

RENTAL APPLICATION

Property Address: _____
Rent: _____ Deposit: _____
Effective Date: _____ Approved Disapproved

1. **Applicant:** _____
First M.I. Last

Social Security #: _____ Age: _____ Sex: M F

Co-Applicant: _____

Social Security #: _____ Age: _____ Sex: M F

Other Occupants:

Name: _____ Relation: _____ Age: _____ Sex: M F

Name: _____ Relation: _____ Age: _____ Sex: M F

Name: _____ Relation: _____ Age: _____ Sex: M F

Name: _____ Relation: _____ Age: _____ Sex: M F

2. **Current Address:** _____

Past Address: _____

Cell Phone: _____ Alt. Phone: _____ Email: _____ @ _____

Current Rent: _____ How Long at Current Address? _____ Reason for Leaving _____

Landlord: _____ Phone: _____

Past Landlord: _____ Phone: _____

3. **Employment:** _____ Phone: _____

Address: _____ City: _____ St: _____ Zip: _____

Job Title: _____ Supervisor: _____

How Long At This Firm? _____ Monthly Gross Income: _____ Past Employer: _____

4. **Additional Questions (Yes/No):** Do you have a pest problem? _____

Have you ever been evicted? _____ Have you ever been convicted of a felony? _____

Have you ever filed Bankruptcy? _____ Yes, to any of the above? Explain _____

5. **Vehicles:** Make, Model, Year, Color: _____ Plate #: _____

Make, Model, Year, Color: _____ Plate #: _____

6. **Pets:** Do you have a pet? Y/N _____ Type: _____ Size: _____

7. **Family Member To Notify In Case of An Emergency:** Name: _____

Relation: _____ Phone: _____

Address: _____ City: _____ St: _____ Zip: _____

8. False or misleading information will result in denial of this application or eviction at any time during the term of the lease. This application shall not be construed as a lease or an agreement as to occupancy or date of possession. Application subject to owner's approval and may be disapproved without designating a cause. I (we) authorize Benchmark Properties to check previous tenancy: including landlord references, credit, employment, drive by inspection of current address & police history. Applicant(s) fully understand and agree that Benchmark Properties, Inc. represents the owner of the property in all manners pertaining to this application and possible subsequent lease.

Signature of Applicant(s)

Date



Guidelines for Application Approval

Please read BEFORE you begin

- **IMPORTANT:** Your application is not considered complete unless all are received: fully completed and signed application, proof of income, copy of drivers license or picture identification, and \$30 application fee per adult or married couple.
- All applicants must be at least 18 years old or older. Applicants must have citizenship or legal immigrant documentation.
- Applicants under 21 years old must include a parent's completed application (no additional fee is required). The parent will also need to sign the lease.
- **Occupancy Guidelines:** No more than two people per bedroom will be allowed.
- **Income Guidelines:** Income before taxes must be 4 times the amount of the rent or 3 times if all utilities are included. Example: If rent is \$500, your gross income should be \$2,000/month.

Applicant must be employed with copy of recent paycheck stub or have 3rd party written proof of other income sufficient to cover the minimum income requirements. Employment must show stability. Co-signers are not accepted for insufficient income.

- **Background Guidelines:** All household members must pass police history screening and sex offender register screening procedures. Felonies must be five years old or older from the date of release from prison or from probation. No felonies involving sex offenses or violent criminal acts will be considered.
- **Rental Reference Guidelines:** A satisfactory rental reference will be needed from the current and/or previous landlord. Applicants with a pest problem at their current residence will not be considered. Applicant with landlord collections, balances, evictions, or forcible detainer court actions will **not** be considered.
- **Credit Guidelines:** Applicants minimum credit score should be 550 and must be above 500. Any score below 500 will not be considered. As the price of the property increases, the credit score requirements also increase. For example: Applicants applying for a property that rents for \$750 or higher should have a minimum credit score of 650. Security deposit amount may increase based on the applicant's credit score. You may check your credit report at on-line credit monitoring websites to verify credit information before applying.

Any bankruptcy must be over one year old, with good credit since bankruptcy was filed.

- After application is approved, the security deposit must be paid within 24 hours to hold the rental unit for a maximum of 7 days at which time rent will begin. Rent will be pro-rated for the month you move-in and if you take possession after the 25th the following month's rent will also be payable.

By signing below, I acknowledge that I have read and understand the guidelines set forth and authorize Benchmark Properties, Inc. to process my application for said rental unit. I understand that the application fee is not refunded once it has been processed.

Signature of Applicant (s)