rent, deposits, and application fees need to be paid in **SEPARATE** certified funds or money orders.

# APPLICATION TO RENT OR LEASE

This application will not be processed unless Applicant(s) have initialed each page and signed pages 2, 3 & 4. In the event of co-tenants, other than a spouse, use additional forms.

**PROPERTY ADDRESS:** \_\_\_\_\_ **MOVE-IN DATE REQUESTED:** \_\_\_\_\_

<b>APPLICANT'S</b> Last Name:		First Name:		Middle:	Date of Birth:	Driver's License# and State:	Soc Sec #:
<b>Co-APPLICANT'S</b> Last Name:		First Name:		Middle:	Date of Birth:	Driver's License# and State:	Soc Sec #:
<b>OTHER PERSONS TO OCCUPY THE PROPERTY:</b>		Full Name: D.O.B.			Relationship:		
	1						4
	2						5
	3						6

## CURRENT RESIDENCE – PART 1

<b>APPLICANT'S</b> Address:		City:	State:	Zip:	How Long: Yrs.    Mos.	<input type="checkbox"/> Own <input type="checkbox"/> Rent	Monthly Payment:
<b>APPLICANT'S</b> Email:					Home Phone #:	Work Phone #:	Cell Phone #:
<b>Co-APPLICANT'S</b> Email:					Home Phone #:	Work Phone #:	Cell Phone #:
Name of Present Landlord: <input type="checkbox"/> Mortgage Co. <input type="checkbox"/> Apt. Complex <input type="checkbox"/> Landlord				City:	State:	Landlord Day Phone:	Night phone:
Reason for Moving:							

## PREVIOUS RESIDENCE – PART 2

<b>APPLICANT'S</b> Previous Address:		City:	State:	Zip:	How Long: Yrs.    Mos.	<input type="checkbox"/> Own <input type="checkbox"/> Rent	Monthly Payment:
Name of Present Landlord: <input type="checkbox"/> Mortgage Co. <input type="checkbox"/> Apt. Complex <input type="checkbox"/> Landlord				City:	State:	Landlord Day Phone:	Night phone:
<b>Co-APPLICANT'S</b> Previous Address:		City:	State:	Zip:	How Long: Yrs.    Mos.	<input type="checkbox"/> Own <input type="checkbox"/> Rent	Monthly Payment:
Name of Present Landlord: <input type="checkbox"/> Mortgage Co. <input type="checkbox"/> Apt. Complex <input type="checkbox"/> Landlord				City:	State:	Landlord Day Phone:	Night phone:

Applicant Initials: \_\_\_\_\_ Today's Date: \_\_\_\_\_

You are being made aware that an incomplete application causes a delay in processing and may result in denial of tenancy.

# APPLICATION TO RENT OR LEASE

## EMPLOYMENT HISTORY – PART 3

<b>APPLICANT</b> Employed By:		Supervisors Name:		Position Held / Occupation:	How Long: Yrs.    Mos.
Address:    City:    State:    Zip:		Phone:		Monthly Salary:	
<b>APPLICANT</b> Previously Employed By:		Supervisors Name:		Position Held / Occupation:	How Long: Yrs.    Mos.
Address:    City:    State:    Zip:		Phone:		Monthly Salary:	
<b>Co-APPLICANT</b> Employed by:		Supervisor Name:		Position Held/Occupation:	How Long: Yrs.    Mos.
Address:    City:    State:    Zip:		Phone:		Monthly Salary:	
<b>ADDITIONAL INCOME SOURCE:</b> Income such as child support, alimony, or separate maintenance need not to be disclosed unless such income is to be included for qualification hereunder.					Monthly Amt. Received:

## Banking and Credit References- Part 4

Bank Name:		Bank Address:		Checking Account #	
Bank Name:		Bank Address:		Checking Account #	
Charge Account:	Account #:	Monthly Payments:	Charge Account:	Account #:	Monthly payments:
Loan:		Monthly Payments:	Loan:		Monthly Payments:
Other Obligation:		Monthly Payments:	Other Obligation:		Monthly Payments:
Other Obligation:		Monthly Payments:	Other Obligation:		Monthly Payments:

Have you ever filed for Bankruptcy?    YES \_\_\_\_\_ NO \_\_\_\_\_ WHEN \_\_\_\_\_

Has your bankruptcy been discharged?    YES \_\_\_\_\_ NO \_\_\_\_\_ WHEN \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

Applicant Initials: \_\_\_\_\_ Today's Date: \_\_\_\_\_

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Has Applicant ever willfully refused to pay rent?                      YES \_\_\_\_\_ NO \_\_\_\_\_ WHEN \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

Has applicant ever been evicted or forced to leave a property? YES \_\_\_\_\_ NO \_\_\_\_\_ WHEN \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

## Emergency Contacts- Part 5

Emergency Contact:	Relationship:	Address:	City:	State:	Zip:	Phone:
Emergency Contact:	Relationship:	Address:	City:	State:	Zip:	Phone:
Nearest Relation:	Relationship:	Address:	City:	State:	Zip:	Phone:
Nearest Relation:	Relationship:	Address:	City:	State:	Zip:	Phone:

## Vehicles- Part 6

Make	Model	Year	Lic. #	State	Color
1.					
2.					
3.					
4.					
5.					

