

Rental Requirements:

- Fill out rental application completely.
- Required Items – Drivers License or picture I.D., and Social Security Card
- Pay application fee – \$30.00
 - Each resident over the age of 18 must submit a separate rental application
- We will perform Credit, Eviction and Criminal Reports on household members 18 years of age and older.
- Income requirements – Last 4 weeks income: check stubs, official statements of SSI, disability or court ordered support income.
- Make sure to: **Fill out current address and previous address and landlord information, including phone #'s on the rental application**
- Gross monthly income needs to = 4 times the rent / example \$450 rent =1800.00 Gross income, \$700 rent = \$2800.00 gross monthly income
(Gross Income is the income before taxes and deductions)

Upon acceptance of an application – Our office will notify you of the amount of your Security Deposit plus rent. As soon as the security deposit has been received in our office, we will schedule an appointment for lease signing.

** The decision to rent is not based solely on one item: examples (credit report, background check etc.) all required items will be taken into consideration.

Required monies at the time of lease signing: Amount of security deposit and rent to be determined at the time of application processing.

- **Money Order or Cashier's Check required for all Security Deposits and SEPARATE Money Order required for Rents and other payments.**
- **We do not accept personal checks or cash payments**

Due to the high volume of applications please allow up to 3-5 business days for someone to contact you in reference to your submitted application

RE/MAX REAL ESTATE EXCHANGE

Application to Rent – Page 1

Rental Property Address:		Move-In Date:	
Monthly Rent Rate \$	Pets? Yes or No	# of Pets (if any):	
Pet Type:	Pet Breed:	Pet Age:	
Section 1: Applicant Information (This person will be considered the primary leaseholder.)			
Applicant Name:		Email:	
Phone:	Current Address:		
From: To:	Current Monthly Payment: \$	Own Rent Live with Family (Circle One)	
Current Landlord Name:		Current Landlord Phone:	
Previous Address:			
From: To:	Previous Monthly Payment: \$	Own Rent Live with Family (Circle One)	
Previous Landlord Name:		Previous Landlord Phone:	
Date of Birth:	SS #:	License #:	State:
Employer:		Phone:	
Monthly Gross Income \$	From:	To:	
Additional Income: \$	Position:	Supervisor:	
Emergency Contact Name:		Emergency Contact Phone #:	
Section 2: Spouse / Other Occupants (18 years & older) – Use Section 5 for additional if needed.			
Spouse / Other Occupant Name:		Email:	
Phone:	Current Address:		
From: To:	Current Monthly Payment: \$	Own Rent Live with Family (Circle One)	
Current Landlord Name:		Current Landlord Phone:	
Previous Address:			
From: To:	Previous Monthly Payment: \$	Own Rent Live with Family (Circle One)	
Previous Landlord Name:		Previous Landlord Phone:	
Date of Birth:	SS #:	License #:	State:
Employer:		Phone:	
Monthly Gross Income \$	From:	To:	
Additional Income: \$	Position:	Supervisor:	
Section 3: Other Occupants (Under the Age of 18)			
Name:	Age:	Name:	Age:
Name:	Age:	Name:	Age:
Section 4: Signatures Required of All Occupants 18 years & older			
<p>I authorize RE/MAX Real Estate Exchange to complete criminal background and credit checks as well as landlord reference verifications. I understand that those reports and/or results cannot be given to me, discussed with me or shown to me. I acknowledge that I have read the Credit Policy – Page 3 attached to this application. I certify that I am of legal age (18 or older) and that the above information is correct to the best of my knowledge. I understand that any fraudulent or incomplete information on this application is sufficient basis for refusal to rent without recourse.</p>			
Application fee(s) in the total amount of \$_____ cash / money order were rec'd by _____ (receipt# _____)			
Applicant Signature		Date:	
Spouse / Other Occupant Signature		Date:	

