



**Renting Policies & Procedures**

- 1. Primary applicant must be at least 18 years of age or older.
- 2. Each applicant, co-applicant, or prospective occupant 18 years of age or older must fully complete a separate rental application, pay application fee, and be listed as a resident on the lease. (All Application Fees must be paid in certified funds)
- 3. Each applicant, co-applicant, or prospective occupant 18 years of age or older must provide a copy of a government issued photo ID or Driver’s License and Social Security card.
- 4. Each applicant, co-applicant, or prospective occupant 18 years of age or older must provide pay check stubs for the past 30 days and the past years W2(s) and/or 1099(s), or a copy of last year’s Income Tax Return.

**Resident Qualifying Criteria**

- 1. **Verifiable Employment and Monthly Income** – Approximately four times the rental amount per month. Income may be combined by two or more applicants. (Permanent employment of at least 6 months at the same job is preferred). Application may be denied for insufficient income.
- 2. **Good Previous Rental History** – We will verify rental history with your two previous landlords. You must provide names and telephone numbers of prior landlords. Applications will not be approved if we cannot contact your prior landlord(s) or mortgage holder(s). Applications may be denied based on previous rental profile such as, but not limited to: Non-payment of rent, frequent late payment of rents, eviction, drug use, poor housekeeping, poor supervision of applicant’s children or guests, unruly or destructive behavior by applicant, applicants children, or applicant’s guests, violence to persons or property by applicant, applicant’s children, or applicant’s guests.
- 3. **Verifiable Good Credit** – Credit reports will be checked with the national credit bureaus. You are also herein notified that a negative credit report reflecting your credit record may be submitted in the future to a credit reporting agency if you fail to fulfill the terms of your rental obligations or if you default on any of those obligations in any way. Applications may be denied based on poor credit history of any applicant; **previous bankruptcy requires an additional security deposit equal to one month’s rent.**
- 4. **Criminal Background/History** – Criminal background/history will be checked for each applicant. Our company policy prohibits convicted sexual offenders, those convicted of delivery of a controlled substance, those convicted of violent crimes, and some other categories of criminal convictions from living in our properties either as a lessee or an occupant. Applications may be denied based on criminal background/history reports of any applicant or proposed occupant (including children).

**We DO NOT discriminate on the basis of race, color, creed, religion, sex, marital status, age, familial status, physical or mental disability, or national origin.**

**I have read and understand the above policies, procedures, and rental criteria.**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ Owner/Agent: \_\_\_\_\_

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

# Rental Application



**Personal Information** – (All applicants age 18 years or older must fill out a separate application and pay applicable application fees)

Last Name:		First Name:		Middle Name:		Date of Birth: / /		Social Security Number: - -			
Primary Phone: ( ) -		Text Msg OK__		Other Phone: ( ) -		Text Msg OK__		Age:			
								Sex:			
								Drivers License #:			
								State:			
Email Address:						Marital Status: Single Married Divorced Separated Widowed					
Present Address:						City:		State:		Zip Code:	
Landlord Name:						Landlord Phone:		Move In Date:		Current Rent :	
Reason for Move out:						Have you given at least 30 days notice? Yes NO		Do you expect your security deposit will be returned? Yes No How Much \$_____			
Previous Address:						City:		State:		Zip Code:	
Landlord Name:						Landlord Phone:		Move In Date:		Rent Amount :	
Reason for Move out:						Did you give at least 30 days notice? Yes NO		Was any portion of your security deposit returned? Yes No How Much \$_____			
Previous Address:						City:		State:		Zip Code:	
Landlord Name:						Landlord Phone:		Move In Date:		Rent Amount :	
Reason for Move out:						Did you give at least 30 days notice? Yes NO		Was any portion of your security deposit returned? Yes No How Much \$_____			

**Employment Information** – (List a minimum of 2 years of employment history)

Present Employer:		Position:		How Long:		Monthly Income:	
Employer Address:		City:		State:		Zip Code:	
Supervisor Name:		Supervisor Phone:		Other Contact:			

Previous Employer:		Position:		How Long:		Monthly Income:	
Employer Address:		City:		State:		Zip Code:	
Supervisor Name:		Supervisor Phone:		Other Contact:			

# Rental Application



**Additional Occupant Information** – (Anyone 18 years of age or older must fill out a separate application and pay any applicable application fees)

Name:	Relationship:	Age:	Date of Birth: / /	Driver's License#:
Name:	Relationship:	Age:	Date of Birth: / /	Driver's License#:
Name:	Relationship:	Age:	Date of Birth: / /	Driver's License#:

**Emergency Contact Information** – (List only persons 18 years of age or older who will NOT be living on the property)

In case of emergency, Notify: 1.	Address: (Street, City, St, Zip)	Phone: ( ) -	Relationship:
2.	Address: (Street, City, St, Zip)	Phone: ( ) -	Relationship:

**Personal Reference Information** – (Non-Relatives only please)

Personal References (Non-Relative): 1.	Address: (Street, City, St, Zip)	Phone: ( ) -	Relationship:  Years Known:
2.	Address: (Street, City, St, Zip)	Phone: ( ) -	Relationship:  Years Known:
3.	Address: (Street, City, St, Zip)	Phone: ( ) -	Relationship:  Years Known:

**Vehicle Information** – (List all vehicles to be parked at the premises including Cars, Trucks, Trailers, Motorcycles, Boats, RV, etc...)

