

APPLICATION CHECKLIST

Applicant: _____ **Property:** _____

- _____ Carefully read the Application Policies and Procedures. (Pages 2 & 3)
- _____ Sign and date the Application Policies and Procedures. (Page 3)
- _____ Fill in every blank on the Rental Application. Do not leave any questions unanswered. If not applicable, write N/A. (Pages 4 & 5)
- _____ Supply all necessary telephone numbers and addresses. Lack of telephone numbers and address may delay or prevent application processing.
- _____ Read and initial each page as well as where indicated.
- _____ Sign and date the Rental Application. (Page 5)
- _____ Include income verification for all sources of income listed. **(i.e., most current local employment that tenant will be working while living in rental by either recent pay stubs or contact information of employer for employment verification, securities, statements, social security, financial aid)** If self-employed, provide tax return for previous year, including schedule C.
- _____ Include copy of vehicle registration for each vehicle listed.
- _____ Include copy of one form of picture identification. (i.e., driver's license or valid state identification)
- _____ If applicable, include proof of current pet vaccinations **and** local pet licensing documentation.
- _____ Pay \$50 application processing fee. Cash, money order, card payment or cashier's check only.

Co-Signer:

- _____ If applicable, pay \$40 application processing fee for third party guarantee (co-signer).
- _____ Notarized signature for co-signer application if the co-signer is unable to sign in person.
- _____ Copy of co-signer photo ID and copy of two most recent pay stubs or tax return.

Applicant Initials: _____



APPLICANT NAME: _____

PROPERTY ADDRESS: _____

RENTAL APPLICATION POLICIES & PROCEDURES

1. Applicants must view the interior of the unit prior to submitting an application. If you are applying with other applicants to occupy the unit together, at least one of the applicants must view the unit before submitting any applications. A \$20 cash deposit and one form of picture identification are required to check out keys to vacant units. Deposit will be refunded upon return of keys. All keys must be returned to the office prior to 4:30 p.m. on the day they are checked out.

2. After viewing and selecting a rental unit, all applicants must complete, sign, and return the separate rental applications to Alliance Property Management. **A separate completed, signed, and dated application is required for each applicant who intends to reside in the property and who is legally able to sign a contract. No exceptions will be made.** Submitted applications and information obtained when processing the application become the property of APM.

A \$50 non-refundable application processing fee must accompany each application and paid in the form of a check, cashier's check, or money order. All applications will remain on file for six (6) months. After six (6) months a new application and processing fee must be submitted. **Applications are considered on a first, best qualified, completed application.**

3. Qualification is based on the following criteria:

a) **Sufficient Income** – Applicants must have a gross income of approximately three (3) to four (4) times the rental amount per month. Income may be combined by multiple Applicants for the same dwelling unit in order to meet the income requirement. **Paystubs or employment must be employment that is current that applicant will be using as income while living in unit. If last provided paystubs are of a job no longer working at then it can't be used for income. Applicant must provide contact information for current employer or employer they will be working for while in unit.**

b) **Verifiable Good Credit** – Credit reports will be checked through a national credit-reporting agency. Alliance Property Management reserves the right to deny any applicant based on poor credit history.

c) **Good Previous Rental History** – Alliance Property Management will make a reasonable attempt to contact previous landlord(s) and or mortgage holder(s) submitted by Applicant; however, the ultimate responsibility for supplying this information to Alliance Property Management lies with the applicant. Alliance Property Management reserves the right to decline tenancy on the basis of our inability to contact the references provided. **Applicant must provide 2 to 3 years of previous rental history.**

d) **Complete Application** – Alliance Property Management will not accept an application that is not completed in its entirety. Failure to complete the entire application may delay processing or result in denial of application.

e) **False Information**- willfully providing false information during the application process will result in denial

f) **Felony Convictions**- Prior felony convictions will result in denial

In the event that an applicant lacks the qualifying criteria, if someone other than yourself financially supports you, or if you have no credit, a co-signer may be required.

