

Rental Application

Today's Date: _____ Move in date desired: _____
 Address of house you are interested in _____
 How did you hear about us? _____

Personal Information

Your full name: _____ Birth date: _____
 Social Security Number: _____ Driver's license number/state: _____
 Home Phone: _____ Cell Phone: _____ Work Phone: _____
 Email Address: _____

Circle appropriate answer

- | | | |
|--|-----|----|
| 1) Do you have renter's insurance? | YES | NO |
| 2) Do you have or plan to use any water-filled furniture? | YES | NO |
| 3) Do you currently have any utilities in your name? | YES | NO |
| 4) Do you currently have phone service in your name? | YES | NO |
| 5) Do you give us permission to do a criminal background check? | YES | NO |
| 6) Have you ever broken a lease? | YES | NO |
| 7) Have you ever refused to pay rent for any reason? | YES | NO |
| 8) Have you ever been evicted or asked to leave a rental unit? | YES | NO |
| 9) Have you ever filed for bankruptcy? | YES | NO |
| 10) Have you ever been convicted of a crime? | YES | NO |
| 11) Is there anything to prevent you from placing utilities or a phone in your name? | YES | NO |
| 12) Do you know of anything or any reason that may interrupt your ability to pay rent? | YES | NO |

If you answered YES to any of the questions 6 through 12, please explain: _____

Additional Occupants (List every additional person who will be residing in the premises, including children)

<u>Full Name</u>	<u>Relationship</u>	<u>Birth date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

How many pets do you have? _____ Type of pet(s): _____

Emergency contact

Name: _____ Relationship: _____
 Address: _____ City/State/Zip: _____
 Phone: _____

Residence History**Current Home**

Address, city, state and zipcode _____			
Dates lived at this address		From: _____	To: _____
Did you own, rent or occupy? <input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Occupy (not paying rent)			
Landlord/Owner Name _____		Phone _____	
Address, city, state and zipcode _____			
Monthly Rent or mortgage	\$ _____ per month	Is rent/mortgage current?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was security deposit returned?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, why? _____	
Reason for moving _____		Number of late payments _____	

Previous Home 1

Address, city, state and zipcode _____			
Dates lived at this address		From: _____	To: _____
Did you own, rent or occupy? <input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Occupy (not paying rent)			
Landlord/Owner Name _____		Phone _____	
Address, city, state and zipcode _____			
Monthly Rent or mortgage	\$ _____ per month	Is rent/mortgage current?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was security deposit returned?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, why? _____	
Reason for moving _____		Number of late payments _____	

Previous Home 2

Address, city, state and zipcode _____			
Dates lived at this address		From: _____	To: _____
Did you own, rent or occupy? <input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Occupy (not paying rent)			
Landlord/Owner Name _____		Phone _____	
Address, city, state and zipcode _____			
Monthly Rent or mortgage	\$ _____ per month	Is rent/mortgage current?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was security deposit returned?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, why? _____	
Reason for moving _____		Number of late payments _____	

Income/Employment History

Current Employment Status (check all that apply):

- () Full-time () Part-time () Self-employed
 () Retired () Student () Other () Unemployed

Current Source of Income

	<u>Main Income</u>	<u>Second Income (if any)</u>
Employer Name		
Employer Address		
Employer City/State/Zip		
Supervisor's Name		
Supervisor's Phone		
Average weekly hours	_____	_____
When employed	From: _____ To: _____	From: _____ To: _____
Your Position Title		
Gross Pay	\$ _____ per _____	\$ _____ per _____

Previous Employers

	<u>Previous Employer 1</u>	<u>Previous Employer 2</u>
Employer Name		
Employer Address		
Employer City/State/Zip		
Supervisor's Name		
Supervisor's Phone		
Average weekly hours	_____	_____
When employed	From: _____ To: _____	From: _____ To: _____
Your Position Title		
Gross Pay	\$ _____ per _____	\$ _____ per _____

Additional Income

If there are additional, verifiable sources of income you would like considered, please list income source [e.g., self-employment, social security, benefit payments] and requested information regarding each source. Applicant may be required to produce additional documentation or provide and sign release statements. Child support, alimony, or separate maintenance need *not* be disclosed unless you want this additional income to be considered for qualification.

	Additional Source 1	Additional Source 2	Additional Source 3
Source Type (i.e. Alimony, etc)			
Amount	\$ _____ per _____	\$ _____ per _____	\$ _____ per _____
Contact person			
Contact phone			
How long income received?	From: _____ To: _____	From: _____ To: _____	From: _____ To: _____
Will income stop?			
If yes, when will income stop?			

Section 8

We accept Section 8 vouchers **NOTE:** Durham Housing Authority requires that your voucher match the number of bedrooms. Please provide the following information about your participation:

- 1) Will you be using a Section 8 voucher to rent this house (if NO, please skip the next 3 questions)? _____
- 2) How much is your current TOTAL rent (including the Section 8 payment)? _____
- 3) How much of the total rent do YOU pay? _____
- 4) Name and phone/extension of your Section 8 handler: _____

Additional Income/Payment Information

In the event of some emergency that would prevent you from paying rent when due, is there a relative, person, or agency that could assist you with rent payments? If yes, please provide contact information

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Assets and Expenses

Vehicles

Only vehicles listed below will be authorized on the premises

	Vehicle 1	Vehicle 2	Vehicle 3
Year			
Make			
Model			
Color			
License plate number and state			
Is vehicle current on registration?			
Is vehicle current on inspection?			

Current Monthly Expenses

Loans

Credit cards \$ _____
 Auto \$ _____
 School \$ _____
 Medical \$ _____
 Other \$ _____

Insurance

Health \$ _____
 Renter's \$ _____
 Auto \$ _____

Miscellaneous

Child care \$ _____
 Alimony \$ _____
 Child Supp \$ _____
 Utilities \$ _____

Total expenses: \$ _____

Bank Reference

Name of bank and branch: _____

Branch address: _____

Phone: _____

Signature

This application is made with the understanding that it is contingent upon acceptance and execution by the owner/manager/employee/agent.

Release: In consideration for being permitted to apply for this rental unit I, Applicant do represent all information in the application to be true and accurate and that the owner/manager/employee/agent may rely on this information when investigating and accepting this application. With my signature below I hereby authorize all credit reporting agencies, employers, credit and personal references to release all pertinent information about me. A photocopy of this shall be as valid as the original. I understand that the credit report, rental history, tenant performance, conviction records and/or retail credit history will be done through the facilities of a screening company chosen by the owner/manager/employee/agent.

I do also hereby authorize the owner/manager/employee/agent to make periodic additional inquiries on the above-mentioned information without further permission by me

I do state the statements given above are correct under Penalty of Perjury. I further agree that this application will become part of the lease agreement when approved and Lessor may terminate any lease if any false statements have been made.

It is understood that the above information will be held strictly confidential.

Applicant's signature: _____ Date: _____

Thank you for completing the rental application and selecting our rental as your next home sweet home!

A completed application requires submission of the following, which will be copied and attached to this application:

- 1) Driver's license or government-issued picture ID
- 2) Copy of voided personal check (to verify bank)
- 3) Two most current pay stubs of each income source listed
- 4) If self-employed, most current Schedule C tax return and proof of current income

Please return this application along with the application fee in the amount stated on our website at <http://HomeSweetHomeAgain.com>. The processing of your application will start after you provide the above items and the application fee. **Once you are approved, you will be expected to provide 1/2 the Security Deposit to hold the home and take it off the market until the Lease is signed.**

For office use only

Date received _____ Checklist items submitted? _____