

PRE-APPLICATION SCREENING

Prescreening - We regret that we cannot rent to you.

1. If you have ever been evicted.
2. If your gross income is not at least 4 times the monthly rent anticipated.
3. If you have recent outstanding utility bills with local utility companies.

IF YOU HAVE ANY QUESTIONS REGARDING THE ABOVE PRE-SCREENING STATEMENT, PLEASE ASK US NOW. If you meet the above requirements, please continue to read the following carefully and sign at the bottom. We can then proceed to "check-out" property keys to you, and begin finding you an appropriate rental property to apply for.

ALL APPLICANTS ARE REQUIRED TO COMPLETE A RENTAL APPLICATION.

EACH APPLICANT WILL PAY A NON-REFUNDABLE APPLICATION FEE AS FOLLOWS: \$30.00 FOR INDIVIDUALS (OVER 18); EACH MUST FILL OUT AN INDIVIDUAL APPLICATION AND PAY AN INDIVIDUAL APPLICATION FEE.

YOU MUST PAY - THE FIRST MONTH'S RENT AND FULL SECURITY DEPOSIT BEFORE OCCUPANCY. SECURITY DEPOSITS ARE 150% OF MONTHLY RENT (UNLESS OTHERWISE SPECIFIED) AND ARE NOT CONSIDERED, NOR WILL BE USED FOR "LAST MONTH'S RENT."

WE DO NOT ACCEPT CASH ON ANYTHING OTHER THAN A CREDIT APPLICATION FEE. WE DO NOT TAKE PERSONAL CHECKS ON MOVE INS, ONLY MONEY ORDER OR CASHIERS CHECK. WE DO NOT TAKE VISA OR MASTERCARD AT ALL.

I/We meet and agree to the pre-screening requirements mentioned above. We would like to proceed with checking out keys to preview properties for rent.

PLEASE FILL OUT THE FOLLOWING INFORMATION, BEFORE CHECKING OUT A KEY TO ANY OF OUR PROPERTIES, INCLUDING YOUR GROSS MONTHLY INCOME. A COPY OF YOUR DRIVER'S LICENSE WILL ALSO BE REQUIRED. THANK YOU FOR YOUR COOPERATION.

NAME _____ PHONE # (____) _____

IN FAMILY _____ HOW MANY PETS? _____ HAVE YOU EVER BEEN EVICTED? _____

PRESENT ADDRESS _____

CURRENT EMPLOYER _____ GROSS MO. INCOME \$ _____

HOW DID YOU HEAR ABOUT US? _____

DATE _____ KEY(S) # _____ RETURNED _____

SIGNING THIS FORM HOLDS YOU RESPONSIBLE FOR ANY DAMAGES & THEFT IF WE FIND OUT THE HOME IS NOT SECURED WHEN YOU LEAVE. YOU CAN ALSO BE HELD RESPONSIBLE FOR UTILITY BILLS IF ANY APPLIANCES ARE LEFT ON. SO PLEASE BE COURTEOUS AND MAKE SURE ALL DOORS AND WINDOWS ARE LOCKED & ALL APPLIANCES ARE TURNED OFF BEFORE YOU LEAVE THE PROPERTY.

PRINT NAME _____ SIGNATURE _____ DATE _____

PRINT SPOUSE _____ SIGNATURE _____ DATE _____



FIRST CHOICE PROPERTY MANAGEMENT

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~ OFFICE USE ONLY ~

PROPERTY _____ RENT _____
 LEASE _____ MOVE IN _____

CREDIT CHECK / APPLICATION FEE COLLECTED

20⁰⁰ INDIVIDUAL

CASH

BY _____ DATE _____

APPLICATION TO RENT

LAST NAME _____ FIRST NAME _____ MI INITIAL _____ JR/SR _____
 SOCIAL SECURITY # _____ D.O.B. _____ DR. LIC# _____ STATE _____
 HOME PHONE _____ WORK PHONE _____ OTHER _____

SPOUSE _____ MI INITIAL _____ LAST NAME _____ JR/SR _____
 SOCIAL SECURITY # _____ D.O.B. _____ DR. LIC# _____ STATE _____

NAMES (of all others that will be living with you.)

AGE

RELATIONSHIP

<u>NAMES (of all others that will be living with you.)</u>	<u>AGE</u>	<u>RELATIONSHIP</u>

RESIDENCE - MIN. 2 YEAR HISTORY

1. CURRENT ADDRESS _____ APT. # _____
 CITY _____ STATE _____ ZIP _____
 DATES: FROM _____ TO _____ OWN _____ RENT _____ MONTHLY PYMT \$ _____
 REASON FOR LEAVING _____
 MANAGER/OWNER NAME _____ PHONE _____

2. PREVIOUS ADDRESS _____ APT. # _____
 CITY _____ STATE _____ ZIP _____
 DATES FROM _____ TO _____ OWN _____ RENT _____ MONTHLY PYMT \$ _____
 REASON FOR LEAVING _____
 MANAGER/OWNER NAME _____ PHONE _____

