

TENANT CHECKLIST ADDENDUM TO RENTAL APPLICATION AND CRITERIA FOR TENANCY

Instructions: Please check off each item attached

- ☐ \$45.00 non-refundable application fee for each applicant over the age of 18. \$25 non-refundable application fee for each co-signer/guarantor. (Checks should be made payable to Real Estate Eight Three One.)
- ☐ Color copy of current government issued identification for each applicant
- ☐ Criteria for Tenancy – Signed by all applicants applying for the same property
- ☐ Applicants/Co-Signers/Guarantor: Fully completed signed/dated Rental Application and supporting financial documents
- ☐ Description and picture of pets and animals must be provided by going to <https://re831.petscreening.com> and entering all information requested. Even if you do not have any pets or animals, all applicants must create a profile on this site.

Income Verification Documentation Required:

- ☐ 2-Years Verifiable Rental References
- ☐ 2 Most Recent Paystubs supporting income reported on Rental Application
- ☐ W2 for previous year supporting income reported on Rental Application

Self-Employed Applicant Documentation Required:

- ☐ Proof of Income through Bank Statements to support income reported on Rental Application
- ☐ Copy of Complete and filed most recent tax return to support income on bank statements
- ☐ Offer Letter must be provided for new hires

- ☐ Cosigner/Guarantor: Fully completed, signed/dated Rental Application

- ☐ _____
(Additional documentation that will support verification of information above, i.e. housing voucher)

Signature: _____ Signature: _____

Date: _____ Date: _____

Print Name: _____ Print Name: _____

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Property: _____
Move-In Date: _____

Management welcomes all applications and supports the precepts of equal access and "Fair Housing". Management will not refuse access to any housing, accommodations, or other interests in property or otherwise discriminate against an applicant on the basis of age, sex, race, religion, marital/familial status, physical or mental handicap, color, creed, ethnicity, national origin or sexual orientation.

GENERAL REQUIREMENTS & INFORMATION:

1. Current government-issued ID will be required at the time you submit your application for process.
2. Each person over the age of 18 years who intends to reside in the subject property must submit a separate rental application.
3. Each applicant must qualify SOLELY and INDIVIDUALLY.
4. Application must be completely filled out and signed.
5. Application fee must be paid prior to processing the rental application. Checks should be made payable to REAL ESTATE EIGHT THREE ONE in the amount of \$45 for each applicant and/or \$25 for each cosigner/guarantor who will not be a resident in the property. This covers the cost of processing your application and obtaining your credit report and background check.
6. Applicant acknowledges and accepts that REAL ESTATE EIGHT THREE ONE represents self/ another owner of a property for which applicant is applying for.
7. Management makes every effort to process applications with 48-72 hours of submission; however processing can take several days/weeks due to inability to contact previous/current landlords, employers, and other references, including background checks. Please let your references know we will be reaching out to them to expedite the process.
8. Management will make a reasonable attempt to contact previous/present landlords submitted by applicant; however the ultimate responsibility for supplying this information to management lies with applicant. Management reserves the right to decline tenancy on the basis or inability to contact references provided. You can notify landlord to quicken the process.
9. Call to check on status of your application if you have not received a response within 72 hours of submission.
10. The security deposit and first month's rent must be paid by cashier's check or money order.
11. We cannot guarantee any unit you have seen to be available by the time your application is processed. Dwelling units are rented to first approved applicant with the full security deposit paid. A security deposit will not be accepted until the rental application is approved.

RENTAL REQUIREMENTS:

1. Two years or more of verifiable residence history from a third-party landlord required.
2. Three or more 3-day notices within a 12 month period will result in denial.
3. Two or more NSF checks within a 12 month period will result in denial.
4. Rental history reflecting any unpaid or past due rent will result in denial.
5. Rental history reflecting any property damage or disturbance will result in denial.

