



## APPLICATION TO RENT

**APPLICANTS MUST HAVE:**

- Good references from current and previous landlords
- Approved credit and public records history
- Monthly income equal to or greater than three times asking rent
- Number of occupants per unit within the limits of the law

**Note: Each adult to occupy the apartment must complete an application. All applications must be fully completed. Any false statements will be cause for rejection of the application.**

Property Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

**Full Legal Name:** \_\_\_\_\_ Phone H: (\_\_\_\_) \_\_\_\_\_

Last Name                      First Name                      Middle Name

Prior Names (if applicable) \_\_\_\_\_ email: \_\_\_\_\_ Phone W: (\_\_\_\_) \_\_\_\_\_

Mobile: (\_\_\_\_) \_\_\_\_\_

**Date of Birth** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Social Security Number** \_\_\_\_\_ (required for credit check)

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_ / \_\_\_\_ / \_\_\_\_  **Photo ID shown to leasing agent**

Year/Make/Plate # of vehicle(s) 1. \_\_\_\_\_ 2. \_\_\_\_\_

Bank & Branch \_\_\_\_\_ Type of Account(s) \_\_\_\_\_

Credit References (List names of creditors to expect on your credit report or to use as references. *Do not* include account #s.)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Are these accounts in your name? \_\_\_\_\_ If not, under what name(s)? \_\_\_\_\_

Applicant's Current Employer \_\_\_\_\_ Title \_\_\_\_\_

Hire Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Salary (gross) \$ \_\_\_\_\_ /month Supervisor/Phone \_\_\_\_ / \_\_\_\_

Previous Employer \_\_\_\_\_ Position/Title \_\_\_\_\_

Dates Employed \_\_\_\_ / \_\_\_\_ - \_\_\_\_ / \_\_\_\_ Salary (gross) \$ \_\_\_\_\_ /month Supervisor/Phone \_\_\_\_ / \_\_\_\_

Nearest relative, other than roommate, to be notified in case of emergency:

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

Address \_\_\_\_\_ Phone H:(\_\_\_\_) \_\_\_\_\_ W: (\_\_\_\_) \_\_\_\_\_

If nearest relative is out of state, list a local friend as well to be notified in case of emergency:

Name \_\_\_\_\_ Phone H:(\_\_\_\_) \_\_\_\_\_ W:(\_\_\_\_) \_\_\_\_\_

List other persons, including relatives, to occupy the apartment. All occupants over 18 must complete separate applications.

| Full Legal Name | Occupation/Employer |
|-----------------|---------------------|
|                 |                     |
|                 |                     |
|                 |                     |

Do you plan to have a pet or pets reside on the premises?  No  Yes If yes, inquire if pets are allowed. If allowed, provide:

Pet's Weight \_\_\_\_\_ lbs; Breed: \_\_\_\_\_; Reference/Phone: \_\_\_\_\_ Breed/weight restrictions may apply.

Do any of the planned occupants smoke?  No  Yes If yes, inquire if property or unit is non-smoking.

Has a landlord ever withheld applicant's security deposit?  No  Yes If yes, explain reason: \_\_\_\_\_

Do planned occupants have a current renter's insurance policy?  No  Yes If yes, note agent info below and update insured's address.

Renter's Insurance Company Name: \_\_\_\_\_ Agent/Phone \_\_\_\_\_

Do planned occupants intend to install a water bed or aquarium?  No  Yes If yes, additional insurance rider is required.