RE/MAX REAL ESTATE EXCHANGE

Application to Rent – Page 2

Rental Property Address:			
Section 5: Other Occupants (Not Included on Page 1 of Application)			
3 rd Occupant Name:		Email:	
Phone:	Current Address:		
From:	To:	Current Payment: \$	Own Rent Live with Family (Circle One)
Current Landlord Name:		Current Landlord Phone:	
Date of Birth:	SS #:	License #:	State:
Emergency Contact Name;		Emergency Contact Phone #:	
I authorize RE/MAX Real Estate Exchange to complete criminal background and credit checks in addition to verification of landlord references. I understand that the credit report and the criminal background check cannot be discussed with me, shown to me or a copy given to me. I certify that I am of legal age (18 or older) and that the above information is correct to the best of my knowledge. I understand that any fraudulent or incomplete information on this application is sufficient basis for refusal to rent without recourse.			
3 rd Occupant Signature		Date:	
Section 5: Other Occupants (Not Included on Page 1 of Application)			
4 th Occupant Name:		Email:	
Phone:	Current Address:		
From:	To:	Current Payment: \$	Own Rent Live with Family (Circle One)
Current Landlord Name:		Current Landlord Phone:	
Date of Birth:	SS #:	License #:	State:
Emergency Contact Name;		Emergency Contact Phone #:	
I authorize RE/MAX Real Estate Exchange to complete criminal background and credit checks in addition to verification of landlord references. I understand that the credit report and the criminal background check cannot be discussed with me, shown to me or a copy given to me. I certify that I am of legal age (18 or older) and that the above information is correct to the best of my knowledge. I understand that any fraudulent or incomplete information on this application is sufficient basis for refusal to rent without recourse.			
4 th Occupant Signature:		Date:	
Section 5: Other Occupants (Not Included on Page 1 of Application)			
5 th Occupant Name:		Email:	
Phone:	Current Address:		
From:	To:	Current Payment: \$	Own Rent Live with Family (Circle One)
Current Landlord Name:		Current Landlord Phone:	
Date of Birth:	SS #:	License #:	State:
Emergency Contact Name;		Emergency Contact Phone #:	
I authorize RE/MAX Real Estate Exchange to complete criminal background and credit checks in addition to verification of landlord references. I understand that the credit report and the criminal background check cannot be discussed with me, shown to me or a copy given to me. I certify that I am of legal age (18 or older) and that the above information is correct to the best of my knowledge. I understand that any fraudulent or incomplete information on this application is sufficient basis for refusal to rent without recourse.			
5 th Occupant Signature:		Date:	

RE/MAX REAL ESTATE EXCHANGE

Credit Policy – Page 3

AGENCY DISCLOSURE: The above named firm and its agents are representing the interests of the Landlord. As such, the firm and its agents must work to obtain for the Landlord the best price and terms possible. The firm and its agents must also furnish the Landlord any information obtained from you or any other source which is material to the transaction or which might influence the Landlord's decision to rent.

Rental properties are offered to the public for leasing in compliance with all state and federal housing laws, including but not limited to, any federal and state laws and regulations prohibiting discrimination on the basis of race, color, religion, sex, national origin, handicap or familial status.

INCOME: Applicant must be able to show a gross monthly income equal to four times the monthly rent. Any **NON-EMPLOYMENT INCOME** must be guaranteed for the term of the lease by the paying department or the individual. Married applicants can combine incomes for qualifying purposes, provided both have acceptable credit.

SOCIAL SECURITY CARD: Applicant must be able to show a social security card with their name on it. Simply remembering the number is not sufficient.

DELAYED MOVE-IN PERIOD: Vacant properties are available for immediate occupancy. Occupied properties have a rental availability date. Homes will not be kept off the market for a future tenant (without rent being paid) once a property is vacant, or a date past the rental availability date, except for a short period of time (usually 7-14 days) as set by the owner of the property. This amount of time varies on a property-by-property basis.

TENANT PROCEDURES TO RESERVE A PROPERTY PRIOR TO OCCUPANCY: The following steps must be taken, in sequence, to reserve a property: (1) the prospective tenant must complete an application and pay the application fee; (2) the rental department must review the application, credit report and landlord reference, and approve the tenancy; and (3) the tenant must either: (a) pay the full security deposit and sign a lease, or (b) sign a binder. Until and unless all these procedures are completed, the property will remain on the market for rent. Should another applicant be approved prior to these steps being completed, the losing applicant forfeits the application fee.

I have read the above and fully understand that the policies stated above will be used in consideration of acceptability of the written application for rental of property.

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Rental Application Addendum – Page 4

If you do not plan to receive mail at the “requested unit’s address”, please enter your planned mailing address below:

Address: _____

City: _____ State: _____ Zip: _____

Please use the lines below to explain to us your reason for leaving your current residence.

Please list a trusted contact person and secure address where we may send notices, refund checks and other pertinent mail to you in case of unexpected relocation.

Additional Family Contact Information:

Name: _____

Relationship: _____ Phone #: _____

Name: _____

Relationship: _____ Phone #: _____