(IF NECESSARY, PLEASE LIST ADDITIONAL ADDRESSES ON BACK OF THIS PAGE)

EMPLOYMENT - MIN. 2 YEAR HISTORY

1. **CURRENT EMPLOYER** _____ SUPERVISOR _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
PHONE _____ HOW LONG? _____ GROSS MO. SALARY \$ _____
POSITION _____

2. **PREVIOUS EMPLOYER** _____ SUPERVISOR _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
HOW LONG? _____ POSITION _____ GROSS MO. SALARY \$ _____

SPOUSE EMPLOYMENT

1. **CURRENT EMPLOYER** _____ SUPERVISOR _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
HOW LONG? _____ POSITION _____ GROSS MO. SALARY \$ _____

2. **PREVIOUS EMPLOYER** _____ SUPERVISOR _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
HOW LONG? _____ POSITION _____ GROSS MO. SALARY \$ _____

OTHER VERIFIABLE INCOME (ALIMONY, CHILD SUPPORT, AFDC, SOCIAL SECURITY, ETC.)

SOURCE _____ MONTHLY \$ _____
SOURCE _____ MONTHLY \$ _____

(IF NECESSARY, PLEASE LIST ADDITIONAL INCOME ON BACK OF THIS PAGE)

MISCELLANEOUS INFORMATION

1. **VEHICLES TO BE PARKED ON PROPERTY** (LIST ALL - MOTOR HOMES, BOATS, OFF ROAD, ETC.)

LIST ALL PETS _____ TYPE _____

3. **DO YOU HAVE A WATERBED?** YES ___ NO ___

4. **HAVE YOU EVER BEEN DELINQUENT IN PAYMENT OF YOUR RENT OR ANY OTHER FINANCIAL OBLIGATION?** IF YES, PLEASE EXPLAIN: _____

5. **HAVE YOU EVER BEEN A DEFENDANT IN AN UNLAWFUL DETAINER (EVICTION) LAWSUIT OR DEFAULTED (FAILED TO PERFORM) ANY OBLIGATION OF A RENTAL AGREEMENT OR LEASE?** IF YES, PLEASE EXPLAIN: _____

6. **HAVE YOU EVER BEEN CONVICTED OF OR PLEADED NO CONTEST TO A FELONY?** IF YES, PLEASE EXPLAIN: _____

7. **NEAREST RELATIVE NOT LIVING WITH YOU:**

NAME _____ PHONE _____ RELATIONSHIP _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMERGENCY CONTACT (DIFFERENT FROM NEAREST RELATIVE)

NAME _____ RELATIONSHIP _____
HOME PHONE _____ OTHER PHONE _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

STATEMENT & SIGNATURE

THE INFORMATION HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE **FIRST CHOICE PROPERTY MANAGEMENT** TO USE THIS INFORMATION TO OBTAIN A CONSUMER CREDIT REPORT, VERIFY RENTAL HISTORY AND EMPLOYMENT INFORMATION. UPON APPROVAL, A COPY OF THIS APPLICATION MAY BE PROVIDED TO OWNER OF RENTAL PROPERTY.

I UNDERSTAND THE APPLICATION FEE IS NON-REFUNDABLE AND DOES NOT APPLY TO RENT OR SECURITY DEPOSIT. I UNDERSTAND I ACQUIRE NO RIGHTS TO SAID PROPERTY UNTIL APPROVED AND A MONTH-TO-MONTH RENTAL AGREEMENT OR LEASE IS SIGNED.

IF APPLYING FOR SOMETHING PLEASE FILL IN THE FOLLOWING: I WILL SUBMIT A **HOLDING FEE** OF \$ _____ TO HOLD PROPERTY DESCRIBED AS _____, PENDING MY APPLICATION APPROVAL. IF APPROVED, I WILL SIGN A RENTAL/LEASE AGREEMENT AND BEGIN PAYING RENT AS OF _____ AND **HOLDING FEE** WILL BE APPLIED TO MY SECURITY DEPOSIT AND/OR FIRST MONTH'S RENT.

IF APPROVED, BUT I CHOOSE NOT TO SIGN A RENTAL AGREEMENT BY DATE SPECIFIED, **HOLDING FEE** BECOMES **NON-REFUNDABLE** AND IS RETAINED BY **FIRST CHOICE PROPERTY MANAGEMENT** FOR OWNER. **IF MY APPLICATION IS DENIED, I UNDERSTAND THE HOLDING FEE WILL BE REFUNDED IN FULL.**

I am aware that an incomplete or inaccurate information in this application may cause delay or denial of approval.

APPLICANT SIGNATURE _____ DATE _____

SPOUSE SIGNATURE _____ DATE _____

FIRST CHOICE PROPERTY MANAGEMENT

BY _____ DATE _____

~ OFFICE USE ONLY ~

REVIEWED BY _____ DATE _____

APPROVED / DENIED / REASON: