

Application Fee: **\$20.00**  
 Non-refundable application fee must be separate from the security deposit and in the form of check, cash, cashier's check or money order only. All applicants must be at least 18 years of age.



**For office use only**  
**Application submitted:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Initials: \_\_\_\_\_  
 Res. Ver.: \_\_\_\_\_ Credit: \_\_\_\_\_  
 S.S.: \_\_\_\_\_ Email: \_\_\_\_\_ MRI: \_\_\_\_\_

## RENTAL APPLICATION

### Application Instructions:

- In order to reserve an apartment, the completed rental application(s), application fees **and** a security deposit equal to one month's rent must be turned into the U.S. Property office.
- A rental application must be completed by each resident who will be on the lease.
- A co-signer application must be filled out by a parent or guarantor of each resident who does not have established credit, sufficient monthly income, or rental history.
- Application(s) may be mailed, emailed, faxed, or brought to the U.S. Property office. Application fees and the security deposit may be mailed or brought to the U.S. Property office.

ADDRESS OF THE UNIT YOU ARE APPLYING FOR \_\_\_\_\_

### PERSONAL INFORMATION

LEGAL NAME \_\_\_\_\_ S.S.N. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 First M.I. Last

PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ DRIVER'S LIC. # \_\_\_\_\_

MARITAL STATUS (PLEASE CIRCLE)    Single    Married    Divorced    Separated    Widowed

SPOUSE (IF APPLICABLE) \_\_\_\_\_ S.S.N. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 First M.I. Last

PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ DRIVER'S LIC. # \_\_\_\_\_

### CURRENT RESIDENCE

CURRENT ADDRESS \_\_\_\_\_  
 Street City ST Zip

REASON FOR MOVING \_\_\_\_\_ HOW LONG? \_\_\_\_ / \_\_\_\_ CURRENT RENT \$ \_\_\_\_\_ LANDLORD \_\_\_\_\_  
 Yrs. Mo.

LANDLORD PHONE \_\_\_\_\_ LANDLORD ADDRESS \_\_\_\_\_

### PREVIOUS RESIDENCE *(fill out only if you have lived at current address for less than two years & if you had a landlord at this previous address)*

RENTAL ADDRESS CITY ST ZIP DATES OCCUPIED LANDLORD

LANDLORD PHONE LANDLORD ADDRESS CITY ST ZIP

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**1<sup>st</sup> PERSON INCOME** (while residing with U.S. Property)

CURRENT EMPLOYER \_\_\_\_\_ EMPLOYER ADDRESS \_\_\_\_\_

Street City ST Zip

PHONE NUMBER \_\_\_\_\_ JOB TITLE \_\_\_\_\_ DATE EMPLOYED \_\_\_\_\_

NAME OF SUPERVISOR \_\_\_\_\_ GROSS INCOME \$ \_\_\_\_\_/year \$ \_\_\_\_\_/month

**SPOUSE INCOME** (if applicable, while residing with U.S. Property)

CURRENT EMPLOYER \_\_\_\_\_ EMPLOYER ADDRESS \_\_\_\_\_

Street City ST Zip

PHONE NUMBER \_\_\_\_\_ JOB TITLE \_\_\_\_\_ DATE EMPLOYED \_\_\_\_\_

NAME OF SUPERVISOR \_\_\_\_\_ GROSS INCOME \$ \_\_\_\_\_/year \$ \_\_\_\_\_/month

**OTHER INCOME**

SOURCE \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_/month

**RESIDENTS OCCUPYING UNIT** (legal names of all people occupying unit, including yourself)

Name	Relationship	Age	Name	Relationship	Age
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**CRIMINAL HISTORY**

Have you, or any other person named on this application, been convicted of, or have pending against you, a crime involving any type of assault, drug related offense, burglary, robbery, sex offenses, murder or indecent exposure? (circle one) Yes No

If yes, please explain \_\_\_\_\_

**PET** (see Pet Agreement for additional information)

DO YOU HAVE A PET? YES NO IS IT A CAT OR DOG? CAT DOG WEIGHT \_\_\_\_\_ BREED \_\_\_\_\_

HOW DID YOU HEAR ABOUT US? \_\_\_\_\_

I understand that by signing this application, I authorize U.S. Property to remove this rental unit from the rental market. I am legally obligated for the rental unit, and will be held responsible accordingly. **If I should cancel this application after 48 hours from the day the application is approved, the security deposit will be retained as termination charges.** All cancellations must be in writing. This application must be filled out completely and accurately. If any information given on this application is false, misleading or incomplete, U.S. Property may deny the application, or, if move-in has occurred, terminate our rental agreement.

