



RENTAL APPLICATION

APPLICANT(S) NAME(S): _____

PROPERTY ADDRESS: _____

Steps to the application process:

- Read through the entire application.
- Supply all necessary phone numbers and addresses.
- Do not list family members as your personal references. Individuals that you have a professional relationship with are your best references (i.e., employers, supervisors, co-workers); whether previous or current.
- Please be sure to contact all of your references to notify them that we will be calling them.
- Complete each page of the application and sign where noted.
- Include a copy of your most recent bank statement if self-employed.
- Include a copy of your driver's license or valid state identification.
- Include the \$30.00 application fee either by cash, money order or cashier's check.

RENTING POLICIES & PROCEDURES

Once you have selected and decided on a rental you must fill out our application form. There is a **\$30.00 Application Fee** (Money Order, Check or Cash), which covers the handling of your application. If you are financially supported by someone other than yourself or if you have poor/no credit, you will need to fill out a third party guarantee. There is a **\$30.00 handling fee if a third party guarantee is required**. These **Fees Are Not Refundable** and are due when the application is submitted.

In order for you application to be considered you must meet the following requirements:

1. **Sufficient Income.** Three times the rental amount per month. Income may be combined by multiple applicants. (Permanent employment of at least four months at the same job is preferred.)
2. **Verifiable Good Credit.** Credit references listed will be contacted, so please provide telephone numbers. If conducted, credit reports will be checked with a national credit bureau.
3. **Good Previous Rental History.** We will verify rental history with your previous landlords. You must provide names and telephone numbers of prior landlords. Applications will not be approved if we cannot contact your prior landlords or mortgage holders.
4. **Complete Application.** This application must be completed in its entirety. Failure to complete the entire application can result in a denial of the application.

We will try to process your application within 48 hours. Applications will not be pre screened. Incomplete or falsified applications will be rejected. Applications submitted become the property of At Your Service Property Management, Inc.

We cannot guarantee any property you have seen to be available by the time your application is processed. We cannot be held responsible for any property that is rented after you have seen it and turned in an application. All rentals are on a first approved basis.

If your application is approved and your move-in date is not immediate, a security deposit and first month's rent will be taken in advance. The security deposit is fully refundable at time of move-out, depending upon the condition of the property, rent due and/or other financial obligations incurred at the time of your move-out.

After signing a lease agreement with At Your Service, you are liable to report to us within **48 hours** with a change of phone numbers and/or place of employment.

DISCLOSURE AND AUTHORIZATION

The undersigned declares that the information on this rental application is true and correct, and understands that false statements may result in rejection of this and any future applications for housing, which we manage. The undersigned does further understand that all persons or firms named may freely give any requested information concerning me and I hereby waive all right to action for any consequences resulting from such information. By my signature below, I authorize the investigation and release of the information on all statements contained herein, including but not limited to a credit check, to AT YOUR SERVICE Property Management and/or its principal and/or the owner of any property which I am applying to occupy.

I further understand and agree that AT YOUR SERVICE will rely upon this Rental Application as inducement for entering into a rental agreement or lease and I warrant that the facts contained in this Application are true. If any facts prove to be untrue, AT YOUR SERVICE may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorneys' fees resulting there from.

You are also herein notified that a negative credit report reflecting your credit record may be submitted in the future to a credit reporting agency if you fail to fulfill the terms of your rental obligations or if you default in those obligations in any way.

Beginning at the time that I tender a deposit for a property which I intend to lease, and AT YOUR SERVICE accepts such deposit, I agree to lease the property according to the terms and conditions of the lease agreement for that property, though not yet signed. The starting date for my occupancy of the property will be the first day the property is available for lease or an agreed upon date if different from that date. I agree that the lease agreement shall be in full force and effect from the time that my deposit is accepted, even if the initial occupancy date is after the date that the deposit is accepted.

AT YOUR SERVICE welcomes all applicants and supports fair housing. We do not refuse to lease or rent any housing accommodations or property nor in any other way discriminate against a person because of sex, marital status, race, creed, religion, age, familial status, physical or mental disability, color or national origin.

Notice of the contractual relationship between the Property Owner and AT YOUR SERVICE: AT YOUR SERVICE is an exclusive agent of the Property Owner and represents the Property Owner's interest in any and all rental transactions.

Applicant(s) Signature: _____ Date: _____ Time: _____

Applicant(s) Signature: _____ Date: _____ Time: _____

Received by: _____ Date: _____ Time: _____



PERSONAL INFORMATION

	APPLICANT	CO-APPLICANT
Full Name:		
Social Security No.:		
Drivers License No.:	Exp. Date:	Exp. Date:
State of Issue:		
Date of Birth:		
Current Phone No.:		
Cell Phone No.:		
E-mail Address:		
Mailing Address:		

List any other persons who will reside with you (include age & relationship):

Do you have pets?	If yes, how many, what type & age?		
Do any of the people who will be residing in this unit smoke?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you own the following, please check:	<input type="checkbox"/> Vacuum Cleaner	<input type="checkbox"/> Hose & Sprinkler	<input type="checkbox"/> Lawn Mower
Do you have any special needs or requirements that we need to be aware of?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please describe:			
Name of nearest living relative:	Phone:	Relationship:	
Who should we contact in case of emergency:			
Relationship:	Phone:	Address:	

AUTOMOBILE INFORMATION

Make/Model	Year	Color	Plate No/State:
Make/Model	Year	Color	Plate No/State:
Make/Model	Year	Color	Plate No/State:
Make/Model	Year	Color	Plate No/State:



