



RENTAL APPLICATION

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

Move in date: \_\_\_\_\_ Apt. # \_\_\_\_\_

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

Total Security Deposits Required \$ \_\_\_\_\_

Unit type \_\_\_\_\_ Rental Rate \$ \_\_\_\_\_

Lease Length \_\_\_\_\_ Mo. Pet Deposit \$ \_\_\_\_\_

APARTMENT OCCUPANTS:

Name (Head of Household)

Name (Last) (First) (M) Birth Date Soc. Sec. No. Name (Spouse)

Name (Last) (First) (M) Birth Date Soc. Sec. No. Name (Child)

Name (Last) (First) (M) Birth Date Soc. Sec. No. Name (Child)

Name (Last) (First) (M) Birth Date Soc. Sec. No. Roommates and spouses with different last names are to complete separate application forms.

RENTAL & MORTGAGE HISTORY: Please provide us with the information needed to verify your payment history for the last two years or the last two places where you have made a monthly payment.

Most recent address:

Street Apt. No. City & State Zip Dates of Occupancy

Name of Apartment Community or Mortgage Co. Phone number to verify Amt. of Rent/Mortgage

Reason for leaving: \_\_\_\_\_

Previous address:

Street Apt. No. City & State Zip Dates of Occupancy

Name of Apartment Community or Mortgage Co. Phone number to verify Amt. of Rent/Mortgage

Reason for leaving: \_\_\_\_\_

Current address if different than the above

Street Apt. or Room # City & State Contact Phone #

EMPLOYMENT INFORMATION:

Present Employer (Head of Household) Title or Rank How long? Supervisor Phone & Address

Previous Employer Title or Rank How long? Supervisor Phone & Address

Present Employer (Spouse) Title or Rank How long? Supervisor Phone & Address

Previous Employer Title or Rank How long? Supervisor Phone & Address

INCOME INFORMATION:

Current monthly pay (Head of Household) \$ \_\_\_\_\_ per month.

Current monthly pay (Spouse) \$ \_\_\_\_\_ per month.

ANNUAL INCOME OF HEAD OF HOUSEHOLD..... Under \$10,000 \$12,500-\$14,000 \$17,500-\$19,999 Over \$30,000 \$10,000-\$12,499 \$15,000-\$17,499 \$20,000-\$29,999 Over \$40,000

ANNUAL INCOME OF SPOUSE..... Under \$10,000 \$12,500-\$14,000 \$17,500-\$19,999 Over \$30,000 \$10,000-\$12,499 \$15,000-\$17,499 \$20,000-\$29,999 Over \$40,000

PERSONAL REFERENCES/EMERGENCY CONTACTS:

1.) Nearest Relative Phone No. ( ) Address City, State, & Zip Relationship?

2.) Friend or Relative Phone No. ( ) Address City, State, & Zip Relationship?

VEHICLES:

Year Make Model Color License No. State of issue

Year Make Model Color License No. State of issue

IDENTIFICATION: A copy of the driver's license will be taken and made part of your file.

Head of household drivers license number State of issue

Home address listed on license City

Spouse's drivers license number State of issue

Home address listed on license City

PETS/MISCELLANEOUS:

Do you presently have a pet or plan to get one? Yes No. Is this a dog or cat?

The weight of this pet is pounds. It is inches tall and is years old.

WATERBEDS Yes No Proof of Insurance Renter's Insurance Yes No

(Note: Your personal belongings are not covered by the owner's insurance policy.)

**CREDIT REFERENCES:**

Checking account:

Savings account:	Bank	City/state/branch	Phone		
Auto loan:	Bank	City/state/branch	Phone	Monthly payment	
Credit card:	Bank	City/state/branch	Phone	Monthly payment	open/closed
Credit card:	Bank	City/state/branch	Phone	Monthly payment	open/closed
	Bank	City/state/branch	Phone	Monthly payment	open/closed

**Please answer the following questions:**

Have you ever been evicted from a place of rental? \_\_\_\_\_ Do you owe any unpaid rent? \_\_\_\_\_  
 Have you ever violated a lease, rental agreement or regulations at a former place of rent? \_\_\_\_\_  
 Have you ever been charged with misuse or abuse to any rental property? \_\_\_\_\_  
 Have you ever been convicted of a crime other than a motor vehicle violation? \_\_\_\_\_ If so, please explain: \_\_\_\_\_

**BROKER'S DISCLOSURE:**

**NOTE: DIFFERENT BROKERAGE RELATIONSHIPS ARE AVAILABLE, INCLUDING BUYER AGENCY, SELLER AGENCY, LANDLORD AGENCY, TENANT AGENCY, SUBAGENCY, DUAL AGENCY OR TRANSACTION-BROKER.** Griffis/Blessing, Inc. is an agency of the Owner/Landlord, and is not agent for the Applicant/Tenant unless Griffis/Blessing, Inc. enters a written agreement to act as the Applicant/Tenant's agency. Please do not tell us any information which you do not want shared with the Owner/Landlord. You are not vicariously liable (legally responsible) for our actions. Although we do not represent you, we will disclose to you all adverse material facts about the property actually know by us. We will assist you without regard to race, creed, sex, religion, national origin, familial status, martial status, or disability.

I, \_\_\_\_\_ (henceforth referred to as the Applicant), am depositing herewith the sum of \$ \_\_\_\_\_ which is acknowledged as a non-interest bearing deposit (and not as a rental payment) to be retained by Lessor for the duration of Applicant's occupancy of said apartment. In the event the application is approved, and the Applicant fails or refuses FOR ANY REASON, to occupy the said apartment, by \_\_\_\_\_ (date, year) the full security deposit will be forfeited. Provided further, that in the event the application is disapproved, this deposit will be returned to the Applicant. It is further understood that one full month's rent and the full security deposit are required prior to occupancy. I here by give this apartment community permission to obtain a credit report, personal/criminal background checks, employment and residential history reports concerning myself and my spouse, if applicable, for its use in evaluating my application for residency. I understand there is a non-refundable charge of \$ \_\_\_\_\_ per Applicant to process the application. It is my responsibility to verify the status of this rental application before move-in.

Applicant's Signature \_\_\_\_\_ Spouse's Signature \_\_\_\_\_  
 Agent taking application \_\_\_\_\_ Date Taken \_\_\_\_\_

**APPLICATION VERIFICATION**

**THIS SECTION FOR OFFICE USE ONLY.**

All information will be checked out thoroughly by completing form below. The person obtaining the information will initial the "By" column. After the verification, it will be given to the manager for final approval.

**PART 1 PRESENT AND PRIOR RESIDENCE**

PAYMENT HISTORY	RENT AMOUNT	LENGTH OF OCCUPANCY	NOISE COMPLAINTS	NOTICE GIVEN	DEPOSIT REFUNDED	CONDITION	PERSON GIVING INFORMATION	BY
A.								
B.								

**PART 2 EMPLOYMENT CHECK**

LENGTH	ENDING DATE	SALARY	TITLE	FULL TIME	PERMANENT	SPOKE TO	BY
APP-PRESENT		\$ _____ Hr. \$ _____ Mo.					
SPOUSE-PRESENT		\$ _____ Hr. \$ _____ Mo.					

**PART 3 CREDIT CHECK**

DATE CHECKED	CHECKED BY

APPLICATION:  APPROVED  DISAPPROVED  
 COMMENTS: \_\_\_\_\_  
 BY: \_\_\_\_\_ Agent Manager's Approval: \_\_\_\_\_