The Application

Property details and primary applicant

PROPERTY INFORMATION

Building name / number

Apartment / unit

Move-in address (street, city, state and ZIP)

Occupancy type

Monthly rent amount ($)

Move-in / close date

Move-out / close date

Rent / lease term

APPLICANT INFORMATION

First name

Middle

Last name

Social Security number

Date of birth

Passport number

Country

Telephone number

Email address

ARE YOU AN ACTIVE SERVICE MEMBER?

Yes ☐ No ☐

Applicant & Residence

Co-applicant and current address details

CO-APPLICANT INFORMATION

First name | Middle | Last name

Social Security number | Date of birth

Passport number | Country

Telephone number | Email address

ARE YOU AN ACTIVE SERVICE MEMBER? ☐ Yes ☐ No

APPLICANT CURRENT RESIDENCE

Current street address

City | State | ZIP code

Years at residence | Months | Own? (Yes / No)

Landlord name | Landlord phone number

If living with family/friend: name

Family/friend phone number | Relationship

Residence & Employment

Co-applicant residence and employment history

CO-APPLICANT CURRENT RESIDENCE

Current street address

City | State | ZIP code

Years at residence | Months | Own? (Yes / No)

Landlord name | Landlord phone number

If living with family/friend: name

Family/friend phone number | Relationship

APPLICANT EMPLOYMENT HISTORY

Employer name | Job status

Employer address | City | State / ZIP

Occupation / position | Supervisor name

Employer phone | Salary including commissions ($)

Employment & Pets

Co-applicant employment and pet information

CO-APPLICANT EMPLOYMENT HISTORY

Employer name

Job status

Employer address

City

State / ZIP

Occupation / position

Supervisor name

Employer phone

Salary including commissions ($)

PETS (1-2 OF 4)

Provide information for each pet. Leave unused entries blank.

PET 1

Pet description

Pet name

Age

Sex

Weight

Breed

Tag number

PET 2

Pet description

Pet name

Age

Sex

Weight

Breed

Tag number

Pets & References

Additional pets and applicant personal references

PETS (3-4 OF 4)

PET 3

Pet description

Pet name

Age | Sex | Weight | Breed | Tag number

PET 4

Pet description

Pet name

Age | Sex | Weight | Breed | Tag number

APPLICANT PERSONAL REFERENCES (NO FAMILY MEMBERS)

APPLICANT REFERENCE 1

Full name

Email address

Cell phone number

Relationship

APPLICANT REFERENCE 2

Full name

Email address

Cell phone number

Relationship

References & Vehicles

Co-applicant references and registered vehicles

CO-APPLICANT PERSONAL REFERENCES (NO FAMILY MEMBERS)

CO-APPLICANT REFERENCE 1

Full name

Email address

Cell phone number

Relationship

CO-APPLICANT REFERENCE 2

Full name

Email address

Cell phone number

Relationship

VEHICLE INFORMATION (1-2 OF 3)

VEHICLE 1

Make

Model

Color

Year

License plate number

State

Insured by

VEHICLE 2

Make

Model

Color

Year

License plate number

State

Insured by

Vehicles & Contacts

Additional vehicle, minors and emergency contacts

VEHICLE INFORMATION (3 OF 3)

VEHICLE 3

Make | Model | Color | Year

License plate number | State | Insured by

OCCUPANTS UNDER THE AGE OF 18

Occupant 1 full name | Age

Occupant 2 full name | Age

Occupant 3 full name | Age

EMERGENCY CONTACT

Full name | Phone number

Relationship | Email address

REALTOR CONTACT INFORMATION

Realtor name | Phone number

Realtor email address

Background Disclosures

Please answer all background questions accurately

CONVICTIONS

HAS THE APPLICANT EVER BEEN ARRESTED?

☐ Yes ☐ No

HAS THE APPLICANT EVER BEEN CONVICTED OF ANY CRIME (INCLUDING DUI / MISDEMEANORS)?

☐ Yes ☐ No

If yes, please explain (applicant):

HAS THE CO-APPLICANT EVER BEEN ARRESTED?

☐ Yes ☐ No

HAS THE CO-APPLICANT EVER BEEN CONVICTED OF ANY CRIME (INCLUDING DUI / MISDEMEANORS)?

☐ Yes ☐ No

If yes, please explain (co-applicant):

CIVIL HISTORY

HAS THE APPLICANT EVER BEEN EVICTED?

☐ Yes ☐ No

HAS THE CO-APPLICANT EVER BEEN EVICTED?

☐ Yes ☐ No

Resident Information

Final resident details and application certification

Failure to provide complete and accurate information may delay the application. Falsifying information is strictly prohibited.

RESIDENT INFORMATION

Applicant legal name

Co-applicant legal name

Property address

Building no.

Unit no.

City

State

ZIP code

ARE THERE ANY ADDITIONAL RESIDENTS / APPLICANTS?

Yes ☐ No ☐

Additional occupants 18 years of age or older must submit a separate application.

Additional resident 1 name | **Age** | **Relationship**

Additional resident 2 name | **Age** | **Relationship**

Additional resident 3 name | **Age** | **Relationship**

AUTHORIZATION FORM

The next page contains the full authorization and signature section. Review and sign both applicant and co-applicant lines as applicable.

Authorization & Signatures

Read the full authorization before signing

AUTHORIZATION FORM

You are hereby authorized to release any and all information requested with regards to verification of my bank account(s), credit history, residential history, criminal record history, employment verification, and character references to Tenant Evaluation LLC. This information is to be used for my/our credit report for my/our Application for Occupancy.

I/We hereby waive any privileges I/We may have with respect to the said information in reference to its release to the aforesaid party. Information obtained for this report is to be released to Tenant Evaluation LLC, Property Manager, Board of Directors, Screening Committee and the Landlord for their exclusive use only.

PLEASE INCLUDE COPY OF DRIVER'S LICENSE OR PASSPORT TO CONFIRM IDENTITY.

Please notify your landlord(s), employer(s), and character references that we will be contacting them to obtain a reference pursuant to your application.

I/We further state that the Authorization Form was signed by me/us and was not originated with fraudulent intent by me/us or any other person, and that the signature(s) below are my/our own proper signature.

I/We certify under penalty of perjury that the foregoing is true and correct.

I/We hereby certify that all information included in this application is true to the best of my/our knowledge and that this application has been fully completed to the best of my/our ability.

I/We understand that any information left out that is required by the above-mentioned community/association may result in a delay and/or disapproval of my/our application.

I/We understand that the application fee is required and nonrefundable regardless of the outcome of the application.

I/We further understand that any refundable monies paid through Tenant Evaluation in the form of deposits, extra fees, etc. will be refunded by the Association directly.

Please allow 14 days for Tenant Evaluation from the date below to complete the report. Please be aware that the associations have their own approval process which will start once the report has been released and the time frame may vary.

If you or the co-applicant have falsified, deliberately misled or omitted to mention any information on your application, you may not be approved for a purchase, lease and/or occupancy.

APPLICANT SIGNATURES

Applicant signature (sign by hand if printing) **Date**

Applicant printed name

Co-applicant signature (sign by hand if printing) **Date**

Co-applicant printed name