



## **LEASE APPLICATION CHECKLIST**

- Copy of driver's license or social security card
- Last 2 pay stubs and employment letter
- Reference letter from previous landlord
- Application fee of \$40.00 per applicant (each person over 18 years of age)
- Completed "Application for Leasing or Rental"
- Signed "Selection Criteria for Rental Application"



## SELECTION CRITERIA FOR RENTAL APPLICATION

1. Each potential resident over the age of 18 must submit a fully completed, dated and signed residency application. Applicants must provide photocopies of their social security card or a valid driver's license. The non-refundable application fee is \$40.00 per applicant on the lease. Potential applicants who cannot provide a social security number or federal tax identification number will not be considered.
2. The total gross income of the household must equal or exceed three times the monthly rent. We reserve the right to require a co-signer. Copies of the two most recent paystubs are required with the application. All sources of income must be verifiable to qualify for a rental unit.
3. If credit history and/or court records show any foreclosures or bankruptcies within the past two (2) years of the application date, we will require one (1) full month's rent as a security deposit.
4. If any applicant's history shows any evictions, skipped leases or broken leases at any point in time for any reason, we reserve the right to reject the application and fees will not be refunded. In the event we accept the applicant, we will require a substantial security deposit and/or pre-paid rent.
5. If the applicant's credit history shows any individual collection balances of \$1,000 to \$4,999, we will require one (1) full month's rent as a security deposit. If the credit history shows any individual collection balances of \$5,000 or more, we will require first and last month's rent at lease signing. If the credit history shows any individual collection balances of \$10,000 or more, we have the right to deny the applicant. Medical and student loan balances are not considered.
6. We will not provide you with the credit report or tell you of its contents, but will provide you with the name of the credit reporting agency so that you may receive a copy in the event you are declined.
7. If any applicant's criminal record contains any convictions for violent crimes, drug crimes (excluding marijuana possession for personal use), sex crimes or burglaries of any nature at any point of time, the entire application will be rejected and application fees will not be refunded.
8. If the criminal background check shows a misdemeanor in the twelve (12) months prior to the application date, we will require first and last month's rent in advance. If the criminal background check shows a misdemeanor in the thirteen (13) to twenty-four (24) months prior to the application date, we will require one (1) full month's rent as a security deposit. Any applications with felonies will not be considered.
9. For insurance purposes, we cannot accept the following breeds of dogs, regardless of mix: Pit bull, Rottweiler, German Shepherd, Husky, Malamute, Wolf-dog hybrid, Doberman. The standard pet fee for any dog or cat is \$300.00 and non-refundable. Breeds not listed cannot weigh in excess of 60 lbs without an additional, non-refundable pet fee of \$150.00 per pet. Full veterinary records within 1 year of the application date are required for each pet upon application.
10. Our company policy is to report all non-compliance with the terms of your rental agreement or failure to pay rent, or any other amounts owed, to the credit bureau.
11. Lease commencement date must be within 7 calendar days of accepted application, unless prior written approval is given by Landlord. Otherwise the application fees and security deposit will be forfeited and the property will be re-leased.

**By signing this document, you acknowledge you understand and have read all the above selection criteria. This document must be signed in order for the application to be considered. Each applicant only needs to sign once.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



**APPLICATION FOR LEASING OR RENTAL**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_  
 Birth date: \_\_\_\_\_ Drivers License #: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

As guarantor for: \_\_\_\_\_ (if applicable)

Do you have any pets? Y N

Type & Breed	Name	Color	Weight	Age	Gender		Neutered?		Declawed?		Shots current?
					M	F	Yes	No	Yes	No	
_____	_____	_____	_____	_____	M	F	Yes	No	Yes	No	Yes
_____	_____	_____	_____	_____	M	F	Yes	No	Yes	No	No
_____	_____	_____	_____	_____	M	F	Yes	No	Yes	No	Yes
_____	_____	_____	_____	_____	M	F	Yes	No	Yes	No	No
_____	_____	_____	_____	_____	M	F	Yes	No	Yes	No	Yes
_____	_____	_____	_____	_____	M	F	Yes	No	Yes	No	No

