

**APPLICATION TO RENT**☐ **TENANT** ☐ **CO-TENANT** ☐ **GUARANTOR/CO-SIGNOR**

Property Address _____ City _____ State _____ Zip _____

PERSONAL INFORMATION

First Name: _____ Mother's Maiden Name: _____
Middle Name: _____ Driver's License # & State: _____
Last Name: _____ Social Security Number: -
AKA /Nickname: _____ Email Address: _____
Home Phone:() Cell Phone:() Work:() Fax:()
Date of Birth: MM/DD/YYYY / /

OTHER PROPOSED OCCUPANTS (Including Minors) ALL OCCUPANTS OVER 18 YEARS OF AGE MUST COMPLETE A SEPARATE APPLICATION*Applicants in the State of Ohio: SKIP THIS SECTION*

First Name	Middle Initial	Last Name	Relationship	Social Security Number	Date of Birth

ADDRESS HISTORY (10 Years)

Current Address _____	Unit # _____	<input type="checkbox"/> Own <input type="checkbox"/> Rent
City _____	State _____	Zip Code _____ Country _____
From <input type="text"/> / <input type="text"/> / <input type="text"/>	To <input type="text"/> / <input type="text"/> / <input type="text"/>	Monthly Payment/Rental Amount \$ _____
Landlord/Manager Name: _____		Phone: (<input type="text"/>) _____
Reason for leaving this address _____		

Previous Address _____	Unit # _____	<input type="checkbox"/> Own <input type="checkbox"/> Rent
City _____	State _____	Zip Code _____ Country _____
From <input type="text"/> / <input type="text"/> / <input type="text"/>	To <input type="text"/> / <input type="text"/> / <input type="text"/>	Monthly Payment/Rental Amount \$ _____
Landlord/Manager Name: _____		Phone: (<input type="text"/>) _____
Reason for leaving this address _____		

Previous Address _____	Unit # _____	<input type="checkbox"/> Own <input type="checkbox"/> Rent
City _____	State _____	Zip Code _____ Country _____
From <input type="text"/> / <input type="text"/> / <input type="text"/>	To <input type="text"/> / <input type="text"/> / <input type="text"/>	Monthly Payment/Rental Amount \$ _____
Landlord/Manager Name: _____		Phone: (<input type="text"/>) _____
Reason for leaving this address _____		

Auto Make _____	Model _____	Year _____	Color _____	Lic. # _____	State _____
Auto Make _____	Model _____	Year _____	Color _____	Lic. # _____	State _____
Pets Number & Type: _____				Weight: _____	

FINANCIAL INFORMATION (Use extra sheet if necessary)

NAME OF CREDITOR	ACCOUNT NUMBER	MONTHLY PAYMENT	BALANCE DUE

NAME OF BANK BRANCH	ACCOUNT NUMBER	TYPE OF ACCOUNT	ACCOUNT BALANCE

PERSONAL REFERENCES AND RELATIVES

NAME	RELATIONSHIP	ADDRESS	PHONE	KNOWN SINCE

EMERGENCY CONTACT

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EMPLOYMENT INFORMATION (Last 10 Years)

Current Employer: _____		Address: _____	
City _____	State _____	Zip Code _____	Position or Title: _____
Employed Since	____ ____ ____	Monthly Gross Income \$ _____	
Supervisor Name: _____	Phone: (____) _____	Verify Employment: (____) _____	
Previous Employer: _____		Address: _____	
City _____	State _____	Zip Code _____	Position or Title: _____
Employed Since	____ ____ ____	Monthly Gross Income \$ _____	
Supervisor Name: _____	Phone: (____) _____	Verify Employment: (____) _____	

Have you ever: ☐ Been Convicted of a Crime? ☐ Been Evicted? ☐ Filed for Bankruptcy? ☐ Broken a Lease?

Applicant represents that statements made are true and correct and hereby authorize verification of references to include but not limited to credit checks, criminal checks, unlawful detainer checks, telecheck and agrees to furnish additional credit references upon request. Applicant agrees to pay for said which is a part of the application process and is charge for the administrative costs of application consideration.

Applicant Signature _____ Date _____ Time _____

We do business in accordance with the FEDERAL FAIR HOUSING LAW (The Fair Housing Amendments Act of 1988). It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination by calling the U.S. Department of Housing and Urban Development. 1-800-669-9777

Position Realty Leasing Policy

Application Standards

All applicants pass through a screening process:

Income Level.....Each Applicant **must have** a Gross Income of 3 X the monthly rental amount. Married couples and related residents over 18 may combine income. **All non-related persons should apply individually & combined must meet the above income requirement.** We must be able to verify employment history. If you are self-employed we will need tax returns for the last two years and bank statements.

Credit History.....To determine satisfactory credit worthiness we run a report through a credit-reporting agency.

Rental History.....Your previous residencies must be free of evictions, bad landlord references, no violent criminal history and unpaid rents.

