



## RENTAL APPLICATION

APPLICANT NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

### RENTING POLICIES & PROCEDURES

Rotsart Real Estate thanks you for looking to us for assistance with your residential housing needs. The owners of the properties we manage and their tenants include our co-workers, employees, neighbors, family and friends. Therefore, we feel an obligation to ensure that properties managed by Rotsart Real Estate are rented and maintained in a manner that protects the quality of the dwellings and of the neighborhoods where our tenants reside. For this reason, Rotsart Real Estate utilizes a thorough screening process of all applicants for tenancy based on a set of objective criteria listed below.

Once you have selected a rental, you must complete, sign, and return the following Rental Application Form. Each person over the age of 18 years who intends to reside in the subject Dwelling Unit must submit a separate Rental Application, regardless of familial/marital status or relationship to any other applicant for tenancy. There is a **\$30.00 FEE PER APPLICATION** which covers the cost of processing your application and obtaining your credit report. **If you are financially supported by someone other than yourself or if you have poor/no credit, you will also need a co-signer to complete a Third Party Guaranty Form. There is an additional \$20.00 handling fee if a Third Party Guaranty is required.** The Application and Third Party Guaranty Fees must be paid by Certified Funds, Money Order, Cashier's Check or Cash, and are due upon submission of each application. **THE APPLICATION AND THIRD PARTY GUARANTY FEES ARE NOT REFUNDABLE.** A photo ID will be requested at the time you submit your application.

In order for an Applicant to be considered for tenancy, the Applicant must meet the following minimum requirements. If any of the following requirements are not met, a Third Party Guaranty will be required:

1. **Sufficient Income** - Three times the rental amount per month. Income may be combined by multiple Applicants for the same Dwelling Unit. (Permanent employment of at least 4 months at the same job is preferred).
2. **Verifiable Good Credit** - Credit reports will be checked with a national credit bureau.
3. **Good Previous Rental History** – Rotsart Real Estate will make a reasonable attempt to contact previous landlord(s) and/or mortgage holder(s) submitted by Applicant; however, the ultimate responsibility for supplying this information to Rotsart Real Estate lies with the Applicant. Rotsart Real Estate reserves the right to decline tenancy on the basis of our inability to contact the references provided.
4. **Complete Application** - This six-page application must be completed in its entirety. Failure to complete the entire application may delay processing or result in a denial of the application. Complete applications will be processed in the order in which received.

Rotsart Real Estate makes every effort to process applications within 24 hours of submission; however, processing can take several days due to inability to contact previous landlords, employers or other references. Applicants are encouraged to check on the status of an application, particularly if you have not received a response from Rotsart Real Estate within 48 (business day) hours of submission. Applications will not be "pre-screened" outside the standard process under any circumstances and incomplete or falsified applications may be rejected without further notice. All applications submitted become the property of Rotsart Real Estate.

We cannot guarantee any unit you have seen to be available by the time your application is processed. Dwelling Units are rented to the first approved applicant with the full security deposit paid. A security deposit will not be accepted until the Rental Application is approved.

If your application is approved and your move-in date is not immediate, a security deposit and first month's rent will be collected in advance. **THE SECURITY DEPOSIT AND FIRST MONTH'S RENT MUST BE PAID BY CASHIER'S CHECK OR MONEY ORDER.** Subject to the terms and conditions of your Rental Agreement, the Security Deposit is fully refundable within 21-days of move-out, depending upon the condition of the unit (in terms of damage and cleaning), balance of unpaid rent due and/or any other unpaid financial obligations owing at the time of departure. Those **Dwelling Units that allow pets require payment of an additional Security Deposit and monthly pet rent** as specified in the individual Rental Agreements of such units. Please be aware that only select properties allow pets and the presence of unauthorized pets in a Dwelling Unit is grounds for collection of additional fees and/or immediate termination of lease under our standard Rental Agreement.