Current Address, City, State: \_\_\_\_\_  
 How long have you lived there? \_\_\_\_\_ Do you: Own Rent Other: \_\_\_\_\_  
 Current Landlord or Mortgage Company: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Previous Address, City, State: \_\_\_\_\_  
 How long did you live there? \_\_\_\_\_ Did you: Own Rent Other: \_\_\_\_\_  
 Previous Landlord or Mortgage Company: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Employer: \_\_\_\_\_ How long? \_\_\_\_\_  
 Address, City, State: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ How long? \_\_\_\_\_  
 Address, City, State: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Position: \_\_\_\_\_ Salary: \_\_\_\_\_

**ADDITIONAL INCOME** (Child support, alimony, etc)

Source: \_\_\_\_\_  
Source: \_\_\_\_\_

Amount: \_\_\_\_\_ per \_\_\_\_\_  
Amount: \_\_\_\_\_ per \_\_\_\_\_

### OCCUPANT INFORMATION

Number of vehicles you wish to register: \_\_\_\_\_

Do you have any motor homes, vans, boats, or motorcycles? If so, specify: \_\_\_\_\_

Year/Make/Model: \_\_\_\_\_ License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

Year/Make/Model: \_\_\_\_\_ License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

Please list the people who will be occupying the property with you:

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

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

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

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

Emergency Contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Yes No

- Will any waterbeds or water-filled furniture be on the Property?
- Does anyone who will occupy the Property smoke?
- Will Applicant maintain renter's insurance?
- Is Applicant or Applicant's spouse, even if separated, in military?
- If yes, is the military person serving under orders limiting the military person's stay to one year or less?
- Has Applicant ever:
  - been evicted?
  - been asked to move out by a landlord?
  - breached a lease or rental agreement?
  - filed for bankruptcy?
  - lost property in a foreclosure?
  - had *any* credit problems (including any outstanding debt (e.g., student loans or medical bills)), slow-pays or delinquencies?
  - been convicted of a crime?
- Is any occupant a registered sex offender?
- Are there any criminal matters pending against any occupant?
- Is there additional information Applicant wants considered?

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ANTICIPATED LEASE INFORMATION

Monthly Rental: \_\_\_\_\_ Move in date: \_\_\_\_\_ Security Deposit\*: \_\_\_\_\_

(\* Security deposit amount is subject to change per the terms of the Selection Criteria form)

## **PRIVACY POLICY**

Landlord's agent or property manager maintains a privacy policy that is available upon request.

## **FEES**

**Applicant submits a non-refundable fee of \$40.00 to Lindenmuth Realty, LLC for processing and reviewing this application.**

**THE ONLY PERSON(S) AUTHORIZED TO COLLECT ANY APPLICATION FEE OR SECURITY DEPOSIT IS QUEEN IMANI AND TERREZ SMITH.**

## **ACKNOWLEDGEMENT**

- 1) Signing this application indicates that Applicant has had the opportunity to review Landlord's tenant selection criteria, which is available upon request. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history.
- 2) Applicant understands that providing inaccurate or incomplete information is grounds for rejection of this application and forfeiture of any application fee and may be grounds to declare Applicant in breach of any lease the Applicant may sign.
- 3) Applicant represents that the statements in this application are true and complete.

## **AUTHORIZATION**

Applicant authorizes Landlord and Landlord's agent, at any time before, during, or after any tenancy, to:

- 1) obtain a copy of Applicant's credit report;
- 2) obtain a criminal background check related to Applicant and any occupant; and
- 3) verify any rental or employment history or verify any other information related to this application with persons knowledgeable of such information.

Unless Landlord and Applicant enter into a separate written agreement otherwise, the Property will remain on the market until a lease is signed by all parties and Landlord may continue to show the Property to other prospective tenants and accept another offer.

In the event of the rental application being approved, the security deposit will become due at lease signing. If the application is approved but the Applicant chooses not to enter into the lease, the deposit will be forfeited as liquidated damages incurred by the Landlord.

I give my permission:

- 1) to my current and former employers to release any information about my employment history and income history to the above-named person;
- 2) to my current and former landlords to release any information about my rental history to the above-named person;
- 3) to my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the above-named person;
- 4) to my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to the above-named person; and
- 5) to the above-named person to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain background information about me.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_