Have planned occupants been arrested or detained in the last 7 yrs?  No  Yes If yes, explain year/charge/sentence: \_\_\_\_\_

Are you aware of credit issues that may disqualify you for housing?  No  Yes If yes, explain: \_\_\_\_\_

How did you hear about us?  vacancy sign  print ad  website  referral Further details: \_\_\_\_\_

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Applicant's Full Name: \_\_\_\_\_

List all places of residence over the last four (4) years, listing the most recent address first. Attach additional page if necessary.

| Full Address | City, State & Zip | Owner/Mgr Name | Phone | Dates (to-from) |
|--------------|-------------------|----------------|-------|-----------------|
|              |                   |                |       | / / - / /       |
|              |                   |                |       | / / - / /       |
|              |                   |                |       | / / - / /       |

I hereby authorize Phillips Real Estate or Phillips Residential Group, as Managing Agent for the Landlord, and/or the resident manager of the above listed property, to verify my credit rating, employment and landlord references. I agree a copy of this application may be faxed or copied for verification of such authorization. Pursuant to the Fair Credit Reporting Act, Agent must advise all applicants of the source of information used for applicant's credit screening, which is Credit Retriever/Transunion of Greenwood Village, CO. Applicant understands that this Application shall not be considered as 'submitted' until the attached Disclosure Notice is completed and signed by Landlord or its Agent.

Date: \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

FOR USE BY REFERENCES, LEASING AGENT AND/OR RESIDENT MANAGER ONLY

**SCREENING RESULTS**

If written authorization is requested for release of references, fax/email this page of the Application only, to request completion and return.

**Landlord References:** Please note response to the following questions.

|  | <u>PRESENT RESIDENCE</u> | <u>PREVIOUS RESIDENCE</u> |
|--|--------------------------|---------------------------|
| a. Was rent paid promptly?                   | _____                    | _____                     |
| b. Was tenant destructive or disruptive?     | _____                    | _____                     |
| c. Did tenant give proper notice to vacate?  | _____                    | _____                     |
| d. Would you re-rent to this tenant?         | _____                    | _____                     |
| e. If no, why?                               | _____                    | _____                     |
| f. Name and title of party giving reference: | _____                    | _____                     |
| g. Other comments:                           | _____                    | _____                     |

**Income Verification**

Employment:

- a. Name of person giving information: \_\_\_\_\_ Title: \_\_\_\_\_
- b. Length of employment: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ /month /year
- c. Outlook for continued employment: \_\_\_\_\_ Other Comments: \_\_\_\_\_

Other Income Sources: (Housing Allowance, Government Assistance, Child Support, etc.)

- a. Name of person giving information: \_\_\_\_\_ Title: \_\_\_\_\_
- b. Amount of Assistance allowed for rent: \$ \_\_\_\_\_ Other allowances: \$ \_\_\_\_\_ for \_\_\_\_\_
- c. Time period for which assistance is guaranteed: \_\_\_\_\_ Guaranteed by: \_\_\_\_\_

**Call Phillips or enter online to request Credit/Public Records/Eviction check:**

Credit Record:  Approved  No record-verify Social Sec #  See Property Manager  Not Approved  
 Public Record:  No record  Record, but not applicable  See Property Manager  Record is applicable  
 Specifics: \_\_\_\_\_ (kept on file secured electronically)

**Determine Status of Application:**

Application has been:  accepted  placed on hold for future vacancy  denied, due to reason listed below:  
 Reason: \_\_\_\_\_

\_\_\_\_\_  
 Date Screened By/Signature:  As Resident Manager  As Leasing Agent Phone: (\_\_\_\_) \_\_\_\_\_

Denied Applications must state reason for denial and be kept on file with Phillips for a minimum of five years. Denial letter must be sent to applicant.  
Accepted Applications must be copied to file with original sent to management along with the completed lease/rental agreement.

## DISCLOSURE NOTICE

**Acknowledgement, Terms and Receipt:**

I (We) hereby acknowledge the dollar amount required prior to move-in as noted below. I understand I acquire no rights in a rental unit until I sign a rental or lease agreement in the form submitted to me and make a holding deposit of \$\_\_\_\_\_ on the rental unit I have selected. The holding deposit is to be held in accordance with this Acknowledgement plus a \$40.00 (\$3.96 sales tax included) per applicant non-refundable application processing fee. In consideration of the landlord's holding of this unit for me, I hereby waive all rights to the return of this holding deposit. Said deposit shall be retained as liquidated damages in the event I do not choose to enter into the rental or lease agreement applied for herein. In the event said Landlord *does not* accept my(our) application for tenancy, the holding deposit shall be returned to the applicant(s). In the event both parties *accept* this tenancy applicant agrees that the holding deposit shall be applied to the amounts required for move-in, as listed below. The \$40.00 per applicant fee for application processing will be expensed by Landlord in processing and not refunded.

