

# APPLICATION AGREEMENT

Rent Robin understands that moving to a new home can be both exciting and stressful. Our mission is to make this process as smooth and stress free as possible. Below you will find a "checklist" of things we need your help with in order to get you into your new home as soon as possible.

**PLEASE FILL OUT THIS FORM COMPLETELY.** Once we have processed your application, someone will be in touch with you shortly thereafter with your results. Please contact us if you have any questions or concerns.

## REQUIRED DOCUMENTS FOR VERIFICATION:

- Driver's license or current I.D. card
- A copy of your most recent paystub or paystubs.

## PERSONAL INFORMATION Individual (\$40.00 Application Fee) Joint (\$60.00 Application Fee)

### APPLICANT 1:

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_  
Marital Status:  Single  Married since \_\_\_\_\_  Divorced since \_\_\_\_\_  Former Spouse: \_\_\_\_\_  
Birth Date: \_\_\_\_\_ SSN: \_\_\_\_\_ Driver's License: State Issued \_\_\_\_\_ DL#: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell Phone 1: \_\_\_\_\_ Cell Phone 2: \_\_\_\_\_

### APPLICANT 2:

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_  
Marital Status:  Single  Married since \_\_\_\_\_  Divorced since \_\_\_\_\_  Former Spouse: \_\_\_\_\_  
Birth Date: \_\_\_\_\_ SSN: \_\_\_\_\_ Driver's License: State Issued \_\_\_\_\_ DL#: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell Phone 1: \_\_\_\_\_ Cell Phone 2: \_\_\_\_\_

## PROPERTY YOU'RE APPLYING FOR

Address: \_\_\_\_\_  
(cont.): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Move-In Date: \_\_\_\_\_ Section 8 Requested:  Yes  No

Prospective Tenant requests the following conditions, appliances (refrigerator, range, dishwasher, clothes washer, clothes dryer, etc.), repairs, improvements, or enhancements as a part of this offer to the lease:

## CURRENT AND FORMER ADDRESSES

### APPLICANT 1 – CURRENT ADDRESS:

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

Address: \_\_\_\_\_ Lived here since: \_\_\_\_\_

(cont.): \_\_\_\_\_ Rent per month: \$ \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

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

(cont.): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Is rent up to date?  Yes  No Have you given notice?  Yes  No Have you been asked to leave?  Yes  No

Describe your job: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Phone: \_\_\_\_\_ Hours/week: \_\_\_\_\_

**OCCUPANTS:** Number to occupy the subject residence: \_\_\_\_\_

NAME	RELATIONSHIP TO YOU	BIRTHDATE	CONTACT PHONE

**PETS**

Will you have pets?  Yes  No If yes, how many? \_\_\_\_\_

NAME	BREED	AGE	WEIGHT

**AUTOMOBILES**

AUTO #1: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_  
State Registered In: \_\_\_\_\_ License Plate #: \_\_\_\_\_ Lien Holder: \_\_\_\_\_

AUTO #2: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_  
State Registered In: \_\_\_\_\_ License Plate #: \_\_\_\_\_ Lien Holder: \_\_\_\_\_

AUTO #3: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_  
State Registered In: \_\_\_\_\_ License Plate #: \_\_\_\_\_ Lien Holder: \_\_\_\_\_

**INCOME DETAILS**

Current Income: \$ \_\_\_\_\_ Weekly Biweekly Monthly Yearly Source: \_\_\_\_\_  
Current Income: \$ \_\_\_\_\_ Weekly Biweekly Monthly Yearly Source: \_\_\_\_\_  
Current Income: \$ \_\_\_\_\_ Weekly Biweekly Monthly Yearly Source: \_\_\_\_\_  
Other Income: \$ \_\_\_\_\_ Weekly Biweekly Monthly Yearly Source: \_\_\_\_\_

Bank/Credit Union: \_\_\_\_\_ Acct. #: \_\_\_\_\_  
Bank/Credit Union: \_\_\_\_\_ Acct. #: \_\_\_\_\_

**APPLICANT 1 – PREVIOUS ADDRESS:**

Address: \_\_\_\_\_ Lived here since: \_\_\_\_\_  
(cont.): \_\_\_\_\_ Rent per month: \$ \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Landlord: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
(cont.): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Was rent up to date?  Yes  No Did you given notice?  Yes  No Were you been asked to leave?  Yes  No

