



ESTABLISHED 1937

Rental Application

LEAD DISCLOSURE:

Applicant understands this building was built before the year 1978. Lead paint may exist in buildings built before the year 1978. **Lead is hazardous to children and pregnant women.** ____ (Initial)

*** Lead test results, if any, are available upon request for inspection.

PART I: PROPERTY INFORMATION (Official Use Only)

Address _____ Apt # _____ Rent \$ _____
Street City/State/Zip

Of Bedrooms _____ Maximum Occupants Allowed _____ Security Deposit Required \$ _____

Rent includes (Check all that apply): Water/Sewer Gas Electricity Heat None

If **None**, the undersigned applicant agrees to apply for all utility services before taking occupancy of the premises and agrees to promptly pay all deposits and charges from time to time billed by the utility companies.

PART II: APPLICANT INFORMATION

Applicant Type (Check One): Resident Cosigner

Name: (Mr./Mrs./Ms) _____ SSN _____
First Middle Last

Present Address: _____ From _____ To _____
Street City/State Zip

Date of Birth _____ Drivers License _____
State License Number

Home Phone _____ Work Phone _____ Cell Phone _____

Present Landlord _____ Phone _____ Rent \$ _____

If less than 2 years give previous rental information as well:

Previous Address _____ From _____ To _____
Street City/State Zip

Previous Landlord _____ Phone _____ Rent \$ _____

Are you under lease? (Yes / No). If Yes when does lease expire? _____

Reason for Moving _____

PART III: EMPLOYMENT INFORMATION

MILITARY PERSONNEL: Attach a copy of current transfer orders.

IF SELF-EMPLOYED: Attach a copy (last year filed) of U.S. Tax Form 1040, Page 1 and Schedule C.

Current Employer _____ Supervisor _____ How Long _____

Business Address _____ Phone _____
Street City/State Zip

Position _____ Salary \$ _____ per _____

Previous Employer _____ Supervisor _____ How Long _____

Business Address _____ Phone _____
Street City/State Zip

Position _____ Salary \$ _____ per _____

IF EMPLOYER REFUSES TO VERIFY APPLICANT'S EMPLOYMENT INFORMATION BY PHONE, IT SHALL BECOME THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE IMMEDIATE WRITTEN CONFIRMATION (On Company Letter Head) FROM SUCH EMPLOYER OF SUCH INFORMATION.

OFFICIAL USE ONLY:

Date Received _____ Date Approved _____ Approved By _____ Move-In _____

PART IV: OCCUPANT INFORMATION (The premises are to be occupied only by the following)

Occupant#	Last Name	First Name	Initial	Social Security No.	Date of Birth	Is this person Pregnant?
1						<input type="checkbox"/> Yes <input type="checkbox"/> No
2						<input type="checkbox"/> Yes <input type="checkbox"/> No
3						<input type="checkbox"/> Yes <input type="checkbox"/> No
4						<input type="checkbox"/> Yes <input type="checkbox"/> No
5						<input type="checkbox"/> Yes <input type="checkbox"/> No
6						<input type="checkbox"/> Yes <input type="checkbox"/> No

PART V: CREDIT REFERENCES

Account Type	Bank Name	Account Number
Checking		
Savings		
Other (Specify): _____		



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PART VI: AGREEMENTS OF APPLICANT

1. Application Deposit. I agree to pay, when I submit this Application, a deposit of \$_____ dollars. I understand that this deposit will be used to cover the cost of processing this application as follows:

Credit Report \$20.00 (per adult applicant)

Registry Report \$10.00 (per adult applicant)

I AGREE THAT THESE AMOUNTS WILL NOT BE REFUNDED, REGARDLESS OF WHETHER THIS APPLICATION IS APPROVED OR REJECTED. I FURTHER AGREE THAT THE REMAINING PORTION OF THE APPLICATION DEPOSIT, IF ANY, WILL BE EITHER TRANSFERRED TO THE FIRST MONTH'S RENT, IF APPROVED, OR REFUNDED IF REJECTED. I UNDERSTAND THAT, IF REJECTED, I MUST SUBMIT THE RECEIPT GIVEN WHEN THE DEPOSIT WAS MADE TO THIS OFFICE IN ORDER TO RECEIVE ANY REFUND OF THE REMAINING DEPOSIT. NO REFUND SHALL BE MADE IF THE RECEIPT IS NOT SUBMITTED

_____.(Initial)

2. Contingencies: Applicant agrees that all contingencies, including repairs needed, have been listed on the reverse side of this application.

