

## **RENTAL APPLICATION**

APPLICANT NAME: \_\_\_\_\_

PROPERTY APPLYING FOR: \_\_\_\_\_

### **RENTING POLICIES & PROCEDURES**

Once you have selected and decided on a rental you must fill out our resident application form. There is a **\$25.00 APPLICATION FEE** (Money Order, Check or Cash), which covers the handling of your application and the cost of your credit report. **If you are financially supported by someone, other than yourself or if you have poor/no credit, you will need to fill out a third party guarantee.** These **FEES ARE NOT REFUNDABLE** and are due when the application is submitted. A photo ID will be requested at the time you submit the application for processing.

In order for your application to be considered you must meet the following requirements:

1. **Sufficient Income** – Three times the rental amount per month. Income may be combined by multiple applicants. (Permanent employment of at least 4 months at the same job is preferred.)
2. **Verifiable Good Credit** – Credit references listed will be contacted, so please provide telephone numbers Credit reports will be checked with a national credit bureau.
3. **Good Previous Rental History** – We will verify rental history with your two previous landlord(s). You must provide names and telephone numbers of prior landlord(s). Applications will not be approved if we cannot contact your prior landlord(s) or mortgage holder(s).
4. **Complete Application** – This, six page application must be completed in its entirety. Failure to complete the entire application can result in a denial of the application.

We will try to process your application with 24 hours. Applications will not be pre-screened. Incomplete or falsified applications will be rejected. All applications submitted become property of LCRS.

We cannot guarantee any unit you have seen to be available by the time your application is processed. We cannot be held responsible for any unit that is rented after you have seen it and turned in an application. All rentals are on a first approved basis.

If your application is approved and your move-in date is not immediate, a security deposit and first months rent will be taken in advance. **THE SECURITY DEPOSIT AND FIRST MONTH’S RENT MUST BE IN THE FORM OF A CASHIER’S CHECK OR MONEY ORDER.** The security deposit is fully refundable at the time of move-out, depending upon the condition of the unit, rent due and/or other financial obligations incurred at the time of your move-out. A larger security deposit and monthly pet rent will be required for pets.

After signing a lease agreement with LCRS, you are liable to report to us within 48 hours with a change of phone number(s) and/or place of employment.

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## DISCLOSURE AND AUTHORIZATION

The undersigned declares that the information on this rental application is true and correct, and understands that false statements may result in rejection of this and any future applications for housing, which we manage. The undersigned does further understand that all persons or firms named may freely give any requested information concerning me and I hereby waive all right to action for any consequences resulting from such information. By my signature below, I authorize the investigation and release of the information on all statements contained herein, including but not limited to a credit check, to Lake County Rental Services and/or its principle and/or the owner of any property which I am applying to occupy. All information submitted by the undersigned is held in strict confidence by Lake County Rental Services.

I further understand and agree that Lake County Rental Services will rely upon this Rental Application as an inducement for entering into a rental agreement or lease and I warrant that the facts contained in this Application are true. If any facts prove to be untrue, Lake County Rental Services may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney's fee resulting there from.

You are also herein notified that a negative credit report reflecting your credit record may be submitted in the future to a credit reporting agency if you fail to fulfill the terms of your rental obligations or if you default in those obligations in any way.

Lake County Rental Services welcomes all applicants and supports fair housing. We do not refuse to lease or rent any housing accommodations or property nor in any other way discriminate against a person because of sex, marital status, race, creed, religion, age, familial status, physical or mental handicap, color or national origin.

Notice of the contractual relationship between the Property Owner and Lake County Rental Services: Lake County Rental Services is an exclusive agent of the Property Owner and represents the Property Owner's interest in any and all rental transactions.