There is an additional \$40 application processing fee for the co-signer.

Applicant Initials: _____



4. If renter’s insurance is required for the unit that you are applying for, or if you have a pet, you will be required to provide proof of renter’s insurance at the time you sign the rental contract. Alliance Property Management must be listed as an additional named insured on your policy. The policy must be renewed for the duration of your tenancy. Please contact an insurance company for insurance rates and coverage information. If you have a pet, references, an additional security deposit, and proof of current vaccinations and local licensing documentation will be required before signing the Rental Contract and the Pet Contract for those properties that allow pets.
5. Alliance Property Management does not allow hot tubs, trampolines, or swimming pools at any property.
6. Should you require a reasonable accommodation or modification, please ask an employee of Alliance Property Management for the appropriate forms.
7. Non-refundable holding fee and prorated rent or first month’s rent must be paid via money order or cashier’s check only. Personal checks will not be accepted.

Alliance Property Management makes every effort to process applications within 72 hours of submission; however, processing can take several days due to the inability to contact previous landlords, employers, or other references. Applicants are encouraged to check on the status of an application, particularly if you have not received a response from Alliance Property Management within 72 hours of submission. Applications will not be “pre-screened” outside the standard process under any circumstances and incomplete or falsified applications may be rejected without further notice.

Alliance Property Management cannot guarantee that any unit you have seen will be available by the time your application is processed. Alliance Property Management cannot be held responsible for any unit that is rented after you have seen it and turned in an application.

If your application is approved and move-in is not immediate, a non-refundable holding fee will be immediately required in the form of a cashier’s check or money order to hold the rental unit off the market. At the time the rental contract is signed, the non-refundable holding fee will be converted to a security deposit payment.

DISCLOSURE AND AUTHORIZATION

I hereby declare that the statements provided in this Rental Application are true and correct. I authorize Alliance Property Management to obtain income information/verification, credit references, credit reports, wage data, previous landlord references, and any court or legal documentation for persons listed as members of the household. This information will be held confidential and will be used for the sole purpose of determining rental eligibility.

I understand that Alliance Property Management reserves the right, in its sole discretion, to report to national credit reporting agencies my failure to fulfill any of the terms of any Rental Contract subsequently executed by me, including any amendments, renewals, or extensions thereof. **Subsequent consumer credit reports may be obtained and utilized under this authorization in connection with any update, renewal, modification, or extension of any Rental Contract including any amendments thereto or regarding any collection matter pertaining to, arising from, or in conjunction with, the rental or lease of a residence for which application is made.**

Beginning at the time that I tender a deposit for a property which I intend to lease, and Alliance Property Management accepts such deposit, I agree to lease the property according to the terms and conditions of the lease agreement **provided by Alliance Property Management** for that property, although at the time a written Rental Contract may not be signed. The starting date for occupancy of the property will be the first day the property is made available for lease or an agreed upon date if different from that date.

Alliance Property Management supports Fair Housing, ADA (American Disabilities Act). Alliance Property Management does not discriminate against any person on the basis of age, sex, race, religion, marital/familial status, physical or mental handicap, color, creed, ethnicity, national origin or sexual orientation.

NOTICE OF THE CONTRACTUAL RELATIONSHIP BETWEEN THE PROPERTY OWNER AND ALLIANCE PROPERTY MANAGEMENT: Alliance Property Management is the sole and exclusive Agent of the Owner of the properties listed and represents the property Owner’s interest in any and all transactions related to the rent or lease of said property.

I understand that if any information provided in this application is found to be false, purposefully misleading, or otherwise incorrect, my application will be immediately denied.

Applicant Signature: _____

Date: _____

Applicant Initials: _____



RENTAL APPLICATION

Note: A separate application is required for each person legally able to sign a rental contract who intends to live in the property.