3. Applicant's Certification: I HEREBY CERTIFY THAT I HAVE READ THIS ENTIRE APPLICATION AND THAT THE ABOVE INFORMATION IS TRUE. I AGREE IF ANY INFORMATION HEREIN CONTAINED IS FALSE THE LEASE/AGREEMENT MADE ON THE STRENGTH OF THIS APPLICATION MAY AT THE OPTION OF **WILLOUGHBY REAL ESTATE CO., INC.** BE TERMINATED AT ANYTIME. I UNDERSTAND THE DEPOSIT IS ACCEPTED SUBJECT TO THE APPROVAL OF THE OWNER OR AGENCY AND IF NOT APPROVED THE **WILLOUGHBY REAL ESTATE CO.,INC.** WITHOUT DESIGNATING REASON, RESERVES THE PRIVILEGE OF RETURNING THE DEPOSIT AND THE PROPOSED RENTAL IS CANCELLED, SAID COMPANY ASSUMING NO LIABILITY WHATSOEVER. IT IS UNDERSTOOD THAT **NO DEPOSIT WILL BE REFUNDED IF APPLICANT IS ACCEPTED.** I HAVE READ THE ABOVE FORM AND UNDERSTAND THIS APPLICATION WILL BE MADE A PART OF THE LEASE/AGREEMENT THAT I MAY ENTER INTO WITH THE OWNER AND/OR AGENT.

4. Applicant's Authorization: I HEREBY AUTHORIZE **WILLOUGHBY REAL ESTATE CO., INC.** TO OBTAIN A CONSUMER REPORT, AND ANY OTHER INFORMATION IT DEEMS NECESSARY, FOR THE PURPOSE OF EVALUATING MY APPLICATION. I UNDERSTAND THAT SUCH INFORMATION MAY INCLUDE, BUT IS NOT LIMITED TO, CREDIT HISTORY, CIVIL AND CRIMINAL INFORMATION, RECORDS OF ARREST, RENTAL HISTORY, EMPLOYMENT/SALARY DETAILS, VEHICLE RECORDS, LICENSING RECORDS, AND/OR ANY OTHER NECESSARY INFORMATION. **I HEREBY EXPRESSLY RELEASE WILLOUGHBY REAL ESTATE CO., INC., AND ANY PROCURER OR FURNISHER OF INFORMATION, FROM ANY LIABILITY WHAT-SO-EVER IN THE USE, PROCUREMENT, OR FURNISHING OF SUCH INFORMATION, AND UNDERSTAND THAT MY APPLICATION INFORMATION MAY BE PROVIDED TO VARIOUS LOCAL, STATE AND/OR FEDERAL AGENCIES, INCLUDING WITHOUT LIMITATION, VARIOUS LAW ENFORCEMENT AGENCIES.**

Applicant's Signature _____ (SEAL) Received By:
_____ (SEAL) _____

Party to Contact in Case of Emergency (Other than Occupant):

Name _____ Relationship _____

Telephone (Day) _____ (Night) _____



ITEMS TO BE SUBMITTED WITH APPLICATION

- 1. Letter from employer stating salary/rate of pay, length of employment, number of hours worked per week, whether the position is full time or part time and whether or not the position is permanent **(MUST BE PRESENTED ON COMPANY LETTERHEAD)**.
- 2. Copy of your last two pay stubs.
- 3. W-2 Form **(IF EMPLOYED FOR MORE THAN ONE YEAR)** or Tax Return Form 1040 & Schedule C **(IF SELF-EMPLOYED)**.
- 4. Letter from present and/or past Landlord stating how long you have lived at that address, monthly rent, and whether or not the rental payments were made in a timely manner. **(MUST BE ON MANAGEMENT COMPANY LETTERHEAD)**.
- 5. Current Photo Identification. (Driver's License Preferred)
- 6. Application Deposit: \$50.00 in the form of Cash or a Money Order. **(NO PERSONAL CHECKS ACCEPTED FOR DEPOSIT)**

QUALIFICATIONS FOR RENTING A HOUSE/APARTMENT

1. Good Credit References.
2. 1/3 of Combined Gross Monthly Income (**CGMI**) must equal or exceed the amount of rent for the House/Apartment you are applying for.

You can determine the highest rent you would qualify for based on your income by first determining your **CGMI**. Then divide your **CGMI** by 3. The amount you arrive at is the highest rental you would qualify for:

$$\text{CGMI} = 3 \times \text{Monthly Rent}$$

$$\text{Example: CGMI} = \$1,500.00$$

$$\text{Rent} = \$1,500.00 / 3 = \$500.00$$

In other words, if your **C**ombined **G**ross **M**onthly **I**ncome is \$1,500.00, you would have the income required to rent an apartment from us, if the rent was \$500.00 or less.

3. Good Rental References.