



**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: List all occupants. Any persons 18 years of age or older are required to fill out a separate rental application. Please submit all applications together.**

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 \$50.00 (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 applicant should cancel this application after 2 days from the date of application approval, the ENTIRE deposit will be retained as termination fees. Applicant is also agreeing to the following; Security deposit equal to one month's rent is due within 24 hours of approval of this application. Pets are not allowed without written consent from the landlord. Satellite dishes on the structure of any of our properties is prohibited. 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. **A \$100.00 non-refundable document/ administrative fee will be due at the time of move in. Approved applicants must obtain renter's insurance prior to move in with R.D. Hinkley & Associates Inc. listed as an additional interest.**

\_\_\_\_\_  
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



### Application Approval Process

- Application Fee - \$50.00 per application - Non Refundable
- Credit/debit card fee - \$3.00 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
- Move in non refundable document/administrative fee of \$100 due at time of move in
- Renter's insurance is required prior to move in.

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 landlord references
- Being on the sex offender registry
- Credit score in the very poor category (300-579)
- Credit report frozen

If 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. Cosigner application fee is \$50.00

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)

R.D. Hinkley & Associates Inc. is dedicated to providing fair and equal housing opportunities for all individuals. We strictly follow all federal, state, and local laws to ensure inclusive and nondiscriminatory housing practices.

\_\_\_\_\_ (Initial) I have read the application approval process.

Sept 2024