APPLICANT SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

CO-APPLICANT SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**PERSONAL INFORMATION:**

Applicants Full Name: \_\_\_\_\_

Co-Applicants Full Name: \_\_\_\_\_

Have you ever used another name(s) \_\_\_\_\_ If yes, name(s) \_\_\_\_\_

Applicants Social Security Number: \_\_\_\_\_ DOB: \_\_\_\_\_

Co-Applicants Social Security Number: \_\_\_\_\_ DOB: \_\_\_\_\_

Current Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

List any other persons who will reside with you below (include age and relationship):

\_\_\_\_\_  
\_\_\_\_\_

Do you have pets? \_\_\_\_\_ If yes, how many, what type & age?: \_\_\_\_\_

Do any of the people who will be residing in this unit smoke? Y / N

Do you intend to use a waterbed in your new rental? Y / N

If you own the following, please check: \_\_\_\_\_ Vacuum Cleaner \_\_\_\_\_ Hose and Sprinkler \_\_\_\_\_ Lawn Mower

Do you have any special needs or requirements that we need to be aware of? Y / N

If yes, please describe \_\_\_\_\_

Name of the nearest living relative \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Who should we contact in case of emergency? \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone \_\_\_\_\_ Address \_\_\_\_\_

**RESIDENCE HISTORY:**

Present Address \_\_\_\_\_ How long at this address? From \_\_\_\_\_ To \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Rent/Mort. Amount \$ \_\_\_\_\_

Present Landlord or Mortgage Holder \_\_\_\_\_ Telephone \_\_\_\_\_

Reason for moving \_\_\_\_\_

Is your lease expired? Y / N If not, when is your lease expiration date? \_\_\_\_\_

Previous Address \_\_\_\_\_ How long at this address? From \_\_\_\_\_ To \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Rent/Mort. Amount \$ \_\_\_\_\_

Present Landlord or Mortgage Holder \_\_\_\_\_ Telephone \_\_\_\_\_

Reason for moving \_\_\_\_\_

## **CRIMINAL HISTORY**

1. Have you ever been convicted of or pleaded guilty or "no contest" to a felony (whether or not resulting in a conviction)?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Have you ever been convicted of or pleaded guilty or "no contest" to a misdemeanor involving sexual misconduct whether or not resulting in a conviction?

Yes \_\_\_\_\_ No \_\_\_\_\_

## **EMPLOYMENT INFORMATION:**

Employed By \_\_\_\_\_ How Long? \_\_\_\_\_ Yrs. \_\_\_\_\_ Mos.

Employers Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position \_\_\_\_\_ Monthly Income \_\_\_\_\_ Supervisor \_\_\_\_\_

Previously Employed By \_\_\_\_\_ How Long? \_\_\_\_\_ Yrs. \_\_\_\_\_ Mos.

Employers Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position \_\_\_\_\_ Monthly Income \_\_\_\_\_ Supervisor \_\_\_\_\_

Other sources of income (include financial aid, social security, loans, mutual funds, stocks, bonds, etc.)

**\*Provide recent copies documenting each source of income**

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## **BANKING & CREDIT INFORMATION:**

**\*Provide most recent copy of statement for each bank account**

Bank \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Checking Acct. # \_\_\_\_\_

Bank Contract/Loan Officer \_\_\_\_\_ Savings Acct. # \_\_\_\_\_

Have you ever filed bankruptcy? Y / N When? \_\_\_\_\_ Are there any judgements against you? Y / N

If yes, list specifics of judgements and collections: \_\_\_\_\_

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List financial obligations (include student loans, credit cards, auto or home loans, child support, ect.)

