

# TENANT QUALIFICATION APPLICATION

**NAME:** \_\_\_\_\_  
SOCIAL SECURITY #: \_\_\_\_\_  
DATE OF BIRTH : \_\_\_\_\_  
DRIVERS LICENSE STATE: \_\_\_\_\_  
DRIVERS LICENCE #: \_\_\_\_\_  
MOBILE PHONE: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

**SPOUSE:** \_\_\_\_\_  
SOCIAL SECURITY #: \_\_\_\_\_  
DATE OF BIRTH : \_\_\_\_\_  
DRIVERS LICENSE STATE: \_\_\_\_\_  
DRIVERS LICENSE #: \_\_\_\_\_  
MOBILE PHONE: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

**UNIT BEING APPLIED FOR:** \_\_\_\_\_  
**MONTHLY RENT AMT:** \_\_\_\_\_

## 1. PRESENT ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

PHONE NUMBER: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

Monthly Payment	Date Lease Expires	Time at Address
\$ _____	_____	Years ____ Months ____

## PRESENT LANDLORD

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)  
Phone: \_\_\_\_\_

## 2. List all previous addresses and landlords in the past 5 years:

Land lord Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)  
Phone: \_\_\_\_\_

Time at Address: Years: \_\_\_\_ Months: \_\_\_\_ Mo. Pymt: \$ \_\_\_\_\_  
Land lord Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

Phone: \_\_\_\_\_  
Time at Address: Years: \_\_\_\_ Months: \_\_\_\_ Mo. Pymt: \$ \_\_\_\_\_

## 3. PRESENT EMPLOYER:

\_\_\_\_\_  
(NAME)  
\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

PHONE NUMBER: \_\_\_\_\_  
SUPERVISOR NAME: \_\_\_\_\_  
SUPERVISOR #: \_\_\_\_\_

Time at Current Job: Department: Occupation  
Years: \_\_\_\_ Months: \_\_\_\_

Gross Monthly Pay: Net Monthly Pay: Are You Currently Laid Off?  
\$ \_\_\_\_\_ \$ \_\_\_\_\_ Yes  No

PREVIOUS EMPLOYER \_\_\_\_\_

## 4. SPOUSES EMPLOYER

\_\_\_\_\_  
(NAME)  
\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

PHONE NUMBER: \_\_\_\_\_  
SUPERVISOR NAME: \_\_\_\_\_  
SUPERVISOR #: \_\_\_\_\_

Time at Current Job: Department: Occupation  
Years: \_\_\_\_ Months: \_\_\_\_

Gross Monthly Pay: Net Monthly Pay: Are Your Currently Laid Off?  
\$ \_\_\_\_\_ \$ \_\_\_\_\_ Yes  No

PREVIOUS EMPLOYER \_\_\_\_\_

## 5. OTHER MONTHLY INCOME

Social Security	\$ _____	Date Received	_____
SSI	\$ _____	Date Received	_____
Pension	\$ _____	Date Received	_____
U.E. Comp.	\$ _____	When Received	_____ (weekly, bi-weekly, monthly)
Workman's Comp.	\$ _____	Date Received	_____
Welfare	\$ _____	When Received	_____ (weekly, bi-weekly, monthly)
Food Stamps	\$ _____	When Received	_____

Please Submit Copy of Driver's License and Two Most Recent Pay Stubs

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Alimony \$ \_\_\_\_\_ Date Received \_\_\_\_\_  
 Child Support \$ \_\_\_\_\_ Date Received \_\_\_\_\_  
 Other, Explain \$ \_\_\_\_\_ When Received \_\_\_\_\_

YES  NO

\*IF YOU HAVE ANSWERED "YES" TO ANY OF THE ABOVE, PLEASE ATTACH A PAGE WITH A FULL EXPLANATION.

