

RENTAL APPLICATION

Last Updated: August 20,2018

FOR OFFICE USE ONLY

Date: _____ Score: _____

Approved? Yes _____ No _____

Amount Paid: \$ _____

NOTICE: Each Applicant must complete an application form. There is a \$50.00 non-refundable processing fee per applicant. Incomplete applications will NOT be processed.

The Undersigned hereby makes application to rent (property address): _____

Beginning on (desired lease begin date) _____, at the monthly rental amount of \$ _____

Application Process: We evaluate every application in the following manner. You must submit a rental application and answer all questions on the form. You must pay the \$50 non-refundable application fee. We will determine whether, from your responses to the application questions, you qualify for the rental unit you are applying for. If you do not, we will reject your rental application. If you do, we will send your application to our screening company, which will check your credit report, criminal history, and employment and rental references to confirm that they meet our rental criteria. If you meet our criteria, we will approve your application. This process may take up to ten working days. We will rent available units to applicants in the order that their applications are approved.

Rental Criteria: To qualify for a rental unit with us, you must meet the following criteria:

- a. **Income.** Your monthly income must be at least three times the monthly rent. You must be able to prove at least one year of employment immediately preceding the date of your application. If you have been a full-time student at any time within the past year, we will require you to have your lease guaranteed. If you are unemployed, you must provide proof of a source of income.
- b. **Rental history.** You must have satisfactory rental references from at least two prior landlords. If you have ever been evicted or sued for any lease violation, we may reject your application.
- c. **Credit history.** Your credit record must currently be satisfactory. If your credit history shows any unpaid debts, we may reject your application.
- d. **Criminal history.** If you have ever been convicted of a felony, we will reject your application. If you have been convicted of a misdemeanor involving dishonesty or violence within the past five years, we will reject your application.
- e. **Guarantors.** If you do not meet one or more of the above criteria, you may be able to qualify for a rental unit if you can get a third party to guarantee your lease. The guarantor must pass the same application and screening process that you must pass, except that we will deduct the guarantor's own housing costs before applying his or her income to our income standard.

Applicants' Full Name _____ Date of Birth ____/____/____
Social Security No. _____ - _____ - _____ Driver's Lic. No. & State _____

1. Provide the names and relationships of everyone who will occupy the dwelling with you:

- a. _____
- b. _____
- c. _____
- d. _____

2. Do you currently have renter's insurance? _____

3. **If applicable**, how many pets do you own? _____

Please describe *each* pet below (include "type" (i.e. dog, cat, lizard), breed, gender, age, color & approx. weight):

*** Note: Applicant must provide photo of each pet with this application. Pets are NOT allowed without prior written Landlord consent and approval.**

4. Total number of vehicles you desire to keep on the premises (include motorcycles, etc.): _____

- a. Make/Model _____ Year _____ Color _____ Tag No. /State _____
- b. Make/Model _____ Year _____ Color _____ Tag No. /State _____
- c. Make/Model _____ Year _____ Color _____ Tag No. /State _____

PLEASE LIST YOUR RESIDENCE HISTORY FOR PAST 3 YEARS (beginning with most current)

5. **Current Address** (Full address) _____
Month & Year Moved In: _____ Current Lease End date: _____
Please state your reason for leaving: _____
Landlord/Company Name _____ Landlord/Company Phone: (____) _____
Current Monthly Rent Payment \$ _____

6. **Previous Address** (Full address) _____
 Month & Year Moved In: _____ Month/Year Moved Out: _____
 Please state your reason for leaving: _____
 Landlord/Company Name _____ Landlord/Company Phone (_____) _____
 Current Monthly Rent Payment \$ _____

PLEASE LIST YOUR EMPLOYMENT INFORMATION

Check your current status: Employed Full-Time _____ Employed Part-Time _____ Student _____ Retired _____ Not Employed _____

7. **Current Employer** (or most recent): _____
 Business address (include city, state & zip): _____
 Dates of Employment: From _____ to _____ Position _____
 Supervisor Name: _____ Employer phone number: (_____) _____
 Gross *monthly* income \$ _____

8. **Previous Employer:** _____
 Business address (include city, state & zip): _____
 Dates of Employment: From _____ to _____ Position _____
 Supervisor Name: _____ Employer phone number: (_____) _____
 Gross *monthly* income \$ _____

9. **IF APPLICABLE**, if you will be employed with a different company within the next 12 months, please list:
Future Employer: _____ Position: _____
 Business address (include city, state & zip): _____
 Supervisor Name: _____ Employer phone number: (_____) _____
 Expected starting date? _____
 Gross *monthly* income: \$ _____

Additional sources of income you would like us to consider? Please list below. (You do not have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.)

