

RENTAL APPLICATION

Fair housing statement. [Landlord or company name] does not discriminate on the basis of race, color, religion, sex, national origin, familial status or disability, or any other characteristic protected by state or local law. Every applicant is asked the same questions and screened against the same written criteria.

Each adult (18 or older) who will live in the unit must complete and sign a separate application.

1. The rental

Property address: [street, unit, city, state, ZIP]

Monthly rent as advertised: [\$ amount]

Desired move-in date: [date]

Desired lease: ☐ 12 months ☐ Month to month ☐ Other: [describe]

2. About you

Full legal name: [first, middle, last]

Other names used in the last 7 years (for screening only): [names, or "none"]

Phone: [number] Email: [email]

Government-issued photo ID: ☐ Driver's license ☐ State ID ☐ Passport ☐ Other: [type]. You will be asked to show it; the number is collected through the screening service, not on this form.

3. Who will live in the unit

Total number of people who will live in the unit, including you: [number]

Names of the other adults who will live in the unit (each completes their own application): [names]

4. Rental history

Current address: [street, city, state, ZIP]

Dates lived there: [from] to [present]

Monthly rent: [\$ amount]

Landlord or manager: [name, phone, email]

Reason for moving: [reason]

Previous address: [street, city, state, ZIP]

Dates lived there: [from] to [to]

Monthly rent: [\$ amount]

Landlord or manager: [name, phone, email]

Reason for moving: [reason]

5. Employment and income

Current employer: [name]

Position: [title] Start date: [date]

Supervisor or HR contact: [name, phone]

Gross monthly income from this job: [\$ amount]

Previous employer (if less than 2 years at current job): [name, dates, phone]

Other income you want considered (for example benefits, support payments, investment income or a second job): [source and monthly amount]

You may be asked for proof of income, such as recent pay stubs, a benefits letter or bank statements. The same proof is requested from every applicant.

6. Vehicles

Vehicle 1: [year, make, model, color, plate number and state]

Vehicle 2: [year, make, model, color, plate number and state]

7. Pets

Do you plan to keep any pets in the unit? ☐ No ☐ Yes: [type, breed, weight, number]

An assistance animal for a person with a disability is not a pet. If you need a reasonable accommodation, tell the landlord separately and it will be handled outside this form.

8. References

Personal reference (not a relative): [name, phone, relationship]

Personal reference (not a relative): [name, phone, relationship]

Emergency contact: [name, phone]

9. Application fee

The application fee is [\$ amount] per adult applicant. It covers [the cost of the credit and background report, and time spent verifying the application]. The fee is ☐ non-refundable once screening has started ☐ refundable if the unit is rented to someone else before your application is processed ☐ other: [describe]. The fee will not be more than the amount allowed by state or local law.

Paying this fee does not reserve the unit. The unit is reserved only when a lease is signed or a separate written holding agreement is made.

10. Authorization to check credit and background

I authorize [Landlord or company name] and its screening company, [screening company name, address and phone], to obtain consumer reports about me, including my credit history, rental history and public records, and to contact the landlords, employers and references I have listed, only to evaluate this rental application (and, if I become a tenant, any renewal or extension of my lease).

I understand that if the landlord denies my application, requires a co-signer, requires a deposit or a larger deposit, or charges me higher rent because of information in a consumer report, I will receive a written notice that includes the name, address and phone number of the company that supplied the report, a statement that the company did not make the decision, and my right to dispute the accuracy or completeness of the information in the report.

11. How your information is handled

The landlord will use the information in this application only to evaluate it and to manage any tenancy that follows. The landlord will keep this application and any reports secure and dispose of them securely when no longer needed.

12. Applicant's certification

I certify that the information in this application is true and complete to the best of my knowledge. I understand that false or incomplete information may be a reason to deny my application or, if discovered after a lease is signed, a reason allowed by the lease or by law to end it.

I agree this application may be signed electronically, and an electronic signature has the same effect as a handwritten one.

Signatures

Applicant

Signature: _____

Name: [full name]

Date: [date]

For the landlord's use: Date received [date]. Fee received [\$ amount]. Decision ☐ Denied ☐ Approved ☐ Approved with conditions ☐ Denied. If a consumer report played any part in a denial or conditions, adverse action notice sent on [date].