F. Does your landlord know that you are planning to move?

YES  NO

## 6. DEPENDENTS AND MARITAL STATUS

Self  Age \_\_\_\_\_ Spouse  Age \_\_\_\_\_  
 Married  Single  Separated

## 7. PLEASE LIST THE NAMES OF THE PEOPLE TO RESIDE IN THE RENTAL UNIT

Adults: (18 years of age and older) \_\_\_\_\_

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_  
 NAME: \_\_\_\_\_ DOB: \_\_\_\_\_  
 NAME: \_\_\_\_\_ DOB: \_\_\_\_\_  
 NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

Children: (under 18 years of age)  
 NAME: \_\_\_\_\_ DOB: \_\_\_\_\_  
 NAME: \_\_\_\_\_ DOB: \_\_\_\_\_  
 NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

## PLEASE LIST A PERSONAL REFERENCE (PASTOR, ACCOUNTANT, BANKER, ETC.)

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 RELATIONSHIP: \_\_\_\_\_

## 8. PLEASE LIST THE NEAREST RELATIVE WE MAY CONTACT IN THE CASE OF AN EMERGENCY.

Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 \_\_\_\_\_ (CITY) \_\_\_\_\_ (STATE) \_\_\_\_\_ (ZIP CODE)  
 Phone: \_\_\_\_\_  
 Relationship: \_\_\_\_\_

## 9. PLEASE ANSWER THE FOLLOWING FOR YOUR AND YOUR SPOUSE

- A. Have you been denied credit within the past 12 months?  
 YES  NO
- B. Have you been delinquent in rent for more than 30 days?  
 YES  NO
- C. Have you been delinquent with any creditor more than 60 days or have broken a rental agreement?  
 YES  NO
- D. Has any landlord filed an eviction action against you or have you declared bankruptcy?  
 YES  NO
- E. Have you ever been arrested for criminal activity or have been convicted of a felony or a drug related crime?

G. Do you or anyone in your household smoke?				
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	

## 10. AUTOMOBILE INFORMATION:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_  
 Plate No: \_\_\_\_\_  
 Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_  
 Plate No: \_\_\_\_\_

## 11. OPEN CREDIT

BANK/CREDIT UNION                      ACCOUNT BALANCE

SAVINGS ACCOUNT                      ACCOUNT BALANCE

CREDIT CARDS    MO. PMT.    ACCOUNT BALANCE

## AUTOMOBILES FINANCED:

## MISCELLANEOUS INFORMATION:

## HOW DID YOU HEAR ABOUT THIS PROPERTY?

# TENANT QUALIFICATION APPLICATION

## IMPORTANT NOTICE

### Section I

Read this section carefully **before** you complete and submit this Tenant Qualification Application. You understand you **must be qualified as an acceptable tenant before a lease agreement is signed by you and the landlord. The tenant qualification fee is non refundable whether the application is approved, rejected, or cancelled.** Before you are accepted as an applicant, you agree that we may:

- (1) Investigate the information you give in this Tenant Qualification Application.
- (2) Investigate any other information learned from the investigation of this application.
- (3) Determine if you were ever arrested for any criminal activity.
- (4) Determine if there were police calls to quell disturbances caused by you and/or guest.
- (5) Obtain credit report to determine you credit payment history. Delinquent credit history may be a cause for non-approval.
- (6) All wages and income must be verified.
- (7) Present and previous landlords may be verified in order to determine promptness of rental payments, housekeeping habits and damage caused by you, your family, guests and invitees and any other lease violations.

### SECTION II

- (a) You must have written consent of landlord **before** any pet is brought into the rental unit.
- (b) Upon being notified that you have been accepted as a tenant, you are required to sign a lease agreement within **48 hours from the date of notification.** Failure to do so shall terminate landlord's duty to conclude a lease agreement with you.
- (c) Deposit and rents due must be paid in full at the time of signing the lease agreement.
- (d) In the event that any information on this application is deemed untrue or falsified, all monies deposited will be retained by the owner as liquidated damages and no other obligations will be made. Additionally, any falsification or untrue statements on this application will result in rejection of this application and if discovered after move-in, can result in immediate termination of residency.

I/we agree and accept all of the conditions in Section I and II and submit this Tenant Qualification for Consideration.

### Accepted by:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_