**APPLICANT 2 – CURRENT ADDRESS:**

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

Address: \_\_\_\_\_ Lived here since: \_\_\_\_\_  
(cont.): \_\_\_\_\_ Rent per month: \$ \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Landlord: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
(cont.): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Is rent up to date?  Yes  No Have you given notice?  Yes  No Have you been asked to leave?  Yes  No

**APPLICANT 2 – PREVIOUS ADDRESS:**

Address: \_\_\_\_\_ Lived here since: \_\_\_\_\_  
(cont.): \_\_\_\_\_ Rent per month: \$ \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Landlord: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
(cont.): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Was rent up to date?  Yes  No Did you given notice?  Yes  No Were you been asked to leave?  Yes  No

**EMPLOYMENT**

**APPLICANT 1 – EMPLOYER:**

Employer Name: \_\_\_\_\_ Since: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
(cont.): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Describe your job: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Phone: \_\_\_\_\_ Hours/week: \_\_\_\_\_

**APPLICANT 2 – EMPLOYER:**

Employer Name: \_\_\_\_\_ Since: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
(cont.): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## REFERENCES

Relative: \_\_\_\_\_ Relation: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
(cont.): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Non-Relative: \_\_\_\_\_ Relation: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
(cont.): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Non-Relative: \_\_\_\_\_ Relation: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
(cont.): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## CREDIT ACCOUNTS (Current open accounts – including credit cards)

Creditor Name: _____	Payment: \$ _____	Current? <input type="radio"/> Yes <input type="radio"/> No
Creditor Name: _____	Payment: \$ _____	Current? <input type="radio"/> Yes <input type="radio"/> No
Creditor Name: _____	Payment: \$ _____	Current? <input type="radio"/> Yes <input type="radio"/> No
Creditor Name: _____	Payment: \$ _____	Current? <input type="radio"/> Yes <input type="radio"/> No
Creditor Name: _____	Payment: \$ _____	Current? <input type="radio"/> Yes <input type="radio"/> No

## ADDITIONAL DETAILS (Explain any "YES" answers in the box provided below)

Has any applicant ever been sued for bills?  Yes  No  
Has any applicant ever been bankrupt?  Yes  No  
Has any applicant ever broken a lease?  Yes  No  
Has any applicant ever been sued for eviction?  Yes  No  
Has any applicant ever been guilty of a felony?  Yes  No  
Is the total move-in amount available now?  
(first month and deposit)  Yes  No

Name in which utilities are now billed: \_\_\_\_\_ Utility Acct #: \_\_\_\_\_

# APPLICANT'S AUTHORIZATION

Upon approval, we will notify you and make arrangements for you to sign the rental agreement within three days of the notification. If the landlord/property owner requests additional information or a co-signor to satisfy any credit issues, we are qualified to guide you, and help you resolve any hurdles. If the landlord/property owner denies your application, you may be contacted with other potential rentals. Until we receive the full security deposit, the property will remain "for rent".

At this time, you MAY elect to pay a partial or full security deposit in order to hold the property. In the event that your application is rejected, you will be fully refunded.

Applicant(s) hereby authorizes [YOUR COMPANY NAME] to verify all information within this application through any sources deemed necessary to approve applicant(s).

Applicant hereby attests that all the information submitted is true, accurate and complete to the best of Applicant's knowledge. [YOUR COMPANY NAME] reserves the right to deny tenant should tenant not meet the owner's rental criteria.

**I(WE) HEREBY AUTHORIZE ANY PERSON OR FIRM TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A COPY OF THIS FORM AT ANY TIME.**

By signing your name(s) below, as the "Applicant(s)", herein referred to as the subject of the information provided, you agree that the act of doing so shall be considered your legally binding signature.

I(WE) authorize [YOUR COMPANY NAME] to verify all information provided on this application and to charge my credit/debit card for the specified application fee. I(WE) acknowledge that I(WE) have read, accept and understand the Application Disclosure Addendum provided to me(us) with this application and by [YOUR COMPANY NAME].

\_\_\_\_\_  
Applicant 1 – Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Applicant 1 – Printed Name

\_\_\_\_\_  
Applicant 2 – Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Applicant 2 – Printed Name