Type:	Year:	Make:	Model:	License #/State:	Monthly Payment \$:
Type:	Year:	Make:	Model:	License #/State:	Monthly Payment \$:
Type:	Year:	Make:	Model:	License #/State:	Monthly Payment \$:

# Rental Application



## Pet Information - (List all pets to be kept on the property including dogs, cats, birds, reptiles, fish, and other pets)

Will you or other occupants have a pet? YES NO				How Many? ____	Will any pets listed below be allowed inside the house? YES NO				
Type:	Breed:	Color:	Weight:	Age:	Gender:	Neutered? YES NO	Declawed? YES NO	Shots Current? YES NO	Name:
Type:	Breed:	Color:	Weight:	Age:	Gender:	Neutered? YES NO	Declawed? YES NO	Shots Current? YES NO	Name:
Type:	Breed:	Color:	Weight:	Age:	Gender:	Neutered? YES NO	Declawed? YES NO	Shots Current? YES NO	Name:

No pets shall be brought on the premises without prior written approval of the Owner/Agent for the type and breed, as well as payment of proper pet deposit(s). A pet deposit in the amount of \$ 600.00 will be assessed (per pet) If a pet deposit of **\$500.00 per animal** has not been received before the pet is brought onto the premises. No Large Animals Allowed (over 25 lbs) Maximum 2 Animals. **All pet deposits are NON-REFUNDABLE.**

## Creditor Information – (List ALL of your current financial obligations including credit cards, loans, alimony, child support, medical payments, etc...)

Name of Creditor:	Address: (Street, City, St, Zip)	Phone:	Type of Debt:	Amount Owed:	Monthly Payment \$:
1.		( ) -			
2.		( ) -			
3.		( ) -			
4.		( ) -			

Use additional piece of paper as necessary to complete list of creditors

## Has Applicant, spouse, or any occupant listed on this application ever:

Been evicted or asked to move out?..... Yes No      Been arrested or convicted for a felony or sex-related crime? ..... Yes No

Broken a lease or rental agreement?..... Yes No      Do you have any water filled furniture you will move into the property? Yes No

Been sued for non-payment of rent?..... Yes No      If you answered **YES** to **ANY** of the preceding questions, explain: \_\_\_\_\_

Been sued for damages to a rental property?..... Yes No

Filed for bankruptcy?..... Yes No

Lost property in a foreclosure?..... Yes No

## PROPERTY INFORMATION

Property Address: \_\_\_\_\_ Requested Move In Date: \_\_\_\_\_

Monthly Rent: \$ \_\_\_\_\_

Security Deposit: \$ \_\_\_\_\_

Pet Deposit: \$ \_\_\_\_\_ (# of animals x \$500)(Max 2 animals)

# Rental Application



## APPLICATION FEE AGREEMENT

A **NON-REFUNDABLE** Application Fee of \$ **35.00** is required for processing this application, and is being paid herewith. The undersigned expressly agrees that if this application is approved applicant herewith agrees to rent this property according to the terms of the lease agreement. Applicant further agrees that if applicant is accepted by Management and then decides not to move into the premises, then all monies paid herewith shall be retained as liquidated damages since other prospective tenants may have been turned away and it may be necessary for Management to re-advertise the property and evaluate other applicants. Processing of application shall be as timely as possible and the results may be delivered via telephone, fax, mail, or email. Once approved, applicant agrees to pay the balance of funds and complete the paperwork within 48 hours, otherwise management will assume that applicant has decided to forfeit the Application Fee payment made herewith and will begin re-marketing the property. Regardless as to whether applicant is approved or is not approved, **all monies given herewith are non-refundable**. Owner will continue to accept applications until an approval is made and security deposit has been paid. In the event of considering multiple applications, the most qualified applicant will be approved. Upon approval of rental application, neither the application nor the Application Fee may be withdrawn by the applicant(s). Applicant must take occupancy within 7 days of approval if the property is vacant. If applicant withdraws his application or notifies owner/and or agent that he has changed his mind about taking the property, the application fee of all applicants will be retained by the owner as liquidated damages and the parties shall have no further obligation to each other. Keys will be furnished only after all leases and rental documents have been properly executed by all parties and all upfront rents and deposits have been paid. This application is preliminary and does not obligate owner to execute a lease or deliver possession of the property.

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

Date: \_\_\_\_\_

Owner/Agent: \_\_\_\_\_

Date: \_\_\_\_\_

## DISCLOSURE AND AUTHORIZATION

I understand and agree that Arcane Properties, LLC will rely upon this rental application as an inducement for entering into a rental agreement or lease and I warrant that the facts contained in this application are true. If any facts prove to be untrue, the property manager or owner may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney's fees resulting there from. The undersigned does further understand that all persons or firms named may freely give any requested information concerning the undersigned and does hereby waive all right to action for any consequences resulting from such information. My signature below authorizes investigation of all statements contained herein by the property manager, including but not limited to a credit check, criminal background check, employment and income verification, and rental history.

I declare that the application is complete, true and correct and I herewith give my permission for anyone contacted to release the credit or personal information of the undersigned applicant to Management or their authorized agents, at any time, for the purposes of entering into and continuing to offer or collect on any agreement and/or credit extended. I further authorize Management or their Authorized Agents to verify the application information including but not limited to obtaining credit reports, criminal records, contacting creditors, present or former landlords, employers and personal references, whether listed or not, at the time of the application and at any time in the future, with regard to any agreement entered into with Management. Any false information will constitute grounds for rejection of the application, or Management may at any time immediately terminate any agreement entered into in reliance upon misinformation given on this application.

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_