PERSONAL INFORMATION:

The undersigned hereby makes application to rent the unit located at _____
beginning on _____ at a monthly rental amount of _____.
Full Name: _____ Social Security #: _____ Date of Birth: _____
Current Address (No P.O. Box #s): _____ **City/ST/Zip** _____
Mailing Address (If different than above): _____ **City/ST/Zip** _____
Daytime Phone: _____ Cell Phone: _____ Email Address: _____
Names of all intended roommates and/or children: _____

Does anyone in the household smoke? Y N How many pets? _____ Kind of pets: _____
Breed: _____ Weight: _____ Age: _____ Sex: _____
Color: _____ Spayed or Neutered? _____ **Name:** _____

Pet owners are required to provide proof of renter's insurance, immunization records, and licensing. Documentation will be required prior to signing the Rental Contract or Pet Contract.

AUTOMOBILE INFORMATION: (You must provide a copy of current registration for each vehicle.)

Year	Make	Model	Color	License Plate #

RENTAL HISTORY: (2 most recent landlords or mortgage holders)

Present Landlord: _____

Name	Telephone #

Rental Address / Unit #/City/ST/Zip	Rental Amount	Dates of Tenancy

Is your lease expired? Y N If no, what is your lease expiration date? _____

Reason for moving: _____

Previous Landlord: _____

Name	Telephone #

Rental Address / Unit #/City/ST/Zip	Rental Amount	Dates of Tenancy

Reason for moving: _____

Have you ever:

Been sued for non-payment of rent? Y N Been evicted or asked to move out? Y N
Broken a Rental Agreement or Lease? Y N Been sued for damage to a rental property? Y N
Have you declared bankruptcy in the past 7 years? Y N
Are there any judgments against you? Y N If yes, please explain: _____
Have you ever been convicted of a crime? Y N If yes, please explain: _____

Applicant Initials: _____



INCOME INFORMATION: (2 most recent employers)

Employer Name: _____ How long? _____ Years _____ Months
Employer Address (City/ST/Zip) _____ Telephone Number: _____
Job Title: _____ Monthly Income: _____ Supervisor: _____

Previous Employer: _____ How long? _____ Years _____ Months
Employer Address (City/ST/Zip) _____ Telephone Number: _____
Job Title: _____ Monthly Income: _____ Supervisor: _____

Other verifiable sources of income you would like us to consider (including financial aid, social security, loans, mutual funds, stocks, bonds, family assistance, etc.) _____

****You will need to provide your most recent pay stubs, account statements, or other documents verifying each source of income. If self-employed you will need to provide a copy of the previous year's tax return, including schedule C.**

PERSONAL REFERENCES: (May not be a relative.)

Name	Phone #	Relationship	Years Known
_____	_____	_____	_____
_____	_____	_____	_____

EMERGENCY CONTACT:

Name	Address	City/State/Zip	Telephone #
_____	_____	_____	_____

I have read and understand Alliance Property Management's Rental Application Policies and Procedures: _____
(Initial)

If renter's insurance is required for the property that I am applying for, I agree to obtain coverage: _____
(If applicable, proof of insurance is required prior to signing the Rental Contract) (Initial)

I hereby declare that the statements provided in this Rental Application are true and correct. I authorize Alliance Property Management to obtain income information/verification, credit references, credit reports, wage data, previous landlord references, and any court or legal documentation for persons listed as members of the household. This information will be held confidential and will be used for the sole purpose of determining rental eligibility.

I understand that if any information provided in this application is found to be false, purposefully misleading, or otherwise incorrect, my application will be immediately denied.

Applicant Signature: _____ Date: _____

Received By: _____ Date: _____

For APM Use Only

Date Unit Viewed: _____ \$ application fee paid: Y N Check Number: _____ Approved/Denied: _____
Reason: _____
Notification: In person _____ Telephone _____ Letter _____ Date: _____ by: _____

Applicant Initials: _____

