

Application to Rent

(All Blanks Must Be Filled In)

Separate Applications Are Required from Each Adult Applicant (anyone 18 years and older)

Full Name: _____ Social Security No.: _____

Phone (H) _____ Phone (W) _____ Driver's License No. _____

Cell Phone or Alternate Phone Number: _____ (Copy of your Driver's License or Picture ID is required)

Proposed Occupants (Including Yourself)

Date of Birth

Why are you moving from your present place of residence? _____

What is your current rent amount: \$ _____ Desired Move-In Date: _____

List Residence Information for the Past 3 Years

Address - (Include Apt. Number)	City, State, Zip	Name of Owner/Manager	Owner/Manager Phone Number	Date Moved In	Date Moved Out

Employment

Additional Employment

If Self Employed – Copies of Last Two Years Tax Returns Showing Gross (before taxes) Income Per Month of 3 Times Monthly Rent Must be Provided

Occupation/Source of Income	
Employer (Company Name)	
Business Address	
Business Phone (where employment can be verified)	
Name & Title of Supervisor	
Length of Employment / Hire Date	
Full Time/Part Time (Hours/Week)	
Current Gross Monthly Income	

Additional Income: \$ _____ Source: _____ **(Written Verification Must be Provided for Additional Income to be Considered)**

Notify in Case of Emergency	Address	Phone	Relationship
Someone who does not live with you			
Nearest relative not living with you			

Mother's Maiden Name: _____

TURNOVER AND COMPLETE REVERSE SIDE

Automobile: Make _____ Model: _____ Year: _____ License No. _____

Automobile: Make _____ Model: _____ Year: _____ License No. _____

Other Vehicles: _____

	<u>Yes</u>	<u>No</u>
Have you in the last 7 years declared bankruptcy, suffered foreclosure or had any account assigned to collection action?		
Have you ever been evicted, or given notice to move by a Landlord, Owner or Property Manager?		

PETS - How many pets? _____ What type of pet: _____

Full description of pet (ie. Breed, age, weight, color, name, etc.) _____

A Non-Refundable Application Fee of **\$25.00** is required for processing this application, and is being paid herewith. The cost is broken down as follows:

Credit Reporting Agency's Fee	\$13.00	<i>The application fee is non-refundable. The fee must be paid in cash or money order (exact change only). No personal checks accepted for application fees.</i>
Telephone and Supplies	\$ 3.00	
Property Manager's Time	<u>\$ 9.00</u>	
Total Application Fee	\$25.00	

Please allow at least three (3) business days for your application to be processed. You will receive notification by mail if your application is denied. We are not responsible for delays caused by lack of response from your references.

Please be prepared for the following if your application is approved:

- (1) Upon approval, the security deposit must be paid by the end of the following business day.
- (2) Rent will commence within seven (7) days following approval of your application or when the premise is available, whichever is sooner.
- (3) A full month's rent is collected at lease signing and the second month is prorated if necessary.
- (4) Both the security deposit and the first month's rent must be paid in the form of cashier's check or money order payable to: **McClellan Business Park, LLC.**
- (5) Your personal check is acceptable for subsequent rent payments.

I declare that this 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 agent, 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 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 has read and understands the information on this application.**

The rental unit you are applying to rent: _____

Applicants Name (Please Print Clearly): _____

Date: _____ Applicant's Signature: _____