1.) \_\_\_\_\_ \$ \_\_\_\_\_ /Mo

2.) \_\_\_\_\_ \$ \_\_\_\_\_ /Mo

3.) \_\_\_\_\_ \$ \_\_\_\_\_ /Mo

4.) \_\_\_\_\_ \$ \_\_\_\_\_ /Mo

5.) \_\_\_\_\_ \$ \_\_\_\_\_ /Mo

## **AUTOMOBILE INFORMATION:**

Make \_\_\_\_\_ Vin# \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate No/State \_\_\_\_\_

Make \_\_\_\_\_ Vin# \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate No/State \_\_\_\_\_

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

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

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## RENTAL HISTORY VERIFICATION FORM

\_\_\_\_\_ (applicant) has made an application for a property managed by LCRS. It is important that we determine the applicant’s past rental history of meeting financial obligations. We also need to determine whether the applicant has a record of non-financial lease violations or eviction notices. The information that we here ask you to supply will be kept confidential and used only for the purpose of evaluating the applicant’s rental application. As indicated by the signature at the end of the form, the applicant has consented to the release of the information we request.

**We request that this information be supplied within 24 hours so as not to unnecessarily delay this applicant. Your prompt cooperation is appreciated.**

Thank you,

\_\_\_\_\_  
Lake County Rental Services                      Date                      Past Address

### RENTAL PAYMENT INFORMATION

- a. Is the applicant currently living in your community?                      Y / N
- b. Are you related to the applicant?                      Y / N
- c. Did the applicant have a lease?                      Y / N
- d. Date applicant moved in \_\_\_\_\_ Moved out \_\_\_\_\_
- e. What was the monthly rent? \$ \_\_\_\_\_
- f. Did the applicant have a record of paying rent promptly?                      Y / N
- g. If the applicant paid late, how many days late? \_\_\_\_\_ How often? \_\_\_\_\_
- h. Did you ever begin eviction proceedings against the applicant for nonpayment?                      Y / N
- i. Does the applicant still owe you money? Y / N                      If yes, how much? \_\_\_\_\_

### GENERAL QUESTIONS

- a. Did the applicant keep the apartment/house clean?                      Y / N
- b. Did the applicant or applicant’s family or guests damage the apartment or common areas beyond ordinary wear or tear?                      Y / N
- c. Did the applicant pay for the damages?                      Y / N
- d. Did you keep any of the applicant’s security deposit?                      Y / N  
If yes, how much and why? \_\_\_\_\_
- e. Did the applicant ever threaten the welfare, health or safety of other residents or employees, become violent, or engage in criminal or drug-related activities?                      Y / N  
If yes, describe \_\_\_\_\_
- f. Did the applicant ever create any noise disturbances or disruptions?                      Y / N  
If yes, describe \_\_\_\_\_
- g. Did the applicant ever have anyone other than those named on the lease living in the apartment?                      Y / N
- h. Did the applicant ever have any pets in the apartment/house?                      Y / N                      If so, were they authorized?                      Y / N
- i. Did the applicant give you a proper notice before moving? Y / N
- j. Did you ever give the applicant a termination notice?                      Y / N  
If yes, why? \_\_\_\_\_
- k. Would you rent to this applicant again?                      Y / N  
Why or why not? \_\_\_\_\_

**INFORMATION PROVIDED AND VERIFIED BY:**                      Company \_\_\_\_\_  
Name (please print) \_\_\_\_\_                      Title \_\_\_\_\_  
Signature \_\_\_\_\_                      Date \_\_\_\_\_

### **RESIDENT RELEASE**

By my signature below, I hereby authorize the release of the information requested on this application to LCRS.

**\*Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**DID YOU REMEMBER TO?**

- \_\_\_\_\_ Read Through the Entire Application
- \_\_\_\_\_ Supply **ALL** Necessary Phone #'s and Addresses
- \_\_\_\_\_ Complete Each Page of The Application and Sign Where Noted
- \_\_\_\_\_ Include a Copy of Your Most Recent Bank Statement
- \_\_\_\_\_ Include Verification of Income Other Than Work: i.e. Trust Fund, SSI, Student Loans
- \_\_\_\_\_ Include a Copy of Your Vehicle Registration
- \_\_\_\_\_ Include a Copy of Your Drivers License or Valid State Identification
- \_\_\_\_\_ Pay the \$25 Application Fee