RESIDENCE HISTORY (include minimum of 5 years history)				
	APPLICANT		CO-APPLICANT	
Present Address:				
City / State / Zip:				
How long at present address:	From:	To:	From:	To:
Rent/Mort. Amount:	\$		\$	
Present Landlord or Mortgage Holder:				
Telephone:				
Reason for moving:				
Is your lease expired:	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If not, when is your lease expiration date:				
Previous Address:				
City / State/Zip:				
How long at this address:	From:	To:	From:	To:
Rent/Mort. Amount:	\$		\$	
Previous Landlord or Mortgage Holder:				
Telephone:				
Reason for moving:				
Previous Address:				
City / State/Zip:				
How long at this address:	From:	To:	From:	To:
Rent/Mort. Amount:	\$		\$	
Previous Landlord or Mortgage Holder:				
Telephone:				
Reason for moving:				

Additional information relevant to the above rental history: _____



EMPLOYMENT INFORMATION				
	APPLICANT		CO-APPLICANT	
Current Employer:				
How Long?	Years:	Months:	Years:	Months:
Employer's Address:				
Employer's Telephone				
Position:				
Monthly Income	\$		\$	
Supervisor:				
Previous Employer:				
How Long?	Years:	Months:	Years:	Months:
Employer's Address:				
Employer's Telephone				
Position:				
Monthly Income	\$		\$	
Supervisor:				
Other sources of income:				

CRIMINAL HISTORY		
	APPLICANT	CO-APPLICANT
Have you ever been convicted of or pleaded guilty or "no contest" to a felony (whether or not resulting in a conviction)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of or pleaded guilty or "no contest" to a misdemeanor involving sexual misconduct whether or not resulting in a conviction?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a registered sex offender?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional information relevant to the above employment or criminal history: _____



BANKING & CREDIT INFORMATION		
(If self-employed, provide most recent copy of a statement for each bank account.)		

	APPLICANT	CO-APPLICANT
Bank:		
Phone #:		
Address:		
Checking Acct. No.:		
Savings Acct. No.:		
Bank Contact / Loan Officer:		
Have you ever filed bankruptcy?	<input type="checkbox"/> No <input type="checkbox"/> Yes When: _____	<input type="checkbox"/> No <input type="checkbox"/> Yes When: _____
Are there any judgments against you?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
If Yes, list specifics of judgments and collections.		

FINANCIAL OBLIGATIONS			
(include student loans, credit cards, auto or home loans, child support, etc.)			

Type	Institution Name	Monthly Payment	Balance Due

Additional information relevant to the above banking, credit and financial obligations: _____



REFERENCES				
(Please do not list family members. Individuals you have a professional relationship with are preferred.)				
	APPLICANT		CO-APPLICANT	
Personal Reference:				
Phone #:		Best Time to Call:		Best Time to Call:
Address:				
Personal Reference:				
Phone #:		Best Time to Call:		Best Time to Call:
Address:				
Personal Reference:				
Phone #:		Best Time to Call:		Best Time to Call:
Address:				

GENERAL INFORMATION	
Have you ever been served a late rent notice?	
How long do you think you would be renting from us?	
Have you ever been served an eviction notice? If so, when?	
Have you had any reoccurring problems with your current landlord or neighbors? If yes, please explain:	
How did you hear about this rental?	
Do you know of anybody else looking for a rental? Please provide their name and number.	

Applicants Signature: _____

Date: _____

Applicants Signature: _____

Date: _____

RENTAL HISTORY VERIFICATION FORM (SIGNATURE(S) ONLY ON THIS PAGE)

_____ (applicant) has made an application for a property managed by AT YOUR SERVICE Property Management, Inc. It is important that we determine the applicant's past rental history of meeting financial obligations. We also need to determine whether the applicant has a record of non-financial lease violations or eviction notices. The information that we ask you to supply will be kept confidential and used only for the purpose of evaluating the applicant's rental application. As indicated by the signature at the end of the form, the applicant has consented to the release of the information we request. **We request that this information be supplied within 24 hours so as not to unnecessarily delay this applicant. Your prompt cooperation is appreciated.**

Thank you,

At Your Service Property Management, Inc.	Date	Past Address
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RENTAL PAYMENT INFORMATION

- | | | |
|---|------------------------------|-----------------------------|
| a. Is the applicant currently living in your community? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Are you related to the applicant? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Did the applicant have a lease? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Date applicant moved in _____ Moved out _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. What was the monthly rent? | \$ _____ | |
| f. Did the applicant have a record of paying rent promptly? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| g. If applicant paid late, how many days late? _____ How often? _____ | | |
| h. Did you ever begin eviction proceedings against the applicant for non-payment? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| i. Does the applicant still owe you money? If yes, how much? _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

GENERAL QUESTIONS

- | | | |
|---|------------------------------|-----------------------------|
| a. Did the applicant keep the apartment clean? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Did the applicant or applicant's family or guests damage the apartment or common areas beyond ordinary wear and tear? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Did the applicant pay for the damage? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Did you keep any of the applicant's security deposit?
If yes, how much and why? _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Did the applicant ever threaten the welfare, health or safety of other residents or employees, become violent, or engage in criminal or drug-related activities? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Did the applicant ever create any noise disturbances or disruptions?
If yes, describe: _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| g. Did the applicant ever have anyone other than those named on the lease living in the apartment? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| h. Did the applicant ever have any pets in the apartment? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, were they authorized? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| i. Did the applicant give you proper notice before moving? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| j. Did you ever give the applicant a termination notice?
If yes, why: _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| k. Would you rent to this applicant again?
Why or why not? _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Information provided and verified by:

Name: (please print) _____	Company: _____
Signature: _____	Title: _____
	Date: _____

Resident Release:

By my signature below, I hereby authorize the release of the information requested on this application to At Your Service Property Management.

Applicant(s) Signature(s): _____ Date: _____

Applicant(s) Signature(s): _____ Date: _____