AUTOMATIC DENIALS:

- . Any collection filed by a property management company or landlord will result in denial.
- . Any application with unlawful detainer action or conviction within the past three (3) years will be denied

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INCOME REQUIREMENTS:

- Verifiable income is required.
- If self-employed, you are required to provide proof of income from bank statements and complete tax returns.
- If you are not self-employed please supply a copy of your last 2 paycheck stubs and a copy of your W2.

EMPLOYMENT REQUIREMENTS:

- If unable to verify the income necessary to pay rent, application will be denied.
- Self-employed individuals must be verified through tax returns and bank statements.
- If you are W2 please provide last 2 paycheck stubs and a copy of your W2.

CREDIT REQUIREMENTS

- Good credit is required.
- Outstanding bad debts being reported on credit report proof more than \$100.00 but less than \$1,000.00 may be accepted with proper explanation and proof.
- Excessive collections will result in denial.
- Outstanding debt to property management or landlord will result in denial.
- Any applicant with a bankruptcy not shown as discharged will be denied until shown otherwise.
- After bankruptcy has been discharged, applicant must show six (6) months of positive established credit.

PLEASE LIST ALL APPLICANTS:

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

APPLICATION TO RENT OR LEASE

Applicant *Each applicant over the age of 18 must complete their own application form:*

First, Middle, Last Name	Date of Birth	Social Security #	Driver License #
Other names Used in last 10 years	Home Phone	Cell Phone	
Email Address			

Additional Occupants *list everyone, who will live with you:*

First, Middle, Last Name	Relationship to Occupant	Date of Birth

Employment

	Current Employment	Prior Employment
Employer		
Address		
Employer Phone		
Job Title		
Name of Supervisor		
Dates of Employment		
Income per month		

Residence *Please list 2+ years:*

	Current Residence	Previous Residence	Previous Residence
Street Address			
City			
State & Zip			
Dates of Stay			
Owner/Mgr. Name & Phone			
Email			
Reason for Leaving			
Amount Rent Currently Paid			

Credit Information *Please list all of your financial obligations*

Bank Name or Savings & Loan	Branch or Address	Account #	Balance
		Checking	
		Savings	

Vehicles

Automobiles	Make	Model	Color	Year	License #
Motorcycles					

Personal References

In case of emergency, Notify	Address/City	Phone #	Relationship
Close Friend			
Nearest relative living elsewhere			

General Information *Check answer that applies*

- Do you smoke? Yes ☐ No ☐
- Do you have any pets or animals? * Yes ☐ No ☐
Have you gone to <https://re831.petscreening.com> and created a profile? Even if you don't have a pet or animal, every applicant needs to create a profile.
- Have you ever filed for bankruptcy? Yes ☐ No ☐
- Do you have any musical instruments? Yes ☐ No ☐
- Do you have any water filled furniture or do you intend to use? Yes ☐ No ☐
- Have you ever been convicted for selling, possessing, distributing or manufacturing illegal drugs or convicted of any other crime? Yes ☐ No ☐
- Have you ever been evicted for non-payment of rent or any other reason? Yes ☐ No ☐

Please explain any "Yes" answers to the above questions.

* Please provide a description of pets along with a photo.

Why are you leaving your current residence: _____

The applicant hereby applies to rent/lease Apartment # _____ at _____ for \$ _____ per month, and upon owner's approval agrees to enter into a Rental Agreement and/or Lease and pay all rent and security deposits required before occupancy.

What is your expected move in date? _____

Application fee of \$ _____ is hereby submitted for the cost of the processing of this application, to obtain credit history and other background information.

Applicant represents that all information is true and correct. Applicant hereby authorizes verification of all references and facts, including but not limited to current and previous landlords and employers, and personal references. Applicant hereby authorizes owner/agent to obtain Unlawful Detainer, Credit Reports, Telechecks, and/or criminal background reports. Applicant agrees to furnish additional credit and/or personal references upon request. Applicant understands that incomplete or incorrect information provided in the application may cause a delay in processing which may result in the denial of tenancy. Applicant hereby waives any claim and releases from liability any person providing or obtaining said verification or additional information.

Signature: _____

Date: _____