



Property Address Your Applying For \_\_\_\_\_

### Application to Rent

**Applicant Information**

(All applicants age 18 or older must complete an application)

PLEASE FILL OUT COMPLETELY- Incomplete applications will not be considered!

|                                |  |              |                   |                   |               |                |                            |                    |     |
|--------------------------------|--|--------------|-------------------|-------------------|---------------|----------------|----------------------------|--------------------|-----|
| Applicant Name Last            |  |              | First             |                   | MI            | *Date of Birth |                            | *Social Security # |     |
| *Drivers License #             |  | State Issued |                   | Home Phone<br>( ) |               |                | Work Phone<br>( )          |                    |     |
| Current Address                |  |              |                   | Apt. #            | City          |                |                            | State              | Zip |
| Lived at Present Address Since |  |              | Reason For moving |                   | Email Address |                |                            |                    |     |
| Landlords Name                 |  |              |                   | Phone<br>( )      |               |                | Current Rent Amount:<br>\$ |                    |     |

|                           |  |                   |        |              |  |  |                    |     |  |
|---------------------------|--|-------------------|--------|--------------|--|--|--------------------|-----|--|
| Previous Address          |  |                   | Apt. # | City         |  |  | State              | Zip |  |
| Lived at Previous Address |  | Reason For moving |        |              |  |  |                    |     |  |
| Landlords Name            |  |                   |        | Phone<br>( ) |  |  | Rent Amount:<br>\$ |     |  |

**Employment Information** (Include wages, pensions, alimony, and any other form of income)

|                              |  |  |              |                      |  |                           |     |  |
|------------------------------|--|--|--------------|----------------------|--|---------------------------|-----|--|
| Present Employer             |  |  | Phone<br>( ) |                      |  | Job Title                 |     |  |
| Address                      |  |  | City         |                      |  | State                     | Zip |  |
| Supervisors Name             |  |  |              | Length of Employment |  |                           |     |  |
| Current Gross Monthly Income |  |  |              |                      |  | Self Employed<br>YES / NO |     |  |

|                      |  |  |              |                      |  |                           |     |  |
|----------------------|--|--|--------------|----------------------|--|---------------------------|-----|--|
| Previous Employer    |  |  | Phone<br>( ) |                      |  | Job Title                 |     |  |
| Address              |  |  | City         |                      |  | State                     | Zip |  |
| Supervisors Name     |  |  |              | Length of Employment |  |                           |     |  |
| Gross Monthly Income |  |  |              |                      |  | Self Employed<br>YES / NO |     |  |

**Vehicle Information**

|                              |  |       |  |      |                 |  |
|------------------------------|--|-------|--|------|-----------------|--|
| Automobile Make              |  | Model |  | Year | License Plate # |  |
| Automobile Make              |  | Model |  | Year | License Plate # |  |
| Motorcycles (Other Vehicles) |  |       |  |      |                 |  |

**Banking Information**

|                    |  |         |  |                   |  |       |
|--------------------|--|---------|--|-------------------|--|-------|
| Name of Bank       |  | Address |  | City              |  | State |
| Checking Account # |  |         |  | Savings Account # |  |       |

**Miscellaneous Information**

|   |               |                                    |              |   |     |
|---|---------------|------------------------------------|--------------|---|-----|
| Number of Occupants (Including Yourself)                        |               |                                    |              |   |     |
| Adults:   |               |                                    | Children     |   |     |
| Child's Name.   | Date of Birth | SS#                                | Child's Name | Date of Birth   | SS# |
| Emergency Contact Name  |               | Phone ( )                          |              | Relationship  |     |
| Address   |               | City                               |              | State   | Zip |
| How did you find out about this property?                       |               |                                    |              | <b>*Have you ever been evicted or asked to move?<br/>YES / NO</b> |     |
| Have you ever filed for bankruptcy?<br>YES / NO                 |               | Has it been dismissed?<br>YES / NO |              | If yes when?  |     |
| Have you ever been arrested? YES / NO<br>If yes please explain: |               |                                    |              |   |     |

**Pet Information**

|             |       |     |                  |
|-------------|-------|-----|------------------|
| Type of Pet | Breed | Age | How many pounds? |
| Type of Pet | Breed | Age | How many pounds? |

**\* I hereby agree to rent this property under the following terms:**

|                  |    |                   |    |
|------------------|----|-------------------|----|
| Monthly Rent     | \$ | Advanced Rent     | \$ |
| Security Deposit | \$ | Pet Deposit / Fee | \$ |

Please list any additional information that may aide in the processing of this application:

\_\_\_\_\_

\_\_\_\_\_

**Applicant represents that all the information provided by applicant are true and correct and hereby authorizes agent/landlord to conduct a full background check and verification of the information provided including but not limited to, the obtaining of a credit report, employment, eviction, criminal/civil background, sex offender check and agrees to furnish additional credit references upon request.**

**This application is for qualification purpose only and does not in any way guarantee the applicant that he/she will be offered this property. I authorize agent/owner to collect a processing fee and will accept more than one application on this rental property and the Landlord in its sole discretion will select the best-qualified tenant. Any omissions on this application are grounds for denial or may be returned to applicant for completion.**

**\*Non-refundable PAPER application processing fee is \$55.00 for each person eighteen (18) years of age or older.**

Requested date to start lease/rental: \_\_\_\_\_. Applicant agrees upon approval of this application to sign a lease agreement and to pay all sums due, including deposits, before occupancy.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Non-refundable application processing fee of \$ \_\_\_\_\_.00 collected by: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*How did you hear about us?**      Rental Magazine \_\_\_\_\_      Sign/ Drive-by \_\_\_\_\_  
    Newspaper/ Flyer \_\_\_\_\_      Internet \_\_\_\_\_  
    Other \_\_\_\_\_



**RESERVATION AND BINDER DEPOSIT AGREEMENT**

Date:

Tenant(s):

Property Street Address:

Amount Received by Agent:

Move In Date:

**The prospective tenant(s) agree that if approved they will sign a lease agreement for twelve months and pay the balance of all monies due upon lease execution in certified funds. Tenant agrees to move in on the above move in date. If tenant fails to move in on this date, the sums paid will be forfeited or they will be responsible for rent from the above-mentioned date. If the lease agreement is not signed, all sums paid will be forfeited to landlord and/or property Management Company. Prospective tenants agree that they have been informed of all monies due in order to move into the premises and any charges which may be deducted from the security deposit. If not approved, prospective tenants shall be returned all monies paid with the exception of non-refundable application fees. Once prospective tenants schedule a lease sign date/time with our office, that time will be reserved. Should the prospective tenants want to change that date for any reason, there will be a \$25.00 administrative charge assessed to the prospective tenants and will be due prior to or at lease signing. Prospective tenant agrees that they have viewed the exterior and interior of the above referenced property and accept the property in its current “as is” condition with any exceptions noted below:**

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
AGENT FOR OWNER

**THIS IS NOT A LEASE**

## **RENTAL/LEASE POLICIES**

**THE FOLLOWING POLICIES ARE ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS FOR A PROPERTY PROCESSED BY ALL COUNTY® POLK PROPERTY MANAGEMENT WILL BE TREATED EQUALLY.**

Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Please be advised that the following guidelines are for general information only. A number of criteria are used to evaluate an application. We reserve the right to evaluate individual circumstances used to make a final decision, subject also to our clients approval. In some cases alternative procedures can be used to approve an application. It should be noted that the owner of the property has the final authority for any decision made. We strictly adhere to Fair Housing Laws and do not discriminate against any federally protected class or handicap.

### **Applicants**

- Each person eighteen (18) years of age or older must complete and sign an application and only the applicants may reside in the property.
- If a co-signer is necessary, the co-signer must also complete and sign an application. The acceptance of a co-signer is not normal policy and is subject to individual approval or denial by All County® Polk Property Management and/or it's clients.
- To be processed and considered, a non-refundable processing fee must accompany applications.
- The applications will not be considered with any missing or false information.

### **Processing Fees**

- PAPER Application Fee \$55.00 Non-refundable processing fee (per applicant) will be collected. **(money order only)**
- "Holding Deposits" are accepted. Such "Holding Deposits" are applied to the Security Deposit when approved applicant signs a lease agreement. If the applicant is not approved the "Holding Deposit" is refunded. The "Holding Deposit" is non-refundable if the applicant is approved and chooses not to rent the property.

### **Credit Criteria**

- All County® Polk Property Management will obtain a credit report for each applicant and co-signer eighteen (18) years of age or older. Reports supplied by applicants **will not** be accepted.
- Discharged bankruptcies are acceptable.

### **Identification**

- A Copy of your **Photo ID & Social Security Card** must be provided at the time of application.

### **Conditions of Move-In**

- Lease signing is available Monday through Friday by appointment only between 10:00 a.m. – 4:00 p.m.
- All utilities, when applicable, must be transferred into the residents' name as of the date of possession.
- Security deposit and first month's rent are to be paid in certified funds and lease must be fully executed before keys are provided.

### **Conditions of Move-Out**

- Applicants understand that All County® Polk Property Management will charge a minimum carpet & unit cleaning charge at the expiration of the lease.

Note: Some properties do not allow pets.

