

**APPLICATION TO RENT**

Individual applications are required from each applicant 18 years of age or older

**All properties are NO SMOKING and NO PETS****Please review application for the following property:**

(If applying for more than one property please list in order of preference)

**Personal Information**

Last Name	First	Middle	
Other names used in past 10 years		Social Security Number	
Day phone	Evening phone	Email address	
Date of Birth	Drivers License #	State	Expiration

**Rental History**

1. Present Address	City	State	Zip Code
Move in date	Move out date	Owner/Mgr. Name	Contact Phone
Reason for Moving	Did you give 30 day notice?	Rent Amount	
2. Previous Address	City	State	Zip Code
Move in date	Move out date	Owner/Mgr. Name	Contact Phone
Reason for Moving	Did you give 30 day notice?	Rent Amount	

**Proposed Occupants** (List all in addition to yourself)

Name(s)

**Employment/Credit Information**

1. Present Occupation	Employer Name	
Supervisor's Name	Phone	Employer Address
How long with this employer	Current Gross Income per month	City, State & Zip
2. Previous Occupation	Employer Name	
Supervisor's Name	Phone	Employer Address
How long with this employer	Current Gross Income per month	City, State & Zip

**Bank Information**

Name of Bank	Bank Address	Checking Account #	Savings Account #
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**Credit Information** (Please list all of your financial obligations below)

Name of Creditor	Address	Phone Number	Monthly Payment Amount
Name of Creditor	Address	Phone Number	Monthly Payment Amount

Vehicle Information

Vehicle Make	Model	Year	Color	License Plate Number
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In Case of an Emergency, notify:

Name	Address (Complete with city, state & zip)	Phone	Relationship

Personal References:

Name	Address (Complete with city, state & zip)	Phone	Length of Acquaintance	Occupation

Additional Information:

- Have you ever been evicted? . . . . . No \_\_\_\_\_ Yes \_\_\_\_\_
  - Have you ever received a "3-day notice to pay rent or quit"? . . . . . No \_\_\_\_\_ Yes \_\_\_\_\_
  - Have you ever had an account placed "in collection" for failure to make payments on time? . . . . . No \_\_\_\_\_ Yes \_\_\_\_\_
  - Have you ever filed for bankruptcy? . . . . . No \_\_\_\_\_ Yes \_\_\_\_\_
  - Do you smoke? . . . . . No \_\_\_\_\_ Yes \_\_\_\_\_
  - Are you under 18 years of age? . . . . . No \_\_\_\_\_ Yes \_\_\_\_\_
  - Do you have any pets? . . . . . No \_\_\_\_\_ Yes \_\_\_\_\_
- If yes, please describe \_\_\_\_\_

Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report, and agrees to furnish additional credit references upon request. Applicant consents to allow owner/manager to disclose tenancy information to previous or subsequent owners/managers.

Owner received a payment of \$ \_\_\_\_\_, which is to be used to screen Applicant with regards to credit history and other background information. The amount charged is itemized as follows:

- Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports . . . . . \$ \_\_\_\_\_
- Costs to obtain, process and verify screening information (may include staff time and other soft costs) . . . \$ \_\_\_\_\_
- Total fee charged (may not exceed \$30.00 per applicant) . . . . . \$ \_\_\_\_\_

The undersigned makes application to rent housing accommodations designated as:

Apt. \_\_\_\_\_ Located at \_\_\_\_\_

The rental for which is \$ \_\_\_\_\_ per month and upon approval of this application agrees to sign a rental or lease agreement and to pay all sums due, including required deposits, before occupancy.

Date _____	Applicant Signature _____	(Signature Required)
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PRE-LEASE AGREEMENT

- Each applicant must deliver to R.H. Porter Co. a fully completed application and application fee (if applicable) in order to begin approval process.
- Each applicant must have been employed for at least one year at their current job at with sufficient income.
- Each applicant who is a student or who has insufficient income, employment history or rental history must have a parent co-sign his or her lease agreement as parent guarantor. Parent Guarantor must fill out Guarantor Application and be approved.
- The security deposit must be paid in full prior to move in. (Cashier's Check or Money Order if lease starts 21 days or less)
- Deposit and rent should be made by cashier's check or personal check. **If you are using personal check, R.H. Porter Co. will require 21 days to clear the check prior to move in.**
- Lease agreements are for 12 months unless otherwise stated.
- R.H. Porter Co. reserves the right to rent this unit to any other applicant, at any time, prior to delivery of a fully executed lease to our office.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature Required)