

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)

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

Sept 2024