

HELPFUL INFORMATION FOR SUBMITTING YOUR RENTAL APPLICATION

Thank you for looking to Prudential Towne Realty Property Management for your next home. The following information will help us in processing your rental application as quickly as possible:

1. Please fill out the rental application in its entirety and please don't forget to sign it.
2. Along with your application please submit the application fee in the amount of \$50.00 for each individual or married couple. For each additional adult that will be residing in the property there is an additional fee of \$15.00.
3. Within 24 hours after your rental application is approved you must present us with a Certified Check or Money Order in the minimum amount equal to one month's rent as your Security Deposit. If the funds are not received within that time frame, the premises will be returned to the rental market.
4. Income guideline: your monthly gross income should be at least 3 times the rent amount. (i.e. monthly rent amount is \$800.00; monthly gross income should be \$2,400.00 or more)
5. Roommate guideline: each adult applicant (except married couples), shall qualify individually. Sorry, we don't combine your incomes to make the minimum income guideline.
6. We will need a copy of your photo ID, including your social security number.
7. We will need your current, as well as former landlord's name, address and phone number. If you now own your home, we will need mortgage information. We will also need documentation regarding your plans for that home (i.e. copy of listing for sale, copy of sales contract, copy of lease agreement)
8. CIVILIANS: We will need your current employer information as well as copies of your recent pay stubs. If you have been on the job less than 6 months, your former employer's information will be needed. **NOTE:** If you are **self-employed**, we will need your tax return(s) for the previous two (2) years.
9. MILITARY PERSONNEL: We will need a copy of your most current LES and a copy of your current transfer orders.
10. If you are relying on "other" income, i.e. Social Security benefits or Child Support, we will need a copy of the document stating your benefits.

The Property Manager whose property you are applying for will process your application. Your credit history along with your landlord references and your employer references will be evaluated in qualifying you to rent the property. If we receive all information needed and it can be verified easily, the application process will normally take 24 to 48 hours. We will contact you immediately upon completing the process to discuss the results with you. Thank you!

Prudential Towne Realty Property Management

NOTES (for applicant's use and convenience):

Application for Tenancy

All sections must be completed. Incomplete applications will not be processed.

PM _____
(Office use only)

Application is hereby made to lease: _____
(Property address you are applying for)

Beginning on: _____ for a term of _____ at \$ _____ per month.

PERSONAL INFORMATION: APPLICANT

Name _____ N
Last First MI

Social Security #: _____

Date of Birth: _____

Relationship to Co-Applicant: _____

Current Address: _____
Street

City State Zip

Home Phone #: _____

Work Phone : _____

Cell Phone: _____

Email Address: _____

Current Landlord: _____

Landlord Phone: _____

How long at this address: _____

Monthly rent there: _____

Do you have a lease: -Y -N Exp. Date: _____

Notice given: -Y -N Not

Former Address: _____
Street

City State Zip

Former Landlord Name: _____

Former Landlord Phone: _____

CO-APPLICANT (Spouse)

Name _____
Last First MI

Social Security #: _____

Date of Birth: _____

Relationship to Applicant: _____

Current Address: _____
Street

City State Zip

Home Phone #: _____

Work Phone : _____

Cell Phone : _____

Email Address: _____

Current Landlord: _____

Landlord Phone: _____

How long at this address: _____

Monthly rent there: _____

Do you have a lease: -Y -N Exp. Date: _____

Notice given: -Y -N

Former Address: _____
Street

City State Zip

Former Landlord Name: _____

Former Landlord Phone: _____

EMPLOYMENT INFORMATION: APPLICANT

Present Employer: _____

Address: _____

Occupation: _____

How Long There: _____ Phone: _____

Supervisor: _____ Supervisor: _____

Salary: _____ Wk/Mo/Yr

Other income: _____

Source: _____ Sou

CO-APPLICANT

Present Employer: _____

Address: _____

Occupation: _____

How Long There: _____ Phone: _____

Supervisor: _____ Supervisor: _____

Salary: _____ Wk/Mo/Yr

Other income: _____

Source: _____ rce: _____

EMPLOYMENT INFORMATION (Cont'd): APPLICANT

CO-APPLICANT

IF EMPLOYED LESS THAN ONE YEAR, PLEASE COMPLETE:

Former Employer: _____
 Address: _____
 Occupation: _____
 How Long There: _____ Phone: _____

Former Employer: _____
 Address: _____
 Occupation: _____
 How Long There: _____ Phone: _____

IF MILITARY, PLEASE COMPLETE:

Duty Station: _____
 Rate/Rank: _____ Phone: _____
 Commanding Officer: _____
 Home of Record: _____

Duty Station: _____
 Rate/Rank: _____ Phone: _____
 Commanding Officer: _____
 Home of Record: _____

IN CASE OF EMERGENCY, NOTIFY: (Must be a relative and who does not reside with you; i.e. parent, brother, sister, etc.)

Name: _____ Relationship: _____
 Address: _____ Phone: _____

CREDIT/DEBT INFO:

OUTSTANDING DEBTS	MONTHLY PAYMENT	OUTSTANDING DEBTS	MONTHLY PAYMENT
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

TOTAL OF MONTHLY PAYMENTS: \$ _____

Bank: _____ Acct #: _____

Address: _____

Bank: _____ Acct #: _____

Address: _____

LIST ALL OTHER PERSONS WHO WILL OCCUPY THE PROPERTY:

 DOB: _____ Relationship: _____ SS#: _____

 DOB: _____ Relationship: _____ SS#: _____

 DOB: _____ Relationship: _____ SS#: _____

 DOB: _____ Relationship: _____ SS#: _____

 DOB: _____ Relationship: _____ SS#: _____

VEHICLE TYPE: _____ Year: _____ License#: _____ State: _____

VEHICLE TYPE: _____ Year: _____ License#: _____ State: _____

VEHICLE TYPE: _____ Year: _____ License#: _____ State: _____

OTHER:

Do you have any Pets? -Y -N How many? _____ Age: _____ Type & Breed: _____

Weight: _____ Neutered/Spayed? -Y -N Color: _____ Name: _____

Do you have any unpaid collections and/or judgments? -Y -N Have you filed Bankruptcy in the last 3 years? -Y -N

Are you now being or have you ever been evicted? -Y -N Have you ever been convicted of a crime? -Y -N

If you answered YES to any of the above, please explain: _____

Renter's Insurance? -Y -N With Whom? _____

Do you have a waterbed? -Y -N Waterbed Insurance? -Y -N With Whom? _____

Do any occupants have special needs? -Y -N If yes, please explain: _____

Applicants hereby give permission for all information to be verified. Applicants certify that information given is true and accurate to the best of their knowledge. Should applicant withhold or provide false information, this application and any lease entered into based on this information may be voided immediately. Application fee *must* be received with application and is **NON-REFUNDABLE**.

Self employed persons must submit a copy of previous year's tax return for purposes of income verification.

If this application is approved and Applicants fail to enter into a lease agreement, any deposit paid by Applicants may be retained. The security deposit must be presented in *certified funds* and received **IN FULL** with application or within 24 hours after application is approved or the Premises will be returned to the rental market.

No representations, promises, or agreements as to occupancy or date of possession have been made and this application shall not be construed as a lease or agreement therefore.

Applicant acknowledges that Agent represents the Landlord/Owner and signatures below indicate this fact has been disclosed. Agent adheres to all applicable Federal and State Fair Housing and Equal Housing Opportunity Laws.

All properties which permit pets require payment of a pet deposit and/or fee. Minimum deposits/fees are \$250 per pet.

SIGNATURES: (required for processing)

Applicant: _____ Co-Applicant: _____

Phone number(s) where applicant(s) may be contacted: _____

Showing Agent: _____ Firm: _____

Note: Singles must submit separate applications. Application fee is \$50 for the first and \$15 for each additional. Spouses may submit one application.

For Office Use Only:

Application fee received: \$ _____ Date & Time of Application: _____ am pm

Approved Date: _____ Denied Date: _____ Reason(s): _____