Occupancy.....The number of occupants may not exceed 2 persons per bedroom plus 1 additional person. **All occupants, 18 years of age and over must submit an application (related persons may share an application).**

Pets.....Policies on pets vary according to the home (check the rent list or call). However, none of our homes permit the following dog breeds: Akita, Alaskan Malamute, Chow, Doberman Pinscher, German Shepherd, American Pit Bull Terrier, Presa Canario, Rottweiler, Siberian Husky, Staffordshire Bull Terrier and Wolf dogs. Pet policies are strictly enforced. Renters Insurance is required for entire tenancy & proof must be provided. A non-refundable pet deposit of for animals 20 lbs and below of \$150 and for an animal 20 lbs and above of \$250 will be charges.

Submitting Your Application

Once you have viewed and selected a home you should submit the attached application:

1. **Complete the Application Form** – The form must be **COMPLETELY** filled out and signed before it can be processed. Missing information will result in processing delays.
2. **Submit Copies of Recent Pay-stubs and Driver's License** – Make a copy of your most recent pay-stub to submit with your application. If you are combining income to qualify please provide a pay-stub for each applicant.
3. **Pay \$50 Per Applicant** - This is a **non-refundable** background fee. *Please Note: The \$50 background fee is **per applicant 18 years and older.** ***** NOTE: No application will be accepted without payment of background processing fees***** Forms of acceptable payment: Cash or Money Order.* Please no personal checks or e-checks.
4. **Submit the Application** – **Deliver** your completed applications, background fees, photo ID, and proof of income to our office between 8 a.m. and 5 p.m. Monday-Friday **OR** email to Sean.Heideman@PositionRealty.com. *We cannot begin processing until all background fees are received.*
5. **Wait for our Call** – Depending on the timely response of references your application will be processed within **1-5 working days**.
6. **If Approved, Pay the Security Deposit Immediately to Hold the Home** – Again, no personal checks will be accepted.
7. **Pay All Remaining Move-in Funds On Move-in Day** – The first month's rent (full or prorated) and any deposits. Again, no personal checks will be accepted on date of move-in (Cashier's Check or Money Order).

Fair Housing Policy

It is unlawful and a violation of company policy to discriminate against any person based on race, color, religion, sex, national origin, handicap, or familial status, or to refuse to show, rent, negotiate, or otherwise make unavailable any rental unit. All Position Realty employees are trained to provide fair and equal treatment for all people, whether or not they are included in a protected class. If you have any questions or comments, please read the enclosed Fair Housing policy or contact our office.

Acknowledgment

Applicant acknowledges that the above information is understood, and has been informed:

1. *All \$50 Background Fees are **non-refundable, NO EXCEPTIONS.** If there are multiple applications we will accept the most qualified applicant. In a multiple application situation you are assuming the risk of loss of your background fees paid, if not approved. – Signature below signifies authorization to process application and you agree the background fees are **non-refundable.***
2. *If applicant withdraws application following approval, all deposits will be forfeited.*
3. *A free copy of the Landlord/Tenant law is available at the AZ Secretary of State's office at 1700 W. Washington, (602) 542-4285.*
4. *I have received a copy of the Position Realty Fair Housing Policy.*

AGREEMENT & AUTHORIZATION

The undersigned understands this application will be evaluated by management for the purposes of renting and occupying valuable real estate. Applicant further understands that the facts represented herein are being relied upon by management and therefore guarantees that all disclosures herein are true and complete.

Any misleading, incorrect, or false statements may be a violation of various fraud statutes.

Management reserves the right to pursue applicant by any means legally available for providing misleading, incorrect, or false statements. Misleading, incorrect, or false statements will be sufficient reason for immediate eviction and loss of security deposit.

The undersigned further acknowledges and agrees that management may confirm information provided in the application and authorizes management to contact references, obtain a personal credit report, check public records, criminal records, and use any other methods of confirmation available to management. Applicant further acknowledges that management may from time to time continue to make efforts to update the information provided herein. Applicant also acknowledges that management, or its collection agency, may contact references, obtain a personal credit report, check public records, criminal records, and use any other methods of confirmation available for collection purposes should it become necessary.

In consideration of management reviewing and evaluating my application to rent, I understand that the application fee of \$ is non-refundable. Furthermore, I understand that acceptance of the application fee, by management, in no way obligates management to approve tenancy.

Applicant's Name Printed

Applicant's Signature

Date/Time Field

Date

TITLE VIII of the CIVIL RIGHTS ACT of 1968, as amended makes discrimination based on race, color, religion, sex, national origin, handicap, or familial status illegal in connection with the rental of most housing.

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of sex or marital status.

This form has been approved by the American Apartment Owners Association. No representation is made as to the legal validity or adequacy of any provision in any specific transaction. If you require advise on real estate transactions (legal, tax, or otherwise) please consult with the appropriate professional.

