



“RENTAL CRITERIA”

Screening: All adults over the age of 18 who plan on residing in the residence are required to complete the screening process and qualify as tenants.

Screening Fee: \$25 per single applicant over 18 or \$40 for a married couple must be submitted with the application. **The fee must be paid in the form of Cash or money order made payable to Greater Property Management, LLC – No debit or credit cards may be accepted for this fee.**

Rental History: Our screening service requires rental references and a review of your rental history.

Photo I.D.: We require a copy of a current photo I.D. as part of your application.

Income: As part of the screening process, your income will be verified. We require your income to be three times greater than the monthly rent amount.

Deposits, First & Last Month's Rent: All deposit monies, the first month's, and the last month's rent (if applicable), are due in full prior to occupancy. We do not accept partial payment. Deposits by definition are refundable subject to the terms of the rental agreement.

Fees: May be required on occasion, usually for items like pets and / or cleaning. These monies are not refundable.

Drug Free: Tenants are required to sign an addendum to the rental agreement agreeing to maintain a drug and crime free residence.

Reasons for Denial: Any applicant who has ever been evicted, has ongoing credit issues, has a history of damaging property, has a poor rental reference(s), provides false information, or has been convicted of certain crimes will likely be issued a denial letter.

Submitting Application: You may drop off the application at our office. You may use the mail slot after-hours. If you are submitting from out of the area, please first fax us the application in addition to a copy of the money order and the applicant's driver's licenses, then mail all copies along with the original signed application, to our office.



RENTAL APPLICATION

Property: _____

Application Date: _____

Desired Move in Date: _____

Name of Applicant _____ SS# _____ Birth date _____

Spouse's Name _____ SS# _____ Birth date _____

Present Address _____ Phone _____ D.L. #: _____

Cell phone _____ Email address _____

City _____ State _____ Zip _____

How long at present address? _____ Monthly rent? _____

Present Landlord _____ Phone _____

Previous Address _____

Previous Landlord _____ Phone _____

Name(s) of all others who will occupy this property

Employed by _____ Years employed _____

Address _____ Phone _____

Position _____ Supervisor _____

Monthly Income from Employment \$ _____

Additional Income (describe source) _____ \$ _____

_____ \$ _____

SPOUSE:

Employed by _____ Years employed _____

Address _____ Phone _____

Position _____ Supervisor _____

Monthly Income from Employment \$ _____

Additional Income (describe source) _____ \$ _____

_____ \$ _____

TOTAL FAMILY INCOME \$ _____

1. Have you ever been evicted from any tenancy? Yes No
2. Have you ever willfully and intentionally refused to pay rent when due? Yes No
3. Do you know of anything, which may interrupt your income or ability to pay rent? Yes No
4. Have you ever filed a petition for bankruptcy? Yes No
5. Have you ever been convicted of a Felony? Yes No
6. How did you learn about this rental property? Newspaper Driving by Tenant Internet Other

Nearest Relative _____ Relationship _____

Address _____ Phone _____

Describe all pets to occupy this property _____

Reference #1 _____

Reference #2 _____

Reference #3 _____

NAME ADDRESS PHONE

Bank information: Bank Name, Address & acct#: _____

Current Drivers license or photo id required for all applicants:

Applicant #1 _____

Applicant #2 _____

NAME STATE LICENSE # EXPIRATION

IN MAKING THIS APPLICATION, It is mutually agreed between the Landlord and the Applicant (Prospective Tenant):

1. Applicant understands and agrees that the property being applied for is: _____, the monthly rent for this property is \$ _____, The required Security deposit is: \$ _____ and it will be available to move in on: _____.

2. Applicant shall pay a non-refundable \$25.00 application fee to be used for processing purposes. **Processing will not begin until this fee has been paid in cash or money order only!** The Landlord may investigate your credit record and may furnish information concerning your credit file to consumer reporting agencies and others who may properly receive that information.

3. The Landlord will either accept or reject this application within 2 business days from date of application; if accepted, the \$ _____ deposit will be credited as a premise deposit; if rejected, the entire deposit will be returned immediately. The applicant hereby waives any claim for damages by reason of non-acceptance of this application, which the Landlord may reject without stating any reason for doing so.

4. If the Application is approved, **Applicant must deposit \$ _____ for Landlord to hold said property until 5:00 PM the following business day.** Landlord and Applicant must complete and sign the Lease Agreement and pay for the 1st months rent within 72 hours of approval. Application is considered a Contract of intent to lease. Should applicant elect not to sign said lease for any reason, it will be considered default and the amount of deposit may be retained by Landlord as liquidated damages.

5. **DISCLOSURE:** Pursuant to Commission Rule-E35, Applicant is advised that Landlord is an agent for the owner and not an agent of the applicant.

6. Applicant understands and agrees that **PETS ARE NOT PERMITTED IN OR ON THIS PROPERTY UNLESS SPECIFICALLY DESCRIBED AND AGREED TO IN WRITING IN THE LEASE.**

7. All residents, 18 years or older must make an individual application, may be required to pay the application fee as determined by the Landlord and sign the lease. Landlord may require a parent or other party co-sign for persons under 21. I/We have applied for residency with Greater Property Management, LLC and authorize the release of credit information to complete the resident screening process. Necessary credit information to approve rental applications may include: checking accounts, consumer credit balances, payment history records and balances, employment history, income verifications and landlord histories.

A photographic or fax copy of this authorization may be used as a duplicate original.

I hereby certify that the answers I have given in this application are true and correct to the best of my knowledge. I understand that any false answers, representations or statements made by me or others applying for this property will be sufficient grounds for eviction, loss of any security deposits and other charges, fees or costs as identified in the lease and amendments for the property.

I understand and agree to the terms and conditions of this Application as stated above.

Date Applicant's Signature

Date Spouse's Signature

Greater Property Management, LLC as Agent of Landlord

Deposit Returned \$ _____ Date _____ By _____