

**Walker & Associates Property Management**

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**RENTAL APPLICATION**

**(Suggested questions to ask every applicant age 18 or older)**

Today's Date: \_\_\_\_\_  
Desired Occupancy Date: \_\_\_\_\_  
Desired Rental Price: \_\_\_\_\_  
Desired Unit  
Type: \_\_\_\_\_

**Applicant's Personal Information**

\_\_\_\_\_

First Name \_\_\_\_\_ Drivers License \_\_\_\_\_  
Last Name \_\_\_\_\_ Birth date \_\_\_\_\_  
Current Address \_\_\_\_\_ Social Security # \_\_\_\_\_  
Home Phone \_\_\_\_\_ Email \_\_\_\_\_  
Work Phone \_\_\_\_\_ Car Make/Model \_\_\_\_\_  
Mobile Phone \_\_\_\_\_ Car License# \_\_\_\_\_

**Additional Occupants (List ALL occupant's name and their relationship below, including children)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_  
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**PETS:**

How Many : \_\_\_\_\_ What Kind: \_\_\_\_\_

**Preferred Method of "Worry-Free" Standard Rental Payments:**

Electronic banking\_\_\_\_\_ (Convenience Fee charge\$3.00)

Are you able to handle all the minor maintenance/upkeep in the property? Yes\_\_\_ No\_\_\_

Will someone else be helping you pay rent:\_\_\_\_\_ Who:\_\_\_\_\_

Have you ever broken a lease?  
\_\_\_\_\_

Have you ever refused to pay rent for any reason?  
\_\_\_\_\_

Have you ever been evicted or asked to leave a rental unit? \_\_\_\_\_

Ever filed for bankruptcy? \_\_\_\_\_

Ever been convicted of a crime? \_\_\_\_\_

Will you give us permission to do a criminal background check? \_\_\_\_\_

Is there anything to prevent you from placing utilities or phone in your name? \_\_\_\_\_

Do you know of anything or any reason which may interrupt your ability to pay rent? \_\_\_\_\_

**RESIDENCE HISTORY**

Present Residence Address:

\_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Dates lived at this address? \_\_\_\_\_ Own: \_\_\_\_\_ Rent: \_\_\_\_\_ Occupy: \_\_\_\_\_

Current phone: \_\_\_\_\_

How many pets do you have? \_\_\_\_\_ Type: \_\_\_\_\_

Name of present landlord/owner/mortgage company : \_\_\_\_\_

Address: \_\_\_\_\_

Landlord's phone: \_\_\_\_\_ Monthly payment: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Is your rent/mortgage current? \_\_\_\_\_ Number of late payments: \_\_\_\_\_

**Previous Residence**

Address: \_\_\_\_\_

Previous landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates at this address: \_\_\_\_\_ Reason for moving? \_\_\_\_\_

Was your full security deposit returned? \_\_\_\_\_ # of late payments? \_\_\_\_\_ Monthly payment? \_\_\_\_\_

**Previous Residence**

Address: \_\_\_\_\_

Previous landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates at this address: \_\_\_\_\_ Reason for moving? \_\_\_\_\_

Was your full security deposit returned? \_\_\_\_\_ # of late payments? \_\_\_\_\_ Monthly payment? \_\_\_\_\_

**Income History**

Applicant's current employment status (check one):

- Full-time
- Part-time (less than 32 hrs.)
- Student
- Retired
- Self-Employed
- Unemployed
- Other

**Primary source of employment:**

Applicant employed by: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Average weekly hours: \_\_\_\_\_ How long at the place of employment? \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Phone: \_\_\_\_\_ Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Please indicate weekly, biweekly, monthly, or annual average take home: \_\_\_\_\_

**Additional Employment**

Applicant employed by: \_\_\_\_\_  
Supervisor's name: \_\_\_\_\_  
Average weekly hours: \_\_\_\_\_ How long at the place of employment? \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Position: \_\_\_\_\_ Salary: \_\_\_\_\_  
Please indicate weekly, biweekly, monthly, or annual average take home: \_\_\_\_\_

**Additional Income: (optional)**

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 below 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 desire this additional income to be considered for qualification.

