



2734 NORTH 48TH ST. • LINCOLN, NE 68504

Phone: 402-466-1686

www.rdhinkley.com



RENTAL LEASE APPLICATION

Rental address applying for: _____ Desired move-in date: _____

How did you hear about us? _____

Legal Name: _____ Phone Number: _____

Social Security Number: _____ License Number/State Issued: _____

Date of Birth: _____ Email Address: _____

Residence History – List past 3 residences - Beginning with most recent. Receiving a bad reference is a denial

1. Current Address: _____ ZipCode: _____

Move in date: _____ Move out date: _____ Rental Amount: _____

Reason for leaving: _____

Landlord name: _____ Phone number: _____

2. Previous Address: _____ ZipCode: _____

Move in date: _____ Move out date: _____ Rental Amount: _____

Reason for leaving: _____

Landlord name: _____ Phone number: _____

3. Previous Address: _____ ZipCode: _____

Move in date: _____ Move out date: _____ Rental Amount: _____

Reason for leaving: _____

Landlord name: _____ Phone number: _____

Have you ever been evicted? Yes _____ No _____ Owing another landlord money is a denial

Address evicted from: _____ Date evicted: _____

Landlord name: _____ Phone Number: _____

Emergency Contact (Cannot be applying with you): _____

Relationship: _____ Phone Number: _____

Current Autos:

Make: _____ Model: _____ Year: _____ Color: _____ Plate Number: _____

Make: _____ Model: _____ Year: _____ Color: _____ Plate Number: _____

Income/Current Employer: Income is required to be at 35% or lower to qualify (Rent ÷ income)

Company and supervisor: _____ Date of hire: _____

Hourly rate/ Salary: _____ Hours per week: _____ Phone number: _____

Other Income: _____

Other Occupants: Please list all minors. Any persons 18 years of age or older are required to fill out a separate rental application.

1. Name: _____ Relationship: _____

Date of Birth: _____ Social Security Number: _____

2. Name: _____ Relationship: _____

Date of Birth: _____ Social Security Number: _____

3. Name: _____ Relationship: _____

Date of Birth: _____ Social Security Number: _____

4. Name: _____ Relationship: _____

Date of Birth: _____ Social Security Number: _____

Do you have any pets/assistance animals?: Yes: _____ No: _____ How many? _____**If the property does not accept pets you will be denied. Assistance animals require proper paper work.**

1. Type: _____ Breed: _____ Age: _____ Weight: _____

2. Type: _____ Breed: _____ Age: _____ Weight: _____

3. Type: _____ Breed: _____ Age: _____ Weight: _____

Application Fee (Non refundable): Cash: _____ Check: _____ Money Order: _____ CC: _____

I hereby state and represent that the information is complete and accurate. I understand that in the event a lease is entered into it may be cancelled by the Landlord if any of the information provided in the application is materially inaccurate or incomplete. I authorize R.D. Hinkley & Associates to verify the above information through a consumer reporting agency and to contact references. The function of this agency is to track and maintain record such as your resident conduct and personal credit history. The applicant understands and agrees that by signing this application it authorizes management to remove this rental unit from the market. If accepted, applicant is legally obligated for the rental unit. If I should cancel this application after 2 days from the date of application approval, the ENTIRE deposit will be retained as termination fees.

-R.D. Hinkley & Associates does not accept satellite dishes on the structure of any of our properties.

-Application is good for 30 days after submitted for any of our available properties.

-Application will not be accepted without photo ID and application fee.

Applicant Signature_____
Date

RENTAL REFERENCE/VERIFICATION FORM

This form gives you permission to disclose any information regarding my tenancy to R.D. Hinkley & Associates Inc.

Applicant Signature _____

Date _____

For Office Use Only

Reference from: _____

Applicant's name: _____

Applicant's address: _____

Move in date: _____ Move out date: _____ Monthly rental amount: _____

of occupants in unit: _____ Is there a co-signer on the lease: ☐ Yes ☐ No

Proper notice given: ☐ Yes ☐ No

Is/was tenant being evicted: ☐ Yes ☐ No Is/was tenant being asked to move: ☐ Yes ☐ No

Did tenant pay rent on time: ☐ Yes ☐ No # of lates: _____ # of NSF's: _____

Outstanding balance owed: ☐ Yes ☐ No If yes, how much: _____

Any pets or assistance animals: ☐ Yes ☐ No

If yes, number of pets/breed? _____

Any damages from pets? _____

Were/are there any lease violations/complaints about this tenant ☐ Yes ☐ No

If yes, please explain: _____

Would you re-house the above-mentioned tenant: ☐ Yes ☐ No

If no, please explain: _____

Any additional information: _____

Are you related to this tenant: ☐ Yes ☐ No?

Verifier's name and position held: _____

PLEASE RETURN AT YOUR EARLIEST CONVENIENCE

R.D. HINKLEY & ASSOCIATES INC.

PHONE: 402-466-1686

FAX: 402-466-1751

EMAIL: Staff@rdhinkley.com

Application Approval Process

Application Fee - \$40.00 per application - Non Refundable

Credit/debit card fee - \$2.00 per application - Non Refundable

Any persons 18 years of age or older will need to fill out a separate rental application

On average the application process takes 2-3 business days

Photo ID must be submitted with all applications - this can be emailed

Credit, income, length of employment, landlord references, and a search on the sex offender registry. All aspects/categories are taken into consideration when processing the application.

Credit- Reports are through Experian - credit score ranges -

Very poor: 300-579 - Fair: 580-669 - Good: 670-739 - Very good: 740-799 - Exceptional: 800-850

We look at all accounts on the credit report. How many are current, delinquent or in collections.

Income - Required to be at 35% or lower. You can figure this by taking the monthly rent amount divided by your monthly income. If there are several applicants this is combined total income.

Rental References - These are to be from an unbiased source. References from friends, family, employers etc will not be considered. Any address that is listed on your credit report will need to be verified. We will need the contact information of the property manager/owner.

Being on the sex offender registry is a denial. We do not do criminal background checks.

Automatic denials include - this will also make you ineligible for a cosigner.

- Unsatisfactory landlord reference
- Owing a previous/current landlord money
- Unable to get utilities in your name (Collections)
- Unsatisfactory/no credit AND no references
- Being on the sex offender registry
- Credit score in the very poor category (300-579)

If you are eligible for a cosigner we will contact you once your application has been processed.

Do not submit your cosigner application until we advise it is necessary. The cosigner application fee is \$40.00.

Cosigner requirements

- Must be 18 years of age or older
- Must have good credit history (700+) that is well established
- Rent to income ratio must be 25% or less (monthly rent ÷ monthly income)

_____(Initial) I have read the application approval process.