



RENTAL APPLICATION FOR RESIDENTS AND OCCUPANTS
(Each co-applicant and each occupant 18 years old and over must submit a separate application)

APPLICANT INFORMATION

Bldg. # _____ Apt. # _____ Rent: _____ Sec. Dep: _____ Lease Term: _____

Full Name (exactly as it appears on Driver's License or Govt. ID card)

Birthdate

Social Security #

Driver's License # State

Government Photo ID Card #

Type

Home Phone Number

Cell Phone Number

Work Phone Number

Email Address

Number of People who will occupy Apartment

Is there other Co-Applicant?

Yes No

Co-Applicant Name

Email

Co-Applicant Name

Email

OTHER OCCUPANTS

Full Name

Relationship

Age

Date of Birth

Social Security #

Driver's License # State

Full Name

Relationship

Age

Date of Birth

Social Security #

Driver's License # State

Full Name

Relationship

Age

Date of Birth

Social Security #

Driver's License # State

RESIDENCY INFORMATION

Current Home Address (where you live now) (City,State,Zip) Own
 Rent

Dates: _____ From _____ To _____ \$ _____ Monthly Payment

Landlord/Lender Name _____ Phone _____ Fax _____

Reason for Leaving _____

(The following is only applicable if at current address for less than 6 months.)

Previous Home Address (City,State,Zip) Own
 Rent

Dates: _____ From _____ To _____ \$ _____ Monthly Payment

Landlord/Lender Name _____ Phone _____ Fax _____

Reason for Leaving _____

EMPLOYMENT INFORMATION

Present Employer _____ Address (city,state,zip) _____

Phone Number _____ Fax Number _____ Date Hired _____
Gross Monthly Income \$ _____

Position _____ Supervisor Name _____ Supervisor's Phone Number _____

(The following is only applicable if at current employer for less than 6 months.)

Previous Employer _____ Address (city,state,zip) _____

Phone Number _____ Fax Number _____ Date Hired _____
Date Left _____ Gross Monthly Income \$ _____

Position _____ Supervisor Name _____ Supervisor's Phone Number _____

ADDITIONAL INCOME

(Income must be verified to be considered)

Source

- Section 8 Housing
- Social Security Income
- Child Support
- Self Employment Income
- Others

Monthly Gross Income \$ _____

Monthly Gross Income \$ _____

Monthly Gross Income \$ _____

Monthly Gross Income \$ _____

Monthly Gross Income \$ _____

RENTAL/CRIMINAL HISTORY

(Check only if applicable)

Have you or any occupant listed in this Application ever:

- been evicted or asked to move out?
- moved out of a dwelling before the end of the lease term without the owner's consent?
- declared bankruptcy?
- been sued for rent?
- been convicted (or received an alternative form of adjudication equivalent to conviction) of a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime?

Your answer is "no" to any item not checked above.

If any item is checked above, indicate the year, location and describe the incident.

REFERRAL INFORMATION

How did you find us?

- Sign/Driveby
- Online search
- Referral from a person. Name _____

EMERGENCY CONTACT

Emergency contact person over 18, who will not be living with you.

Name

Relationship

Address (city, state zip)

Phone Number

Cell Phone

Email Address

VEHICLE INFORMATION (if applicable)

List all vehicles owned or operated by you or any occupants (including cars, trucks, motorcycles, etc.)

Make	Model	Color
Year	License #	State
Make	Model	Color
Year	License #	State

REQUIRED DOCUMENTS

1. Copy of Driver's License
2. Copy of Social Security Card.
3. Tax returns (all pages) and W-2's for the last two years (signed)
4. Last 3 months most recent checking, savings account statements and any of the following statements pertaining to CD's, 401K's, IRA's Mutual Funds, etc.
5. Last four (4) most recent pay stubs, or if self-employed, provide Year-to-Date (YTD) Profit/Lost statement.
6. Employers fax number and/or contact person for Verification of Employment.
7. Banks fax number and/or contact person for Verification of Deposit.
8. Award letters for Social Security / Pensions, etc.
9. Social Security Card and/or Birth Certificates for all dependent members under 18 years old.
10. Verification of income for all other household members (i.e. social security income, retirement, Income/pensions.
11. Child support documentation (divorce decree, court order, payment reports, etc.)
12. All unemployed household members over 18 must sign Sworn Declaration of Zero Income.
13. Student household members over 18 to provide current school enrollment verification.

DISCLOSURES

1. **Application Fee.** (Non-Refundable). You agree to pay a non-refundable application fee in the amount of **\$60.00** per Applicant.
2. **Rental Application.** will not be processed until we receive your completed Rental Application (and the completed Rental Application of all co-applicants, If applicable.
3. **Notice to or from Co-Applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you to your co-applicant is considered notice from all co-applicants.

AUTHORIZATION AND ACKNOWLEDGMENT

AUTHORIZATION

I authorize BHP Community Land Trust, Inc. /Asset Management & Realty, Inc. to obtain reports from any consumer or criminal record reporting agencies before, during and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including but not limited to, criminal background, income and employment history and all other information reported by employer(s).

ACKNOWLEDGMENT

You declare and affirm that all your statements in this Application are true and complete and you authorize us to verify the same through any means. If you fail to answer any question(s) or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules and financial obligations.

Applicant's Signature

Date