NOTE: A COPY OF THIS DISCLOSURE NOTICE SHALL CONSTITUTE ACKNOWLEDGEMENT OF AGENT/OWNER'S RECEIPT OF FUNDS LISTED AS PAID ABOVE. IF WRITTEN RECEIPTS ARE ISSUED IN ACCEPTANCE OF FUTURE PAYMENTS SUCH RECEIPTS MUST BEAR THE PHILLIPS RESIDENTIAL GROUP OR PHILLIPS REAL ESTATE SERVICES' LOGO TO BE A VALID RECEIPT.

**ALL PAYMENTS ARE TO BE MADE BY CHECK, MONEY ORDER OR CASHIER'S CHECK PAYABLE TO THE PROPERTY NAME OR PHILLIPS RESIDENTIAL GROUP, AS AGENT. NO CASH WILL BE ACCEPTED.**

**Lease/Rental Agreement Terms, Rent, Fees and Deposits:**

Your Rental Agreement will be month-to-month.  Your Lease Agreement will be for a period of \_\_\_\_\_ months.

The monthly rent for unit # \_\_\_\_\_ at \_\_\_\_\_ shall be \$\_\_\_\_\_ provided it is paid on the 1st day of each month or as stated otherwise in your rental/lease agreement. Before moving into this rental unit, you will need to pay to Agent/Owner the sum of the following amounts listed below:

|  |           |
|--|-----------|
| First full month's rent                            | \$ _____  |
| Security Deposit*                                  | \$ _____  |
| Application Processing Fee (\$40.00 per applicant) | \$ _____  |
| Non-Refundable Cleaning Fee                        | \$ _____  |
| Other: _____                                       | +\$ _____ |

Less Amounts Paid (Holding Deposit/Processing) < \_\_\_\_\_ > Date Pd \_\_\_/\_\_\_ Ck # \_\_\_\_\_

**TOTAL BALANCE DUE PRIOR TO MOVE-IN** \$ \_\_\_\_\_

\*The Security Deposit is refundable upon termination of tenancy in accordance with the terms of your rental or lease agreement. Holding Deposits collected at the time of application may be applied to payment of the security deposit, if tenancy is accepted. The non-refundable cleaning charge is not refundable.

**Acknowledgements:**

Agency Acknowledgement. Applicant is aware that the parties negotiating this tenancy are not the property owners(s) but are acting as Agents for the property owners. To further understand the agency relationship, a Law of Real Estate Agency pamphlet is:

- attached. I acknowledge receipt of the pamphlet by my signature below.
- available for my review online at [www.phillipsre.com](http://www.phillipsre.com) under the 'Forms' tab. I acknowledge this preference by signature below.

Acknowledgement of Terms by Applicant. By signature below applicants acknowledge understanding of terms outlined above.

|      |              |
|------|--------------|
| Date | Applicant    |
| Date | Co-Applicant |
| Date | Co-Applicant |

Acknowledgement by Leasing Agent:

Completed application(s) was(were) received from the above party(ies) on \_\_\_/\_\_\_/\_\_\_ at \_\_\_:\_\_\_ AM/PM at \_\_\_\_\_ for an estimated move in date of \_\_\_/\_\_\_/\_\_\_.

Property Name \_\_\_\_\_

\_\_\_\_\_  
Date Signature, Leasing Agent: \_\_\_\_\_, As Agent for Property Owner Phone: (\_\_\_\_) \_\_\_\_\_