## **DISCLOSURE AND AUTHORIZATION**

The undersigned Applicant declares that the information contained in this Rental Application is true, complete and correct, and understands and agrees that any false statements or representations identified herein may result in rejection, without further notice, of this and any future applications for tenancy in housing managed by Rotsart Real Estate. The undersigned specifically authorizes and directs any and all persons or entities named by Applicant herein to receive, provide, and exchange with Rotsart Real Estate, it's principals, agents and employees, any information pertaining to me, including but not limited to confidential information pertaining to my credit and payment history, the opinions and recommendations of my personal and employment references, and my rental history. I hereby waive any right of action now or hereafter accruing against any person or entity as a consequence of the release or exchange of such confidential information. By my signature below, I authorize the investigation and release of any and all information pertaining to the statements and representations contained herein, including but not limited to release of my confidential credit report to Rotsart Real Estate, it's principals and/or the owner(s) of any property which I am applying to occupy.

I further understand and agree that Rotsart Real Estate will rely upon this Rental Application as an inducement for entering into a rental agreement or lease of real property and I warrant that the facts, matters and information contained in this Application are true, complete and correct to the best of my knowledge and belief. If any facts subsequently prove to be untrue or inaccurate in the sole discretion and determination of Rotsart Real Estate, Rotsart Real Estate may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney's fees resulting therein. The Rental Application and Third Party Guaranty are an integral part of the rental agreement and will be used in conjunction with all legally binding documents and/or agreements. After executing a rental agreement ("lease") with Rotsart Real Estate, I understand that I am responsible for reporting any changes in the personal information contained herein, including but not limited to change of name, phone number(s), financial and employment information within 48 hours.

I understand that Rotsart Real Estate reserves the right, in its sole discretion, to report to national credit reporting agencies my failure to fulfill any of the terms of any rental agreement subsequently executed by me, including any amendments, renewals or extensions thereof. Subsequent consumer credit reports may be obtained and utilized under this authorization in connection with any update, renewal, modification, or extension of any Rental Agreement including any amendments thereto or regarding any collection matter pertaining to, arising from or in conjunction with, the rental or lease of a residence for which application was made.

Beginning at the time that I tender a deposit for a property which I intend to lease, and Rotsart Real Estate accepts such deposit, I agree to lease the property according to the terms and conditions of the lease agreement for that property, although at the time a written lease may not be signed. The starting date for my occupancy of the property will be the first day the property is made available for lease or an agreed upon date if different from that date. I agree that the lease agreement shall be in full force and effect from the time that my deposit is accepted, even if the initial occupancy date is after the date that the deposit is accepted.

Rotsart Real Estate welcomes all applicants and supports the precepts of equal access and "Fair Housing." Rotsart Real Estate will not refuse access to any housing, accommodation, or other interest in property or otherwise discriminate against an applicant on the basis of age, sex, race, religion, marital/familial status, physical or mental handicap, color, creed, ethnicity, national origin or sexual orientation.

**NOTICE OF THE CONTRACTUAL RELATIONSHIP BETWEEN THE PROPERTY OWNER AND ROTSART REAL ESTATE:** Rotsart Real Estate is the sole and exclusive agent of the Owner of the properties listed for rent or lease and represents the Property Owner's interest in any and all transactions related to the rent or lease of said property.

\*Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Received by: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**PERSONAL INFORMATION :**

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

Have you ever used another name(s) ? Y / N If yes, name(s) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Current Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

List any other persons who will reside with you below (Include age and relationship):  
\_\_\_\_\_  
\_\_\_\_\_

Do you have pets? Y / N If yes, how many? \_\_\_\_\_ What type(s)? \_\_\_\_\_ Breed(s)? \_\_\_\_\_  
Age(s)? \_\_\_\_\_ Weight(s)? \_\_\_\_\_ Gender(s)? \_\_\_\_\_

Do any of the people who will be residing in this unit smoke? Y / N

If you own the following, please check: \_\_\_\_\_ Vacuum Cleaner \_\_\_\_\_ Hose and Sprinkler \_\_\_\_\_ Lawn Mower

Do you have any special needs or requirements that we need to be aware of? Y / N

If yes, please describe \_\_\_\_\_

Name of nearest living relative \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Who should we contact in case of emergency? \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_ Address \_\_\_\_\_

