



Tenant    Co-Tenant    Guarantor/Cosigner

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## RENTAL APPLICATION & AUTHORIZATION FORM

**RENTAL AGENT PLEASE COMPLETE BEFORE SUBMITTING TO MAIN OFFICE:**

Date: \_\_\_\_\_ Property Address: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Lease Start: \_\_\_\_\_ Security Deposit: \_\_\_\_\_ Taken By: \_\_\_\_\_

### Personal Information

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Email: \_\_\_\_\_

Current Landlord's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Monthly Rent/Mortgage Payment? \_\_\_\_\_ Is anything included? \_\_\_\_\_

Why are you moving? \_\_\_\_\_

Car Make and Model? \_\_\_\_\_ License Plate: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

In emergency notify (someone not living in apt with you): \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Email: \_\_\_\_\_

Have you ever been evicted? \_\_\_\_\_ If so, when? Explain: \_\_\_\_\_

Have you ever declared bankruptcy? \_\_\_\_\_ If so, when?: \_\_\_\_\_

Have you or any of the other tenants or occupants ever been convicted of a crime? \_\_\_\_\_

If yes please explain. \_\_\_\_\_

Are you a lifetime registered sex offender? \_\_\_\_\_

### Employment

Employer: \_\_\_\_\_ Employer's Phone #: \_\_\_\_\_

Position: \_\_\_\_\_ How long have you been employed at company: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone # and Extension: \_\_\_\_\_

Income (circle one) Weekly / Bi-Weekly / Monthly   Amount after taxes: \$ \_\_\_\_\_

Other Income: \$ \_\_\_\_\_ Source of Other Income: \_\_\_\_\_

### The following people will be living with me:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

How many pets? \_\_\_\_\_ Type: \_\_\_\_\_ How many family members smoke? \_\_\_\_\_

I understand that the \$40.00 fee for verifying this rental application and running a consumer credit report is non-refundable and is not a deposit, and will not be applied to any rent or refund, even if the application is declined. (This \$40.00 fee can only be accepted as cash or money order.)

In addition to the above \$40.00 fee, I hereby make a separate deposit of \$\_\_\_\_\_ as deposit on the above premises pending execution of lease agreement. I understand that my deposit is non-refundable and may be applied toward any rent loss, advertising costs, re-rental fees, etc, if this application is approved and I am unable to fulfill the conditions of occupancy. The deposit will be returned if this application is not approved providing all of the above questions are answered truthfully. If I choose not to take the apartment for any reason after being approved, my deposit will be **NON-REFUNDABLE**.

The information on this application is true and correct to the best of my knowledge. I am in default if I submit a rental application which contains a misrepresentation of any material fact or fraudulent omission of fact.

**I hereby authorize ADCO Properties or its agents to verify the above information by contacting previous landlords, my place of employment, or by obtaining either a consumer, or investigate credit report from EXPERIAN.** Such a report may include information regarding my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. This report may be compiled with information from credit bureaus, courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification by contacting EXPERIAN at (888)397-3742.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner/Agent

\_\_\_\_\_  
Date