

PROPERTY RENTAL APPLICATION

1. A separate application is required for each adult, 18 years or older, intending to occupy the property. Each application must be filled out completely and signed by the applicant. Incomplete applications will not be processed. Complete applications include: Rental Application Policies, Rental Application Disclosure and Authorization, and Rental Application.
2. A processing fee of **\$30.00 in cash, cashier's check or money order** must accompany each application. If paid in cash, exact change is required. If paid by cashier's check or money order, these must be made payable to George Knox. The processing fee is **NON-REFUNDABLE. NO APPLICATION WILL BE PROCESSED WITHOUT A PROCESSING FEE.** Deposits or Holding Fees are not accepted without an approved application.
3. If the applicant is applying to rent a unit governed by a condominium or homeowners association, the applicant may be required to submit a separate application an/or fee to the association for processing.
4. Applicants must have a combined gross income of at least three (3) times the monthly rent. We reserve the right to require a co-signer or guarantor.
5. Reliable documentation and telephone numbers for all income sources must be provided. Employment will be verified on all applicants. Self-employed applicants may be required to produce upon request the previous year's Tax Return or 1099. Non-employed applicants must provide proof of income.
6. A credit report from a national credit bureau will be obtained on all applicants.
7. **Full Name of ALL intended OCCUPANTS must be listed on Application.**
8. **All Pets**, vehicles of any nature, and water-filled furniture must be disclosed on application.
9. No Pets (with the exception of medically necessary pets) of any kind are permitted without owner/landlord approval. If a pet is approved, a minimum \$350.00 **NON-REFUNDABLE** pet deposit per pet is required. Additional Security deposit and monthly rent may be required.
10. Proof of insurance **MUST** be provided for any owner/landlord approved water-filled furniture.
11. If approved, a lease agreement must be signed within one (1) business day or and the **SECURITY DEPOSIT** must be paid within one (1) business day in order to hold a property off the market for two (2) weeks or until the first (1st) of the month, whichever comes first. This must be paid with **CASH** or **CERTIFIED FUNDS** (cashier's check or money order). **NO** property will be held for longer than two weeks if the property is available for immediate occupancy.
12. If approved, the **FIRST FULL MONTH'S RENT, AND ALL OTHER FEES AND/OR DEPOSITS** must be paid in full with **CASH** or **CERTIFIED FUNDS** (cashier's check or money order) within two (2) weeks from signing the Lease Agreement, or by the first (1st) of the month, whichever comes first, and **PRIOR TO TAKING POSSESSION OF PREMISES.**
13. If approved, all utilities must be in tenants name **PRIOR TO TAKING POSSESSION OF THE PREMISES.**

RENTAL APPLICATION DISCLOSURE AND AUTHORIZATION

APPLICANT’S NAME (Please Print Clearly): _____

I, the UNDERSIGNED APPLICANT, affirm that the information contained in this application is true and correct. I understand that misstatements, either false or incorrect, may result in rejection of this and any future application for housing under this management, and/or my lease may be held in default and I may be subject to eviction. I authorize the investigation and release of the information on all statements contained herein, including but not limited to a credit report, rental information, employment verification (including salary), and all public records to the Managing Agent and/or its principal and/or the owner of any property which I am applying to occupy. I further agree to hold harmless the Managing Agent, and all providers of information on the applicant listed above. I understand that due to the Fair Credit Reporting Act, I will not be furnished with a copy of my credit report from management. I understand this application is the property of the Managing Agent.

The Managing Agent 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, familiar status, physical or mental handicap, color or national origin.

Notice of the contractual relationship between the Property Owner and the Managing Agent: the Managing Agent 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:** _____

Location of Rental Property: _____

How soon can you move in: _____

PERSONAL INFORMATION: (If more than one person is applying and you are not married, each person to be listed on the lease must complete this application and pay the application fee.)

Applicant’s Full Name: _____

Date of Birth: _____ Social Security Number: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ e-mail: _____

Please list Names (first and last) of all prospective occupants including you:

Please Describe All Pets (Include Breed, Weight and Age):

Will you have a Flotation Bedding System (Water Bed)? If so specify type and size:

APPLICANTS SIGNATURE: _____ **DATE:** _____

RESIDENCE INFORMATION:

Present Address: _____
City, State, Zip: _____
Name of Landlord/Owner: _____ Phone: _____
Monthly Rent: \$ _____ Rented from: _____ To _____
Is your leasing expiring? If No, Explain: _____

Number or Residence Living on Property: _____ Was Proper Written Notice Given? _____
When? _____ Reason for Moving: _____

Former Address: _____
City, State, Zip: _____
Name of Landlord/Owner: _____ Phone: _____
Monthly Rent: \$ _____ Rented from: _____ To _____
Did your leasing expire? If No, Explain: _____

Number or Residence Living on Property: _____ Was Proper Written Notice Given? _____
When? _____ Reason for Moving: _____

Have you ever been evicted? _____ If Yes, Explain: _____

Has an eviction action ever been filed against you? _____ If Yes, Explain: _____

Have you ever been denied lease renewal? _____ If Yes, Explain: _____

Have you ever refused to Pay Rent? _____ If Yes, Explain: _____

Have you ever Defaulted on a Lease Agreement or Rental Agreement? _____ If Yes, Explain: _____

Do you have any Outstanding Balances with a current or prior Landlord? _____ If Yes, Explain: _____

EMPLOYEMENT INFORMATION:

Current Employer: _____
Address: _____ City, State, Zip: _____
Phone: _____ Monthly Salary: _____ Your Position: _____
Supervisor: _____ Full or Part Time Hire Date: _____

APPLICANTS SIGNATURE: _____ **DATE:** _____

Other Current Sources of Income: _____

Contact Person: _____ Phone: _____

Former Employment: _____

Address: _____

City, State, Zip: _____ Phone: _____

Supervisor: _____ Part Time or Full Time

VEHICLE INFORMATION (MAX OF 2 VEHICLES PER RENTAL UNIT):

Auto (Make, Model, Year, Color) _____

Tag & State _____

Auto (Make, Model, Year, Color) _____

Tag & State _____

Do you have any other vehicles, RV, boat or trailers? _____ If Yes, List: _____

CREDIT INFORMATION:

Have you ever declared Bankruptcy? _____ When? _____ Are there any judgments or collections against you? _____ If Yes, Explain: _____

CRIMINAL HISTORY:

Have you ever been convicted of or pleaded guilty or "No Contest" to a felony (whether or not resulting in a conviction)? _____

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)? _____

PERSONAL REFERENCES (AT LEAST TWO NON-RELATED REFERENCES):

Full Name: _____

Address: _____

City, State, Zip: _____ Phone: _____

Full Name: _____

Address: _____

City, State, Zip: _____ Phone: _____

Full Name: _____

Address: _____

City, State, Zip: _____ Phone: _____

APPLICANT'S SIGNATURE: _____ **DATE:** _____