By signing this application, I declare that all of my responses are true and complete, and I hereby authorize U.S. Property to verify the above information through landlord/mortgage holder and employment verifications, and criminal history reports. I also authorize U.S. Property to obtain my credit report through a consumer reporting agency.

I understand that U.S. Property is the common law agent for the owner, and as such, I am a customer, and not a client of U.S. Property.

**I AGREE TO ENTER A LEASE AGREEMENT UPON THE FOLLOWING TERMS:**

MOVE-IN DATE \_\_\_\_\_ LEASE EXPIRATION DATE \_\_\_\_\_

SECURITY DEPOSIT \$ \_\_\_\_\_ MONTHLY RENTAL RATE \$ \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SPOUSE SIGNATURE, IF APPLICABLE \_\_\_\_\_ DATE \_\_\_\_\_

**RESIDENCY VERIFICATION FORM**

**Applicants:** If you currently live in an establishment with a landlord or management company **OR** if you have lived in an establishment with a landlord/management company within the last 3 years, the top portion of this form **MUST** be filled out in its entirety with the applicable contact information of such establishment and signed/dated by you.

Enter N/A if you live or have only lived in University Housing and/or at a location where you weren't paying rent.

LANDLORD/COMPANY NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

RENTAL ADDRESS (STREET, CITY, STATE, ZIP) \_\_\_\_\_

LANDLORD FAX NUMBER \_\_\_\_\_ **OR** LANDLORD EMAIL \_\_\_\_\_

To whom it may concern:

This letter gives you permission to disclose the following information to U.S. Property. This form is necessary for the completion of my application. I would appreciate your cooperation in returning it as soon as possible.

Thank you,

Applicant's Full Name (print legibly):

Address of US Property Apartment that you are applying for:

\_\_\_\_\_

\_\_\_\_\_

Applicant's Signature

Date

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**Landlord's Tenant Selection Criteria and Grounds for Denial**

The following constitute the criteria reviewed and the grounds upon which U.S. Property (herein described as "Landlord") will base the decision to lease property to an applicant:

1. **Criminal History:** Landlord may perform a criminal history check on each applicant residing in the property who is 18 years of age and older and will verify the information provided by the applicant on the Rental Application. Landlord's decision regarding leasing the property to the applicant may be influenced by criminal activity.
2. **Previous Rental History:** Landlord will verify a previous rental history using the information provided on the Rental Application. Failure to provide the requested information, provision of inaccurate information, or information learned upon contracting previous landlords may influence Landlord's decision to lease the property to the applicant.
3. **Current Income:** Landlord may ask for verification of income as stated on the Rental Application. The sufficiency of income along with the ability to verify the stated income may influence Landlord's decision to lease the property to the applicant.
4. **Credit History:** Landlord will obtain a credit report in order to verify credit history. Landlord's decision to lease the property to the applicant may be based upon information obtained from this report.
5. **Failure to Provide Accurate Information in Application:** Failure to provide accurate information on the Rental Application or provision of information that is unverifiable will be considered by Landlord when making the decision to lease the property.
6. **Other:** Landlord may have other criteria pertinent to a particular property that will be disclosed.

Signing this acknowledgement indicates that applicant has had the opportunity to review the Landlord's tenant selection criteria. The tenant selection criteria may include items such as rental history, employment history, criminal background, credit history, current income, etc. If applicant does not meet the selection criteria, or provides inaccurate or incomplete information, the applicant may be rejected and the application fee will not be refunded.

Applicant's Signature

Date

**OFFICE USE ONLY**

Applicant's Name \_\_\_\_\_

Applicant's Address (Street, City, State & ZIP) \_\_\_\_\_

Lease Start Date \_\_\_\_\_ Lease End Date \_\_\_\_\_ Proper Notice Given? Yes No

Dates Unit Occupied: From \_\_\_\_\_ To \_\_\_\_\_ Monthly rent? \_\_\_\_\_

Rent paid on time? Yes No If late, how many times in the past 6 months? \_\_\_\_\_

NSF's? Yes No If yes, how many? \_\_\_\_\_

Pets? Yes No If yes, what type of pet? \_\_\_\_\_

Were/Are there any lease violations or complaints about this tenant? Yes No

If Yes, please explain \_\_\_\_\_

If given the opportunity, would you rent to them again? Yes No

If No, please explain \_\_\_\_\_

Name of verifier / position \_\_\_\_\_

**PLEASE RETURN AS SOON AS POSSIBLE**

**dstudnicka@usproperty.biz**  
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**Fax: 402.476.4616**