Additional source: \_\_\_\_\_ Amount: \_\_\_\_\_ Per: \_\_\_\_\_  
How long have you been receiving income from this source? \_\_\_\_\_  
How long do you expect this income to continue? \_\_\_\_\_  
Is there any reason it would stop? \_\_\_\_\_

**Assets / Credits / Loans**

Number of vehicles on property? \_\_\_\_\_ Valid registration and insurance? \_\_\_\_\_  
Do you have any commercial vehicles, RV, campers, boats or motorcycles? \_\_\_\_\_

**Please note, only cars on application are authorized to be on premises.**

**Vehicle 1**

(make/model/color/year): \_\_\_\_\_  
Plate number: \_\_\_\_\_ State: \_\_\_\_\_  
Financed/leased through: \_\_\_\_\_  
Contact and phone number: \_\_\_\_\_  
Acct. # \_\_\_\_\_ Monthly payment: \_\_\_\_\_

**Vehicle 2**

(make/model/color/year): \_\_\_\_\_  
Plate number: \_\_\_\_\_ State: \_\_\_\_\_  
Financed/leased through: \_\_\_\_\_  
Contact and phone number: \_\_\_\_\_  
Acct. # \_\_\_\_\_ Monthly payment: \_\_\_\_\_

**Bank Reference**

Name of bank: \_\_\_\_\_ Phone: \_\_\_\_\_  
Branch Address: \_\_\_\_\_  
Checking acct. #: \_\_\_\_\_ Savings acct #: \_\_\_\_\_  
How long account active? (C) \_\_\_\_\_ (S) \_\_\_\_\_  
Average monthly balance: (C) \_\_\_\_\_ (S) \_\_\_\_\_

**Personal/Professional References /Character/personal reference:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
How long have you known this person? \_\_\_\_\_ Phone: \_\_\_\_\_

**Professional reference (e.g., attorney, accountant):**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
How long have you known this person? \_\_\_\_\_ Phone: \_\_\_\_\_

**Name of nearest living relative:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_ Phone: \_\_\_\_\_

**Thank You!**

Thank you for completing an application to rent from us. Please sign below. Please note that a completed application requires submission of the following, which will be copied and attached to this application:

\_\_\_\_\_ Driver's license/ Valid photo ID. Note: Rentals will not be shown without picture ID.

\_\_\_\_\_ Last two months bank statements

\_\_\_\_\_ 2 weeks of most current pay stubs of each income source listed and Employment Verification. (Letter from employer stating dates of employment, job title, gross salary/hourly pay, list of responsibilities, and employer's contact information. Letter to be on company letterhead and signed by supervisor.

\_\_\_\_\_ If self-employed, most current Schedule C tax return and proof of current income

A fee of **\$40.00** is charged on all rental applicants for the purpose of verifying the information furnished on this application. By signing below, applicant hereby represents all information on this application is true, complete, and hereby authorizes annual verification of information, references, and credit history for continual rental consideration or for collection purposes should that become necessary. This fee is refundable/nonrefundable/or only refundable if applicant meets our minimal criteria but is not selected because they were not the first qualified applicant.

Applicant acknowledges this application will become part of the lease agreement when approved. If any information is found to be incorrect the application will be rejected and any subsequent rental agreement becomes void. False and misleading statements will be sufficient reason for immediate eviction and loss of security deposit.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONSENT TO PERFORM CREDIT, BACKGROUND, AND REFERENCE CHECKS**

I, \_\_\_\_\_ (rental applicant), authorize and permit Walker & Associates Property Management (rental owner/manager) to perform background checks and obtain information about me from credit reporting sources, current and previous landlords, personal and professional references, employers, banks, and law enforcement agencies.

I also authorize and give permission for all parties listed to disclose any information requested about me to the rental owner or manager stated above.

I further authorize and permit the rental owner or manager to obtain updated information annually and on future occasions for rental renewal consideration and for collection purposes should that be deemed necessary.

Thanks to all parties for your cooperation with this matter.

Rental Applicant (signature): \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_