

PROCEDURES FOR RENTAL APPLICATIONS:

1. Appointment is made for showing available properties.
2. Prospective tenant(s) determines the property that they would like to lease.
3. Prospective tenant(s) completes rental application.
4. A credit report is ordered when application-processing fee of \$20.00 per person (\$25.00 married couple) is collected from prospective tenant(s) and that is due upon submitting application.
5. Property Manager verifies application references.

Applicant is advised that, in order to qualify for a rental unit, a full credit report will be run on the applicant and/or co-applicant(s). Applicant also agrees that they will pay an application-processing fee of \$20.00 for each applicant (\$25.00 for married couples) before the credit report is run. This is non-refundable and the report is for the Property Manager only. It will be destroyed after being reviewed.

Le Valley Realty, LLC is a **Licensee of the owner** on all properties managed by this company. It is our job, as agent to the owner, to find the most suitable, responsible, & reliable tenant(s) for the owner(s).

Applicant's Signature:

Date:

Co-Applicant's Signature or Spouse:

Date:

ALL INFORMATION IS STRICTLY CONFIDENTIAL

Applicant

Applicant's Full Name: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Current Mailing Address: _____

City: _____ State: _____ Zip code: _____

Length of time at Present Address: _____ Amount of Rent: \$ _____

Landlord or Mortgage Holder: _____

Phone: _____ Reason for moving: _____

Previous Address

Address: _____ City: _____

State: _____ Zip code: _____

Length of time at Address: _____ Amount of rent ? _____

Landlord or Mortgage Holder: _____

Phone: _____ Reason for moving: _____

Employment

Name of Employer: _____

Employer address: _____

Position held: _____ Length of time on the job: _____

Salary: _____ Supervisor: _____

Phone # _____

Prior Employer if under 2 years:

Name of Employer: _____

Employer address: _____

Position Held: _____ Length of time on the job: _____

Salary: _____ Supervisor: _____

Phone # _____

Personal References

1. Name: _____ Address: _____
Phone: _____ Length of time known: _____ Relationship: _____
2. Name: _____ Address: _____
Phone: _____ Length of time known: _____ Relationship: _____
3. Name: _____ Address: _____
Phone: _____ Length of time known: _____ Relationship: _____

Additional Occupants who will live in the home with you?

Name of person	Relationship to you?	Age
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Not all units allow pets, be sure to check and see if the rental unit you are applying for accepts your pets!

Number of Pets? _____ Type? _____

Breed? _____ Age? _____

Remarks: _____

CO-APPLICANT OR SPOUSE INFORMATION

Co-Applicant or Spouse Name: _____

Previous Name (married or maiden name): _____

Relationship to Applicant: _____

Current Mailing address: _____

Home Phone _____ work phone _____ cell phone _____

Current Address

Address: _____

City: _____ State: _____ Length of time at address: _____ Amount of Rent: \$ _____

Landlord's name: _____

Phone number: _____ Reason for leaving: _____

Previous Address

Address: _____

City: _____ State: _____ Length of time at address: _____ Amount of Rent: _____

Landlord's Name: _____

Phone number: _____ Reason for leaving: _____

Employment

Place of employment: _____

Address: _____

Position Held: _____ Salary: _____

Time there: _____ Supervisor: _____ Phone: _____

Personal References

1. Name: _____ Address: _____

Phone: _____ Length of time known: _____ Relationship: _____

2. Name: _____ Address: _____

Phone: _____ Length of time known: _____ Relationship: _____

3. Name: _____ Address: _____

Phone: _____ Length of time known: _____ Relationship: _____

Additional information you wish to include: _____

Additional funds you wish to disclose: _____

Emergency Contact or next of kin

(Please use person other than someone living in the home with you)

In case of emergency, notify: _____

Relationship: _____

Address: _____ City _____

State _____ ZIP _____

Contact phone numbers: _____

Have you ever been arrested or served time for manufacturing drugs or selling drugs? _____

I hereby make application for a rental unit and certify that this information is correct. I authorize you to contact any references that have listed. My signature also authorizes Le Valley Realty, LLC -Property Manager to complete a full credit check on me at my expense.

Co-Applicant's Signature

Date

CREDIT REPORT REQUEST

Applicant's full name:

Maiden or other married last name(s): _____

Social Security Number: _____ Date of Birth: _____

Drivers License Number: _____

State of Issue: _____

Current Address: _____ City: _____

State: _____ ZIP: _____

Previous Address: _____ City: _____

State: _____ ZIP: _____

Co-Applicant/spouse name:

Maiden or other married last name(s): _____

Social Security Number: _____ Date of Birth: _____

Drivers License Number: _____

State of Issue: _____

Current Address: _____ City: _____

State: _____ ZIP: _____

Previous Address: _____ City: _____

State: _____ ZIP: _____

I/We understand that CBC AmRent will be preparing my credit report and that I may receive a call from CBC AmRent for a consumer interview. I authorize the release to CBC AmRent my application and also authorize my creditors and employers to release to CBC AmRent telephonically as well as in writing any information that they may require, including data on my current and previous credit history, employment and income. I further understand that use of a photocopy of this release may be necessary to verify one or more of my references. I authorize that use and request that such a copy be honored fully, as if it were an original.

My signature authorized Le Valley Realty, LLC to complete a full credit report and the Property Manager to receive this report.

Applicant's Signature

Date

Co-Applicant's Signature

Date