Amount \$ _____ Per _____ Source _____ Phone _____

PLEASE LIST YOUR BANK REFERENCE(S)

Bank Name(s)	City/State/Branch	Type	Telephone
a. _____	_____	_____	_____
b. _____	_____	_____	_____

REFERENCE / EMERGENCY CONTACT

10. Name of parent(s) or close family relative: _____
 Address (Include City, State, Zip): _____
 Phone Number (_____) _____ Relationship: _____

OTHER INFORMATION

- 11. Have you ever been evicted or asked to move out? If yes, please explain Yes _____ No _____
- 12. Have you ever been late with your rent? If yes, please explain Yes _____ No _____
- 13. Did you receive your security deposit back? If no, please explain Yes _____ No _____
- 14. Have you ever been sued for damage to rental property? If yes, please explain Yes _____ No _____
- 15. Do you have any outstanding judgments or collections accounts? If yes, please explain Yes _____ No _____
- 16. Have you ever declared Bankruptcy? If yes, how many times? Yes _____ No _____
- 17. Have you ever been convicted of or pleaded guilty or "no contest" to a felony (Whether or not resulting in a conviction)? If yes, please explain Yes _____ No _____
- 18. 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)? If yes, please explain Yes _____ No _____

Any explanations for the above questions should be written below: _____

19. Do you have legal right to be in the United States?
 _____ Yes, because I am a United States Citizen.
 _____ Yes, because I have valid documentation from USCIS
 (the US Department of Citizenship and Immigration Service)
 _____ No

* If you answered "yes" because you are a non-U.S citizen with valid visa documentation, please provide:
 Reason you are in the U.S. _____
 Visa Type: _____ Visa Expiration Date: _____

HOW DID YOU HEAR ABOUT US?

Apartment.com _____ siouxfallsrental.com _____ craigslist.com _____ Newspaper _____
Yard Sign _____ Resident Referral _____ Other _____

APPLICANT’S ACKNOWLEDGEMENT:

1. I acknowledge that there is a **\$50.00 non-refundable processing fee** that must be turned in with this application.
2. I acknowledge that there is a **refundable security deposit equal to one month’s rent** that must be turned in with this application. (**Separate check, please**). If my application is not accepted within 10 business days, the security deposit shall be refunded to me. However, upon acceptance of this application, the security deposit shall be retained. Specials and exceptions may apply based on credit history.
3. When so approved and accepted, I agree to execute a lease before possession is given.
4. If this application is not approved and accepted by the owner or agent, the security deposit will be refunded, the applicant thereby waiving any claim for damages by reason of non-acceptance.

I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rent is to be payable on the 1st day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts, **\$500.00 of the security deposit will be retained** to offset the agent’s cost, time, and effort in processing my application.

By signing this application, I declare that all of my responses are true and complete. I authorize the owners and/or leasing agents to verify this information by conducting employment, credit, rental and reference checks and criminal history checks. I also authorize the owners and/or agents to obtain my credit report.

It is understood that I am working without the benefit of client or transaction broker representation. I understand that Broker is not representing me as a client or working with me as a transaction broker. I further understand that Broker is acting as agent for the seller or is assisting the seller as a transaction broker.

If this rental application is approved, this application shall be made part of the Dwelling Rental Agreement. Resident acknowledges that Owner has relied on the information submitted by Resident as an inducement to rent the Premises to Resident. If any representation of the application is determined to be misleading, incorrect, or untrue, Owner may, at its option, terminate Resident’s right to occupy the Premises.

NOTICE: We will require a photocopy of your driver’s license for proof of identity

The above information, to the best of my knowledge, is true and correct.

APPLICANT SIGNATURE: _____ **DATE:** _____

APPLICANT NAME (PRINTED): _____

Please provide us with the following contact information:

Home Phone: _____ **Cell Phone:** _____

Work Phone: _____ **Email:** _____