## PETS- Part 7

**YES    NO**

**There will be an additional deposit required for EACH pet.**

Type:	Breed:	Weight:	Sex:	Age:	Color:	Name:	Spayed/Neutered Yes or No:

Does the applicant plan on using Liquid Furniture?

If Yes Type: \_\_\_\_\_

Has applicant or occupant ever been convicted of a gross misdemeanor or Felony?                      YES OR NO

EXPLAIN: \_\_\_\_\_

Applicant Initials: \_\_\_\_\_ Today's Date: \_\_\_\_\_

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# APPLICATION TO RENT OR LEASE

## DISCLOSURE

READ CAREFULLY BEFORE SIGNING

1. APPLICANT(S) UNDERSTANDS THAT THEY ACQUIRE NO RIGHTS IN A UNIT/APARTMENT/PROPERTY UNTIL THEY SIGN THIS AGREEMENT AND SUBMIT A HOLDING FEE/DEPOSIT IN THE AMOUNT OF \$ \_\_\_\_\_ • UPON APPROVAL OF TENANCY AND THE SIGNING OF A CONSIDERATION FOR THE LANDLORD HOLDING THE PROPERTY LOCATED AT: \_\_\_\_\_ ON APPLICANTS BEHALF, APPLICANT WAIVES ALL RIGHTS TO THE RETURN OF SAID HOLDING FEE/DEPOSIT AND SAID FEE SHALL BE RETURNED TO THE APPLICANT.
2. APPLICANT AGREES TO PAY A NON REFUNDABLE APPLICATION/CREDIT CHECK FEE OF \$ \_\_\_\_\_
3. APPLICANT AGREES TO EXECUTE A RENTAL AGREEMENT BEFORE POSSESSION TO THE PROPERTY IS GIVEN AND TO PAY THE RENT AND SECURITY DEPOSIT WITHIN BUSINESS DAYS AFTER BEING NOTIFIED OF ACCEPTANCE OF THIS APPLICATION.
4. LANDLORD AND AGENT WILL NOT BE BOUND BY ANY REPRESENTATIONS, AGREEMENTS OR PROMISES, WRITTEN OR ORAL, MADE BY LANDLORD OR AGENT UNLESS CONTAINED IN THE RENTAL/LEASE AGREEMENT SIGNED BY LANDLORD OR LANDLORD'S AGENT.
5. APPLICANT AUTHORIZES AMERICANA PROPERTY MGMT. & REAL ESTATE AND ITS AGENTS/EMPLOYEES TO OBTAIN CREDIT REPORTS, CHARACTER REPORTS AND VERIFICATION OF RENTAL HISTORY AS NECESSARY TO VERIFY ALL INFORMATION IN THIS APPLICATION FOR TENANCY. APPLICANT DOES HERBY RELEASE LANDLORD, AGENT AND THIS COMPANY FROM ANY AND ALL DAMAGES OR LIABILITIES WHICH MIGHT RESULT FROM THE ABOVE INFORMATION. APPLICANT RELEASES PRESENT LANDLORD AND ALL PREVIOUS LANDLORDS OR REPORTING AGENCIES FROM ANY AND ALL LIABILITY FOR ANY DAMAGE OR INJURY WHATSOEVER CAUSED BY PROVIDING INFORMATION TO LANDLORD OR AGENT REGARDING APPLICANT OR OCCUPANTS.
6. APPLICANT UNDERSTANDS AND ACKNOWLEDGES THAT A FALSE STATEMENT MADE HEREIN IS GROUNDS FOR DENIAL OF RENTAL TO THE APPLICANT (\$). ANY STATEMENT HEREIN MAY BE CONSTRUED AS A CONDITION PRECEDENT TO ANY BINDING RENTAL/LEASE AGREEMENT OR CONTRACT BETWEEN APPLICANT AND LANDLORD. APPLICANT CERTIFIES THAT TO THE BEST OF THEIR KNOWLEDGE ALL STATEMENTS ARE TRUE AND COMPLETE.
7. APPROVAL FOR RESIDENCY IS MADE WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONALITY ORIGIN, AGE OR HADICAP. In compliance with State and Federal Law, this is to inform you that an investigation involving the statements made on your rental application is being initiated. You have the right to dispute the information reported. Direct your inquiries to Americana Property Mgmt. & Real Estate. All or part of the above information may be made available to other services unless this box [ ] is checked. False, fraudulent or misleading information, criminal convictions, or poor rental or credit history may be grounds for denial of tenancy, or subsequent eviction.

Applicant Signature:	Date:	<b>I AM AWARE THAT AN INCOMPLETE APPLICATION CAUSES A DELAY IN PROCESSING AND MAY RESULT IN DENIAL OF TENANCY.</b> Equal Housing Opportunity
Applicant Signature:	Date:	

Referral Company: \_\_\_\_\_

Agent: \_\_\_\_\_

PID: \_\_\_\_\_