**RESIDENCE HISTORY :**

Present Address \_\_\_\_\_ How long at this address? From \_\_\_\_\_ To \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Rent/Mort. Amount: \$ \_\_\_\_\_

Present Landlord or Mortgage Holder \_\_\_\_\_ Telephone \_\_\_\_\_

Reason for moving \_\_\_\_\_

Is your lease expired? Y / N If not, when is your lease expiration date? \_\_\_\_\_

Previous Address \_\_\_\_\_ How long at this address? From \_\_\_\_\_ To \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Rent/Mort. Amount: \$ \_\_\_\_\_

Previous Landlord or Mortgage Holder \_\_\_\_\_ Telephone \_\_\_\_\_

Reason for moving \_\_\_\_\_

Have you ever been the subject of an eviction proceeding or settlement whether or not a suit was actually filed? Y / N  
If yes, please explain, including dates, rental premises address, and contact information for property owner and property manager:

\*Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CRIMINAL HISTORY**

- 1. Have you ever been charged (whether or not resulting in a conviction) or convicted, or pleaded guilty or “no contest” to a felony?      Yes \_\_\_\_\_ No \_\_\_\_\_
- 2. Have you ever been convicted of or pleaded guilty or “no contest” to a misdemeanor involving sexual misconduct whether or not resulting in a conviction?      Yes \_\_\_\_\_ No \_\_\_\_\_
- 3. Are you required to register as a Violent or Sex Offender in any jurisdiction?      Yes \_\_\_\_\_ No \_\_\_\_\_

**EMPLOYMENT INFORMATION :**

Employed By \_\_\_\_\_ How Long? \_\_\_\_\_ Yrs \_\_\_\_\_ Mos.

Employers Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position \_\_\_\_\_ Monthly Income \_\_\_\_\_ Supervisor \_\_\_\_\_

Previously Employed By \_\_\_\_\_ How long? \_\_\_\_\_ Yrs \_\_\_\_\_ Mos.

Employers Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position \_\_\_\_\_ Monthly Income \_\_\_\_\_ Supervisor \_\_\_\_\_

Other sources of income (include financial aid, social security, loans, mutual funds, stocks, bonds, family assistance, etc.)

**\*Provide recent copies documenting each source of income**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BANKING & CREDIT INFORMATION :**

**\*Provide most recent copy of statement for each bank account**

Bank \_\_\_\_\_ Phone # \_\_\_\_\_

Checking Acct # \_\_\_\_\_ Savings Acct # \_\_\_\_\_

Have you ever filed bankruptcy? Y / N    When? \_\_\_\_\_    Are there any judgments against you? Y / N

If Yes, list specifics of judgments and collections: \_\_\_\_\_  
\_\_\_\_\_

List financial obligations (include student loans, credit cards, auto or home loans, child support, etc.)

- 1) \_\_\_\_\_ \$ \_\_\_\_\_ / Mo
- 2) \_\_\_\_\_ \$ \_\_\_\_\_ / Mo
- 3) \_\_\_\_\_ \$ \_\_\_\_\_ / Mo
- 4) \_\_\_\_\_ \$ \_\_\_\_\_ / Mo
- 5) \_\_\_\_\_ \$ \_\_\_\_\_ / Mo

**AUTOMOBILE INFORMATION :**

**\*Provide a copy of registration for each vehicle**

Make \_\_\_\_\_ Model \_\_\_\_\_ VIN # \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate: \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ VIN # \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate: \_\_\_\_\_

**\*Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **APPLICATION CHECKLIST:**

**Applicant, please remember to:**

- Read Through the Entire Application**
- Supply ALL Necessary Phone #'s and Addresses**
- Complete Each Page of the Application and Sign Where Noted**
- Fill in Each Blank (if Not Applicable, write N/A)**
- Include a Copy of Your Most Recent Bank Statement**
- Include Verification of Income: i.e. Employment, Trust Fund, SSI, Financial Aid**
- Include a Copy of Your Vehicle Registration**
- Include a Copy of Your Drivers License or Valid State Identification**
- Include a Copy of Your Social Security Card**
- Pay the \$30 Application Fee (and \$20 Third Party Fee, if applicable)**