

# RENTAL APPLICANT REQUIREMENTS MANCHESTER

1. Each applicant shall furnish official government issued identification to the leasing agent.
2. Agent shall make a copy of the identification before showing the property.
3. All applicants must be at least 21 years of age and each applicant must complete a separate application for residency.
4. The combined household income on all applicant(s) must be equal to at least 3 times the market rent.  
In the event the Applicant is retired or unemployed Applicant must provide proof of income and/or assets that equal 3 times the total contractual amount of the Rental Agreement.  
Income is defined as items listed on page 1 of your Federal Tax Return Form 1040.)
5. No evictions or evictions in progress.
6. Applicant shall provide good proof of employment.
7. Applicant must have a good 12 month rental history as described below. If none, advise why. If this requirement is not met, applicant will be required to pay 2 months' rent in advance. If present or previous landlords and/or mortgage companies report any of the following items, the applicant will be denied.
  - 2 or more NSF payments in the last 12 months
  - 4 or more NSF payments in the last 24 months
  - 3 or more late payments in the last 12 months
  - Outstanding balance for damages or rent owed to another Landlord/mortgage Company
  - Any demonstration of poor apartment care
8. No non-resident co-signers or guarantors shall be acceptable. The exception to this will be made for parents to guarantee for their college student child who otherwise qualifies for the remainder of the obligations under the Rental Applicant Requirements.
9. Applicant cannot have pets.
10. Applicant must be the individual intending to occupy the unit if approved.
11. If it is discovered that the applicant has given false information or has not accurately completed the application to avoid negative information being found, the application will be denied.
12. The following criminal history for any applicant will be grounds for denial:
  - Any conviction, deferred adjudication, or unresolved charge of a felony.
  - Any conviction, deferred adjudication, or unresolved charge of any violent or drug related misdemeanor within the last 10 years.
  - Any combination of multiple arrests, convictions, deferred adjudications, or unresolved felonies or misdemeanors within the last 10 years.
13. Applicant must have good credit, defined below. If this requirement is not met the applicant will be required to pay 2 months' in advance. The following cannot appear on your credit report:
  - Unpaid collections over \$500
  - Past due accounts exceeding \$200 total
  - Unpaid judgments
  - Unpaid tax liens
  - Charge off or write off accounts
  - Any bankruptcy within the last seven years
  - Any landlord – resident court actions

I HAVE READ AND UNDERSTAND THE ABOVE RENTAL REQUIREMENTS.

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

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Stokes and Company, its' owner, agents and employees, represent the owners of this rental property as their agent.

# STOKES AND COMPANY - RENTAL APPLICATION

**NO PETS ALLOWED**

**BUILDING:**

Apt. #	Rent \$	Date of Application:	Date of Occupancy:
Name (Occupant):		Soc. Sec. #:	DOB:
Persons under 18 years of age (all persons over 18 must be on lease):			
Present Address: Street:	Apt #:	City:	State: Zip: Home #: work #:
Community / Landlord Name/ Address/Phone:		From:	Dates of Residence: To: Rent paid
Present Employer: Company:	City/State:	Main #:	Position: Date Hired: Gross Income:
Supervisor Name:		Supervisor #	
Previous Employer: Company:	City/State:	Main #:	Position: Date Hired: Date Left Gross Income:
Vehicles: Make:	Year	License # / Sate	Driver's License # / State:
(1)			
(2)			
Auto Loan: Bank:	City / State:	Branch:	Loan #: Phone #:
Checking Account: Bank:	City / State	Branch:	Account #: Phone #:
Credit Cards: (1) Issuer:	(2) Issuer:	(3) Issuer:	(4) Issuer:
Emergency Contact: Name:	Street:	Apt. #:	City: State: Zip: Home #: Work #:

**Please answer the following questions:**

Do you require any special accommodations? \_\_\_\_\_ If so, what type? \_\_\_\_\_

Have you ever been evicted from a place of rental? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Do you owe any unpaid rent? \_\_\_\_\_ If yes, how much? \_\_\_\_\_

Have you ever violated a lease, rental agreement, or regulations at a former place of residence? \_\_\_\_\_

Have you ever been charged with a misuse or abuse to any rental property? \_\_\_\_\_

Have you ever been convicted of a crime other than a Motor Vehicle Violation? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

### RELEASE

This is to inform you that as a part of our procedure for processing your application, an investigative consumer report may be prepared whereby information is obtained through personal interviews with your landlord, employer, others with whom you are acquainted, a credit check, and criminal report. I/We hereby agree, in the event of the approval of this rental application, to execute a lease in accordance with the terms set forth in this rental application and my/our rental liability shall commence on THIS DATE \_\_\_\_\_, \_\_\_\_\_, pursuant to the terms of the lease. The applicant understands that approval of this application is conditional upon approval by Landlord, in Landlord's sole discretion of the information supplied in the above mentioned consumer report meeting lease criteria. Owner and/or agent for the owner may refuse possession of the above mentioned accommodations because of any derogatory information contained in the consumer report. I/We have read the foregoing and certify that the information herein is TRUE and CORRECT, that this application is submitted for the purpose of inducing approval of this application in my/our behalf, and any errors in this application may be used by the owner and/or agent to terminate the lease at any time.

### DEPOSIT AND RECEIPT

Applicant hereby deposits the amount of \$ 30.00 per unit which represents a non-refundable application processing fee.

Applicant hereby deposits the amount of \$100.00. This amount will be refunded within 7 working days if the applicant is not accepted as a resident by the date of \_\_\_\_\_, \_\_\_\_\_, or if the applicant withdraws this application in writing by 5:00 p.m. on \_\_\_\_\_, \_\_\_\_\_. If the applicant is accepted and resident does not enter into a lease agreement within 72 hours of notification of acceptance, then the amount deposited shall be retained as liquidated damages for holding the apartment off the market. If applicant does enter into a lease agreement, then the deposit shall be applied to the security deposit required under the lease. If applicant is accepted as a resident and enters into a lease agreement, then this document shall become part of the lease. If the landlord determines that any information contained herein is FALSE or MISLEADING, then, at the landlord's option, the lease shall be voidable upon 3 days notice.

\_\_\_\_\_  
Date: Signature of Applicant Date Signature of Leasing Agent